



## **CITY COUNCIL OF PARLIER REGULAR MEETING**

**DATE:** Thursday, April 04, 2019  
**TIME:** 6:30 PM  
**PLACE:** Parlier Police Department  
8770 S. Mendocino Avenue  
Parlier, CA 93648

### **CALL TO ORDER/WELCOME:**

**Roll Call:** Mayor Alma M. Beltran, Mayor Pro-Tem Trinidad Pimentel, Councilwoman Diane Maldonado, Councilman Noe Rodriguez, Councilman Jose Escoto, City Clerk Dorothy Garza.

**FLAG SALUTE:** Mayor Alma M. Beltran

### **ADDITIONS/DELETIONS TO THE AGENDA**

### **PRESENTATIONS/INFORMATIONAL:**

1. Plaque honoring Mayor Beltran for being the first City of Parlier Latina woman Mayor.
2. Crime Status Report by Chief Garza.

### **PUBLIC COMMENTS:**

**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 five (5) minutes.

### **CONSENT CALENDAR:**

3. Approve the Check Reports dated March 1, 2019 through March 14, 2019.
4. Approve and accept the Minutes dated March 7, 2019.

### **REPORTS:**

5. **SUBJECT:** Consideration and Necessary action on Energy Experts LLC; Solar PV and Energy Efficiency Program Proposal Agreement.

**RECOMMENDATION:** City Council to approve the Proposed Agreement with Energy Experts LLC.

6. **SUBJECT:** Initiating Proceedings for the Annual Levy of Assessments for Landscape Maintenance and Lighting District No. 1.

**RECOMMENDATION:** City Council adopt **Resolution No. 2019-09** Initiating Proceedings for the Annual Levy of Assessments for Landscape Maintenance and Lighting District No. 1 and authorize the City Engineer to file his annual report.

7. **SUBJECT:** Continued from the March 7, 2019 City Council meeting. Consideration and Necessary Action on Resolution Setting Special Election for and Second Reading, Public Hearing and Adoption of Transactions and Use (Sales) Tax Ordinance to be Voted on at Special Election.

**RECOMMENDATION:** Council to approve **Resolution No. 2019-04** Setting Special Election and waive Second Reading conduct Public Hearing and Adopt **Ordinance 2019-02** Transactions and Use (Sales) Tax to be voted on at Special Election.

8. **SUBJECT:** Consideration and Necessary Action on updating and amending the current Personnel Policies.

**RECOMMENDATION:** Staff recommends the Council approve updating and amending the current Personnel Policies.

**BRIEF COMMENTS: COUNCIL COMMUNICATIONS/COMMENTS:**  
**CITY MANAGER**

**CITY ATTORNEY**

**CITY COUNCIL**

**PUBLIC COMMENTS ON CLOSED SESSION**

(THIS PORTION OF THE MEETING IS RESERVED FOR PERSONS DESIRING TO ADDRESS THE COUNCIL ON AN ITEM WHICH IS TO BE CONSIDERED DURING CLOSED SESSION. SPEAKERS SHOULD LIMIT THEIR COMMENTS TO FIVE (5) MINUTES.)

**CLOSED SESSION:**

9. **GOVERNMENT CODE SECTION 54957**

Public Employee Performance Evaluation

Titles:

City Manager

Finance Director/Controller

Police Chief

Community Development Director

Director of Maintenance and Operations

Wastewater Treatment Plant Superintendent  
City Engineer  
City Planner  
Preschool Director  
Facilities Manager  
Building Inspector/Code Enforcement  
Events Coordinator

## **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 the front counter at City Hall located at 1100 East Parlier Avenue, Parlier, CA during normal business hours. In addition, most documents are posted on the City's website at <http://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 the 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.



## CITY OF PARLIER

3  
Check Report

By Check Number

Date Range: 03/15/2019 - 03/28/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
ADP00	ADP, INC.	03/19/2019	Regular	0.00	521.04	51128
	**Void**	03/19/2019	Regular	0.00	0.00	51129
ASI01	ASI	03/19/2019	Regular	0.00	423.98	51130
COS03	COSTANZO & ASSOCIATES	03/19/2019	Regular	0.00	14,562.50	51131
DELOO	DE LAGE LANDEN FINANCIAL	03/19/2019	Regular	0.00	10,645.82	51132
	**Void**	03/19/2019	Regular	0.00	0.00	51133
COU04	FRESNO COUNCIL OF GOVERNMENT	03/19/2019	Regular	0.00	400.00	51134
HEA01	HEALTHWISE SERVICES, LLC	03/19/2019	Regular	0.00	400.00	51135
MET02	METLIFE - GROUP BENEFITS	03/19/2019	Regular	0.00	438.24	51136
	**Void**	03/19/2019	Regular	0.00	0.00	51137
MUN01	MUNI METRIX SYSTEMS CORP.	03/19/2019	Regular	0.00	119.97	51138
PAR11	PARLIER POLICE DEPT.	03/19/2019	Regular	0.00	1,000.00	51139
QUI02	QUILL CORPORATION	03/19/2019	Regular	0.00	69.13	51140
RLB01	REEDLEY LUMBER & BUILDING	03/19/2019	Regular	0.00	672.72	51141
RSG01	RSG, INC.	03/19/2019	Regular	0.00	468.75	51142
SAN1H	SANGER NURSERY	03/19/2019	Regular	0.00	242.38	51143
SOC00	SOCIAL VOCATIONAL SERVICES	03/19/2019	Regular	0.00	2,900.00	51144
SOU07	SOUTH COUNTY VETERINARY H	03/19/2019	Regular	0.00	403.00	51145
SYS00	SYSO OF CENTRAL CALIFORNIA	03/19/2019	Regular	0.00	479.87	51146
FRE07	THE FRESNO BEE	03/19/2019	Regular	0.00	1,311.00	51147
TYL00	TYLER TECHNOLOGIES, INC.	03/19/2019	Regular	0.00	96.00	51148
TAC00	5.11 TACTICAL SIGNATURE S	03/22/2019	Regular	0.00	1,478.50	51149
A&M00	A&M CONSULTING ENGINEERS	03/22/2019	Regular	0.00	14,460.00	51150
ANI02	ANIMAL CARE EQUIPMENT & SERVICES	03/22/2019	Regular	0.00	171.52	51151
ASI01	ASI	03/22/2019	Regular	0.00	509.56	51152
AUG01	AUGUSTINE, BERTHA E.	03/22/2019	Regular	0.00	2,010.59	51153
CEN19	CENTRAL SANITARY SUPPLY	03/22/2019	Regular	0.00	44.86	51154
CEN06	CENTRAL VALLEY TOXICOLOGY	03/22/2019	Regular	0.00	341.00	51155
CIT22	CITY OF PARLIER	03/22/2019	Regular	0.00	638.32	51156
COM05	COMCAST	03/22/2019	Regular	0.00	1,182.00	51157
DIR01	DIRECTV	03/22/2019	Regular	0.00	78.24	51158
GRA01	GRANTED SOLUTIONS	03/22/2019	Regular	0.00	2,047.50	51159
INT07	IAP	03/22/2019	Regular	0.00	50.00	51160
MAT02	MATSON ALARM CO. INC.	03/22/2019	Regular	0.00	45.00	51161
MET02	METLIFE - GROUP BENEFITS	03/22/2019	Regular	0.00	417.03	51162
	**Void**	03/22/2019	Regular	0.00	0.00	51163
P.G01	PACIFIC GAS & ELECTRIC	03/22/2019	Regular	0.00	21,495.34	51164
WAS01	RIP WASHINGTON	03/22/2019	Regular	0.00	2,400.00	51165
SEL01	SELECT BUSINESS SYSTEMS INC.	03/22/2019	Regular	0.00	801.62	51166
SOU07	SOUTH COUNTY VETERINARY H	03/22/2019	Regular	0.00	91.00	51167
SYS00	SYSO OF CENTRAL CALIFORNIA	03/22/2019	Regular	0.00	505.02	51168
SO 01	THE GAS CO.	03/22/2019	Regular	0.00	2,213.56	51169
THE05	THE OFFICE CITY	03/22/2019	Regular	0.00	36.09	51170
UN 01	unWIRED BROADBAND, INC.	03/22/2019	Regular	0.00	74.99	51171
USM01	U-SAVE MARKET	03/22/2019	Regular	0.00	1,231.59	51172
VER08	VERIZON WIRELESS	03/22/2019	Regular	0.00	1,085.05	51173
ZEE00	ZEE MEDICAL SERVICE CO.	03/22/2019	Regular	0.00	703.03	51174
BEL03	ALMA M. BELTRAN	03/25/2019	Regular	0.00	580.70	51175
SAN1R	SAN JOAQUIN VALLEY AIR	03/25/2019	Regular	0.00	83.00	51176
AET00	AETNA	03/26/2019	Regular	0.00	13,542.41	51177
	**Void**	03/26/2019	Regular	0.00	0.00	51178
ASI01	ASI	03/26/2019	Regular	0.00	299.18	51179
AT&09	AT&T	03/26/2019	Regular	0.00	493.12	51180
AUG01	AUGUSTINE, BERTHA E.	03/26/2019	Regular	0.00	73.77	51181

## Check Report

Date Range: 03/15/2019 - 03/28/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
CEN19	CENTRAL SANITARY SUPPLY	03/26/2019	Regular	0.00	269.68	51182
CEN02	CENTRAL VALLEY LOCK & SAFE INC.	03/26/2019	Regular	0.00	1,135.99	51183
ENE00	CHOICE PARTNERS, INC.	03/26/2019	Regular	0.00	2,246.00	51184
JIM02	ESTHER DAISY JIMENEZ	03/26/2019	Regular	0.00	20.71	51185
HOM01	HOME DEPOT CREDIT SERVICE	03/26/2019	Regular	0.00	1,113.67	51186
JOS03	JOSEPHSON INSTITUTE OF ETHICS	03/26/2019	Regular	0.00	330.00	51187
VAL03	MATTHEW STACY KNIFFIN	03/26/2019	Regular	0.00	550.00	51188
MET01	METRO UNIFORM & ACCESSORIES	03/26/2019	Regular	0.00	368.98	51189
PRO04	PROPRINTING SYSTEMS	03/26/2019	Regular	0.00	144.69	51190
QUI02	QUILL CORPORATION	03/26/2019	Regular	0.00	483.38	51191
WAS01	RIP WASHINGTON	03/26/2019	Regular	0.00	2,550.00	51192
UNIO5	UNITY IT	03/26/2019	Regular	0.00	1,935.78	51193
ID00	VANESSA A. EINERSON	03/26/2019	Regular	0.00	59.39	51194
GIE02	GIERLICH-MITCHELL, INC.	03/26/2019	Regular	0.00	8,822.82	51195
AT&02	A T & T MOBILITY	03/28/2019	Regular	0.00	503.08	51196
ALTO1	ALTA MONTCLAIR/ESBA	03/28/2019	Regular	0.00	100.00	51197
AUTO1	AUTO ZONE	03/28/2019	Regular	0.00	33.43	51198
CIN01	CINTAS CORPORATION NO. 2	03/28/2019	Regular	0.00	125.38	51199
CEN01	CSJVRMA	03/28/2019	Regular	0.00	66,742.00	51200
	**Void**	03/28/2019	Regular	0.00	0.00	51201
	**Void**	03/28/2019	Regular	0.00	0.00	51202
FRE2G	FRESNO COUNTY CLERKS OFFICE	03/28/2019	Regular	0.00	7,739.74	51203
HDL02	HINDERLITER, DE LLAMAS & ASSOCIATES	03/28/2019	Regular	0.00	1,348.33	51204
HUM01	HUMANA INSURANCE CO.	03/28/2019	Regular	0.00	6,262.84	51205
	**Void**	03/28/2019	Regular	0.00	0.00	51206
CAN03	JAVIER G. CANTU	03/28/2019	Regular	0.00	9,600.00	51207
MET01	METRO UNIFORM & ACCESSORIES	03/28/2019	Regular	0.00	966.38	51208
MOR05	MORALES, DOMINGO A.	03/28/2019	Regular	0.00	792.07	51209
P.G01	PACIFIC GAS & ELECTRIC	03/28/2019	Regular	0.00	4,722.38	51210
PRE44	PRESORT CENTER OF FRESNO, LLC	03/28/2019	Regular	0.00	384.08	51211
SOU07	SOUTH COUNTY VETERINARY H	03/28/2019	Regular	0.00	477.00	51212
STA1B	STANDARD INSURANCE CO.	03/28/2019	Regular	0.00	2,018.53	51213
	**Void**	03/28/2019	Regular	0.00	0.00	51214
STA1B	STANDARD INSURANCE CO.	03/28/2019	Regular	0.00	1,998.37	51215
	**Void**	03/28/2019	Regular	0.00	0.00	51216
T-M00	T-MOBILE	03/28/2019	Regular	0.00	56.71	51217
UNIO5	UNITY IT	03/28/2019	Regular	0.00	3,653.97	51218
VOR01	VORTAL, INC.	03/28/2019	Regular	0.00	200.00	51219
VUL00	VULCAN MATERIALS CO.	03/28/2019	Regular	0.00	169.30	51220
PER01	CALPERS	03/19/2019	Bank Draft	0.00	9,845.58	DFT0000203
ASIO1	ASI	03/22/2019	Bank Draft	0.00	805.04	DFT0000204
PER01	CALPERS	03/22/2019	Bank Draft	0.00	15,032.03	DFT0000205
ASIO1	ASI	03/26/2019	Bank Draft	0.00	953.81	DFT0000206
PER01	CALPERS	03/28/2019	Bank Draft	0.00	15,209.54	DFT0000207

## Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	160	83	0.00	232,262.67
Manual Checks	0	0	0.00	0.00
Voided Checks	0	10	0.00	0.00
Bank Drafts	8	5	0.00	41,846.00
EFT's	0	0	0.00	0.00
	<b>168</b>	<b>98</b>	<b>0.00</b>	<b>274,108.67</b>

**All Bank Codes Check Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	160	83	0.00	232,262.67
Manual Checks	0	0	0.00	0.00
Voided Checks	0	10	0.00	0.00
Bank Drafts	8	5	0.00	41,846.00
EFT's	0	0	0.00	0.00
	<b>168</b>	<b>98</b>	<b>0.00</b>	<b>274,108.67</b>

**Fund Summary**

Fund	Name	Period	Amount
999	POOL FUND	3/2019	274,108.67
			<u>274,108.67</u>



## CITY OF PARLIER

## Check Report

By Check Number

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
ADP00	ADP, INC.	03/19/2019	Regular	0.00	521.04	51128
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
531704004	Invoice	03/15/2019	PAYROLL PROCESS 3/01	0.00	521.04	
	Account Number		Account Name		Distribution Amount	
	100-5100-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	42.25
	100-5200-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	21.12
	100-5400-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	168.99
	100-5410-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	7.04
	100-5420-6520		CE PROFESSIONAL SERVIC		PAYROLL PROCESS	7.04
	100-5610-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	7.04
	100-5615-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	7.04
	100-5617-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	14.08
	100-5620-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	14.08
	100-5700-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	7.04
	102-5400-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	21.12
	203-5600-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	7.04
	206-5600-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	7.04
	213-5600-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	7.04
	269-6303-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	105.64
	400-5300-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	14.08
	400-5600-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	14.08
	401-5300-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	14.08
	401-5600-6520		PROFESSIONAL SERVICES		PAYROLL PROCESS	14.08
	402-5300-6520		PROFESSIONAL SERVICES		PAYROLL PROCESS	14.08
	602-8100-6520		PROFESSIONAL SERVICES/		PAYROLL PROCESS	7.04
	**Void**	03/19/2019	Regular	0.00	0.00	51129
ASI01	ASI	03/19/2019	Regular	0.00	423.98	51130
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
12-MAR-19	Invoice	03/15/2019	2019 MEDICAL FUNDING	0.00	423.98	
	Account Number		Account Name		Distribution Amount	
	100-5400-5011		INSURANCE-MED,DEN,VIS		2019 MEDICAL FUNDING	285.23
	269-6303-5011		INSURANCE-MED,DEN,VIS		2019 MEDICAL FUNDING	138.75
COS03	COSTANZO & ASSOCIATES	03/19/2019	Regular	0.00	14,562.50	51131
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
5877	Invoice	03/15/2019	CM S. ESCOBAR 2-19	0.00	1,328.00	
	Account Number		Account Name		Distribution Amount	
	100-5200-6521		ATTORNEY SERVICES		CM S. ESCOBAR 2-19	1,328.00
5878	Invoice	03/15/2019	GEN LEGAL SVCS 2-19	0.00	5,504.00	
	Account Number		Account Name		Distribution Amount	
	100-5200-6521		ATTORNEY SERVICES		GEN LEGAL SVCS 2-19	5,504.00
5879	Invoice	03/15/2019	PARLIER V. JIMENEZ 2-19	0.00	115.50	
	Account Number		Account Name		Distribution Amount	
	100-5400-6521		ATTORNEY SERVICES		PARLIER V. JIMENEZ 2-19	115.50
5880	Invoice	03/15/2019	MISC LITIGATION 2-19	0.00	139.50	
	Account Number		Account Name		Distribution Amount	
	100-5200-6520		PROFESSIONAL SERVICES/		MISC LITIGATION 2-19	139.50
5881	Invoice	03/15/2019	PERSONNEL SVCS 2-19	0.00	2,272.00	
	Account Number		Account Name		Distribution Amount	
	100-5200-6521		ATTORNEY SERVICES		PERSONNEL SVCS 2-19	2,272.00
5882	Invoice	03/15/2019	COP RETAINER 2-19	0.00	3,057.00	
	Account Number		Account Name		Distribution Amount	
	100-5200-6521		ATTORNEY SERVICES		COP RETAINER 2-19	3,057.00
5883	Invoice	03/15/2019	YCA SVCS 2-19	0.00	2,146.50	
	Account Number		Account Name		Distribution Amount	
	100-5200-6521		ATTORNEY SERVICES		YCA SVCS 2-19	2,146.50



## Check Report

Date Range: 03/15/2019 - 03/28/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
DELOO	DE LAGE LANDEN FINANCIAL	03/19/2019	Regular	0.00	10,645.82	51132
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>62478094</u>	Invoice	03/18/2019	COPY MCHN SVCS 2-19	0.00	5,322.91	
<u>100-5100-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 2-19	308.81			
<u>100-5200-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 2-19	411.64			
<u>100-5400-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 2-19	887.39			
<u>100-5615-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 2-19	93.40			
<u>100-5700-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 2-19	258.42			
<u>231-5700-6545</u>	Contractors	COPY MCHN SVCS 2-19	369.70			
<u>269-6303-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 2-19	995.79			
<u>400-5300-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 2-19	596.98			
<u>400-5600-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 2-19	401.90			
<u>401-5300-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 2-19	596.98			
<u>401-5600-6520</u>	PROFESSIONAL SERVICES	COPY MCHN SVCS 2-19	401.90			
<u>62747585</u>	Invoice	03/18/2019	COPY MCHN SVCS 3-19	0.00	5,322.91	
<u>100-5100-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 3-19	308.81			
<u>100-5200-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 3-19	411.64			
<u>100-5400-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 3-19	887.39			
<u>100-5615-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 3-19	93.40			
<u>100-5700-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 3-19	258.42			
<u>231-5700-6545</u>	Contractors	COPY MCHN SVCS 3-19	369.70			
<u>269-6303-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 3-19	995.79			
<u>400-5300-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 3-19	596.98			
<u>400-5600-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 3-19	401.90			
<u>401-5300-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 3-19	596.98			
<u>401-5600-6520</u>	PROFESSIONAL SERVICES	COPY MCHN SVCS 3-19	401.90			
	**Void**	03/19/2019	Regular	0.00	0.00	51133
COU04	FRESNO COUNCIL OF GOVERNMENT	03/19/2019	Regular	0.00	400.00	51134
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>May 4-9, 2019</u>	Invoice	03/18/2019	ONE VOICE TRIP 2019	0.00	400.00	
<u>100-5200-6503</u>	TRAVEL, MEETINGS & TR	ONE VOICE TRIP 2019	400.00			
HEA01	HEALTHWISE SERVICES, LLC	03/19/2019	Regular	0.00	400.00	51135
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>0000042215</u>	Invoice	03/18/2019	SHARP CONTAINERS 2/19	0.00	400.00	
<u>100-5200-6520</u>	PROFESSIONAL SERVICES/	SHARP CONTAINERS 2/19	200.00			
<u>100-5615-6520</u>	PROFESSIONAL SERVICES/	SHARP CONTAINERS 2/19	200.00			
MET02	METLIFE - GROUP BENEFITS	03/19/2019	Regular	0.00	438.24	51136

## Check Report

Date Range: 03/15/2019 - 03/28/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>T505946702-3-19</u>	Invoice	03/18/2019	LONG TERM DIS 3-19	0.00	438.24	
	<u>100-5200-5014</u>		LIFE, LTD & STD		7.83	
	<u>100-5400-5014</u>		LIFE, LTD & STD		117.21	
	<u>100-5410-5014</u>		LIFE, LTD & STD		5.10	
	<u>100-5410-5014</u>		LIFE, LTD & STD		5.10	
	<u>100-5420-5014</u>		CE LIFE, LTD & STD		7.29	
	<u>100-5420-5014</u>		CE LIFE, LTD & STD		7.29	
	<u>100-5610-5014</u>		LIFE, LTD & STD		5.87	
	<u>100-5617-5014</u>		LIFE, LTD & STD		3.08	
	<u>100-5620-5014</u>		LIFE, LTD & STD		3.08	
	<u>102-5400-5014</u>		LIFE, LTD & STD		27.99	
	<u>160-5400-5014</u>		LIFE, LTD & STD		17.00	
	<u>203-5600-5014</u>		LIFE, LTD & STD		5.82	
	<u>206-5600-5014</u>		LIFE, LTD & STD		5.82	
	<u>213-5600-5014</u>		LIFE, LTD & STD		3.56	
	<u>269-6303-5014</u>		LIFE, LTD & STD		88.60	
	<u>273-6200-5014</u>		LIFE, LTD & STD		9.35	
	<u>277-5400-5014</u>		LIFE, LTD & STD		10.29	
	<u>400-5200-5014</u>		LIFE, LTD & STD		7.19	
	<u>400-5300-5014</u>		LIFE, LTD & STD		13.56	
	<u>400-5600-5014</u>		LIFE, LTD & STD		26.52	
	<u>401-5200-5014</u>		LIFE, LTD & STD		7.19	
	<u>401-5300-5014</u>		LIFE, LTD & STD		13.56	
	<u>401-5600-5014</u>		LIFE, LTD & STD		23.03	
	<u>402-5300-5014</u>		LIFE, LTD & STD		6.78	
	<u>602-8100-5014</u>		LIFE, LTD & STD		10.13	
	<b>**Void**</b>	03/19/2019	Regular	0.00	0.00	51137
MUN01	MUNI METRIX SYSTEMS CORP.	03/19/2019	Regular	0.00	119.97	51138
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>002628-6-17</u>	Invoice	03/18/2019	DIGITAL FILE STRG 6/17	0.00	119.97	
	<u>100-5200-6520</u>		PROFESSIONAL SERVICES/		119.97	
			DIGITAL FILE STRG 6/17			
PAR11	PARLIER POLICE DEPT.	03/19/2019	Regular	0.00	1,000.00	51139
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>3-12-19</u>	Invoice	03/18/2019	NARCOTICS FUND	0.00	1,000.00	
	<u>100-5400-9999</u>		P.D. NARCOTICS TF		1,000.00	
QUI02	QUILL CORPORATION	03/19/2019	Regular	0.00	69.13	51140
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>20795</u>	Invoice	03/18/2019	OFFICE SUPPLIES	0.00	69.13	
	<u>100-5200-6000</u>		OFFICE SUPPLIES		69.13	
RLB01	REEDLEY LUMBER & BUILDING	03/19/2019	Regular	0.00	672.72	51141
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>192004</u>	Invoice	03/15/2019	TECH CENTER SUPPLIES	0.00	208.39	
	<u>100-5620-6002</u>		PARTS SUPPLIES		208.39	
<u>192434</u>	Invoice	03/15/2019	CC SUPPLIES	0.00	44.36	
	<u>100-5200-6002</u>		PARTS SUPPLIES		44.36	
<u>192435</u>	Invoice	03/15/2019	WATER LEAK SUPPLIES	0.00	128.76	
	<u>400-5600-6002</u>		PARTS & SUPPLIES		128.76	
<u>192978</u>	Invoice	03/15/2019	SWMG POOL SUPPLIES	0.00	155.21	
	<u>100-5616-6002</u>		PARTS SUPPLIES		155.21	

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Date Range: 03/15/2019 - 03/28/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>192980</u>	Invoice	03/15/2019	SC SUPPLIES	0.00	37.06	
	<u>100-5615-6002</u>		PARTS SUPPLIES		37.06	
<u>193113</u>	Invoice	03/15/2019	PW SUPPLIES	0.00	98.94	
	<u>100-5610-6002</u>		PARTS & SUPPLIES		49.47	
	<u>400-5600-6002</u>		PARTS & SUPPLIES		49.47	
RSG01	RSG, INC.	03/19/2019	Regular	0.00	468.75	51142
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>1004531</u>	Invoice	03/15/2019	SA ANNUAL ROPS 1-19	0.00	468.75	
	<u>602-8100-6542</u>		CONTRACT SERVICES		468.75	
SAN1H	SANGER NURSERY	03/19/2019	Regular	0.00	242.38	51143
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>828876</u>	Invoice	03/18/2019	SC LANDSCAPE	0.00	242.38	
	<u>100-5615-6002</u>		PARTS SUPPLIES		242.38	
SOC00	SOCIAL VOCATIONAL SERVICES	03/19/2019	Regular	0.00	2,900.00	51144
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>3681913-IN</u>	Invoice	03/18/2019	LANDSCAPE MAINT SVCS 2/19	0.00	2,900.00	
	<u>100-5600-6520</u>		PROFESSIONAL SERVICES/		580.00	
	<u>100-5610-6520</u>		PROFESSIONAL SERVICES/		580.00	
	<u>204-5600-6520</u>		PROFESSIONAL SERVICES/		580.00	
	<u>213-5600-6520</u>		PROFESSIONAL SERVICES/		1,160.00	
SOU07	SOUTH COUNTY VETERINARY H	03/19/2019	Regular	0.00	403.00	51145
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>212404</u>	Invoice	03/15/2019	EUTHANIZED ANIMALS	0.00	403.00	
	<u>100-5410-6021</u>		ANIMAL DISPOSAL		403.00	
SYS00	SYSCO OF CENTRAL CALIFORNIA	03/19/2019	Regular	0.00	479.87	51146
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>184937136</u>	Invoice	03/18/2019	MEAL SUPPLIES/PRESCL	0.00	479.87	
	<u>269-6303-6504</u>		FOOD SERVICES		479.87	
FRE07	THE FRESNO BEE	03/19/2019	Regular	0.00	1,311.00	51147
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>0001669920-030</u>	Invoice	03/15/2019	PUBLIC NOTICES	0.00	1,311.00	
	<u>100-5200-6500</u>		ORDINANCE & PUBLISHIN		1,311.00	
TYL00	TYLER TECHNOLOGIES, INC.	03/19/2019	Regular	0.00	96.00	51148
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>025-253696</u>	Invoice	03/18/2019	UB ONLINE SVCS 4-19	0.00	96.00	
	<u>400-5300-6520</u>		PROFESSIONAL SERVICES/		32.00	
	<u>401-5300-6520</u>		PROFESSIONAL SERVICES/		32.00	
	<u>402-5300-6520</u>		PROFESSIONAL SERVICES		32.00	
TAC00	5.11 TACTICAL SIGNATURE S	03/22/2019	Regular	0.00	1,478.50	51149
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>1470606</u>	Invoice	03/22/2019	JAURIQUE - UNIFORM	0.00	464.51	
	<u>100-5400-5013</u>		UNIFORM		464.51	
<u>1488927</u>	Invoice	03/22/2019	LOPEZ - UNIFORM	0.00	176.26	
	<u>100-5400-5013</u>		UNIFORM		176.26	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>1488930</u>	Invoice	03/22/2019	PINEDO - UNIFORM	0.00	43.18	
	<u>100-5400-5013</u>		UNIFORM		43.18	
<u>1488932</u>	Invoice	03/22/2019	CHAVEZ - UNIFORM	0.00	329.28	
	<u>100-5400-5013</u>		UNIFORM		329.28	
<u>1488935</u>	Invoice	03/22/2019	MENDEZ - UNIFORM	0.00	269.89	
	<u>100-5400-5013</u>		UNIFORM		269.89	
<u>1488936</u>	Invoice	03/22/2019	BUSTOS - UNIFORM	0.00	195.38	
	<u>100-5400-5013</u>		UNIFORM		195.38	
A&M00	A&M CONSULTING ENGINEERS	03/22/2019	Regular	0.00	14,460.00	51150
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>217-004.4</u>	Invoice	03/20/2019	16-CDBG-11144/DRAIN PLAN	0.00	10,230.00	
	<u>231-5700-8100</u>		HOMEOWNER ASST		10,230.00	
<u>217-004.5</u>	Invoice	03/20/2019	16-CDBG-11144/DRAIN PLAN	0.00	4,230.00	
	<u>231-5700-8100</u>		HOMEOWNER ASST		4,230.00	
ANI02	ANIMAL CARE EQUIPMENT & SERVICES	03/22/2019	Regular	0.00	171.52	51151
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>70266</u>	Invoice	03/22/2019	TRANQUILIZER DARTS	0.00	171.52	
	<u>100-5410-6002</u>		PARTS & SUPPLIES		171.52	
ASI01	ASI	03/22/2019	Regular	0.00	509.56	51152
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>15-MAR-19</u>	Invoice	03/19/2019	2019 MEDICAL FUNDING	0.00	509.56	
	<u>269-6303-5011</u>		INSURANCE-MED,DEN,VIS		509.56	
AUG01	AUGUSTINE, BERTHA E.	03/22/2019	Regular	0.00	2,010.59	51153
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>3-21-19</u>	Invoice	03/22/2019	REGULAR PAYROLL 3/21	0.00	2,010.59	
	<u>100-5200-5000</u>		SALARIES EXPENSE		100.00	
	<u>100-5200-5000</u>		SALARIES EXPENSE		477.65	
	<u>400-5200-5000</u>		SALARIES EXPENSE		477.65	
	<u>401-5200-5000</u>		SALARIES EXPENSE		477.65	
	<u>602-8100-5000</u>		SALARIES EXPENSE		477.64	
CEN19	CENTRAL SANITARY SUPPLY	03/22/2019	Regular	0.00	44.86	51154
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>956454</u>	Invoice	03/19/2019	TRASH LINERS	0.00	44.86	
	<u>100-5400-6002</u>		PARTS SUPPLIES		44.86	
CEN06	CENTRAL VALLEY TOXICOLOGY	03/22/2019	Regular	0.00	341.00	51155
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>287545</u>	Invoice	03/19/2019	ALCOHOL ABUSE SCREEN	0.00	69.00	
	<u>100-5400-6544</u>		LAB ANALYSIS & TESTING		69.00	
<u>287548</u>	Invoice	03/19/2019	ABUSE SCREEN/DRUG CONF	0.00	78.00	
	<u>100-5400-6544</u>		LAB ANALYSIS & TESTING		78.00	
<u>287549</u>	Invoice	03/19/2019	ABUSE SCREEN/DRUG CONF.	0.00	78.00	
	<u>100-5400-6544</u>		LAB ANALYSIS & TESTING		78.00	
<u>287551</u>	Invoice	03/19/2019	ALCOHOL SCREEN/DRUG CONF	0.00	116.00	
	<u>100-5400-6544</u>		LAB ANALYSIS & TESTING		116.00	
CIT22	CITY OF PARLIER	03/22/2019	Regular	0.00	638.32	51156

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>8000-1/3-2/3/19</u>	Invoice	03/22/2019	WATER/SEWER SVC 1/3-2/3/19	0.00	638.32	
	<u>269-6303-6514</u>		UTILITIES - WATER		638.32	
COM05	COMCAST	03/22/2019	Regular	0.00	1,182.00	51157
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>0001792-3-19</u>	Invoice	03/19/2019	CH SVCS 3/1-3/31/19	0.00	363.60	
	<u>100-5620-6510</u>		TELEPHONE/DATA/PAGER		363.60	
<u>0121293-3-19</u>	Invoice	03/19/2019	PA SVCS 3/8-4/7/19	0.00	173.60	
	<u>269-6303-6510</u>		TELEPHONE/DATA/PAGER		173.60	
<u>0121665-3-19</u>	Invoice	03/19/2019	PD SVCS 3/8-4/7/19	0.00	173.60	
	<u>100-5400-6510</u>		TELEPHONE/DATA/PAGER		173.60	
<u>0279752-3-19</u>	Invoice	03/19/2019	CH PD SVCS 3/15-4/14/19	0.00	69.20	
	<u>100-5400-6510</u>		TELEPHONE/DATA/PAGER		69.20	
<u>0280230-3-19</u>	Invoice	03/19/2019	CC2 SVCS 3/5-4/4/19	0.00	88.25	
	<u>100-5620-6510</u>		TELEPHONE/DATA/PAGER		88.25	
<u>0280255-2-19</u>	Invoice	03/19/2019	CC1 SVCS 2/5-3/4/19	0.00	137.25	
	<u>100-5620-6510</u>		TELEPHONE/DATA/PAGER		137.25	
<u>0280255-3-19</u>	Invoice	03/19/2019	CC1 SVCS 3/5-4/4/19	0.00	88.25	
	<u>100-5620-6510</u>		TELEPHONE/DATA/PAGER		88.25	
<u>0280263-3-19</u>	Invoice	03/19/2019	TC SVCS 3/5-4/4/19	0.00	88.25	
	<u>100-5620-6510</u>		TELEPHONE/DATA/PAGER		88.25	
DIR01	DIRECTV	03/22/2019	Regular	0.00	78.24	51158
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>36012334015</u>	Invoice	03/19/2019	SC SVCS 3/9-4/8/19	0.00	78.24	
	<u>100-5615-6520</u>		PROFESSIONAL SERVICES/		78.24	
GRA01	GRANTED SOLUTIONS	03/22/2019	Regular	0.00	2,047.50	51159
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>1643</u>	Invoice	03/19/2019	COMM DEV INSP 2/5 - 3/10	0.00	2,047.50	
	<u>100-5700-6520</u>		PROFESSIONAL SERVICES/		2,047.50	
INT07	IAPE	03/22/2019	Regular	0.00	50.00	51160
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>M19-C550520</u>	Invoice	03/19/2019	EVIDENCE MEMB RENWL	0.00	50.00	
	<u>100-5400-6501</u>		MEMBERSHIP DUES		50.00	
MAT02	MATSON ALARM CO. INC.	03/22/2019	Regular	0.00	45.00	51161
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>1867723</u>	Invoice	03/19/2019	PD ALARM 4-19	0.00	45.00	
	<u>100-5400-6520</u>		PROFESSIONAL SERVICES/		45.00	
MET02	METLIFE - GROUP BENEFITS	03/22/2019	Regular	0.00	417.03	51162

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
TS05946702-4-19	Invoice	03/20/2019	LONG TERM DIS 4-19	0.00	417.03	
	<u>100-5200-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		7.83	
	<u>100-5400-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		102.77	
	<u>100-5410-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		5.10	
	<u>100-5410-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		5.10	
	<u>100-5420-5014</u>	CE LIFE, LTD & STD	LONG TERM DIS 4-19		7.29	
	<u>100-5420-5014</u>	CE LIFE, LTD & STD	LONG TERM DIS 4-19		7.29	
	<u>100-5610-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		5.87	
	<u>100-5617-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		3.08	
	<u>100-5620-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		3.08	
	<u>102-5400-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		27.99	
	<u>160-5400-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		17.00	
	<u>203-5600-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		5.82	
	<u>206-5600-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		5.82	
	<u>213-5600-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		3.56	
	<u>269-6303-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		88.60	
	<u>273-6200-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		9.35	
	<u>277-5400-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		10.29	
	<u>400-5200-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		7.19	
	<u>400-5300-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		10.86	
	<u>400-5600-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		26.52	
	<u>401-5200-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		7.19	
	<u>401-5300-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		10.86	
	<u>401-5600-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		23.03	
	<u>402-5300-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		5.41	
	<u>602-8100-5014</u>	LIFE, LTD & STD	LONG TERM DIS 4-19		10.13	
	<b>**Void**</b>	03/22/2019	Regular	0.00	0.00	51163
P.G01	PACIFIC GAS & ELECTRIC	03/22/2019	Regular	0.00	21,495.34	51164
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>23756-2-19</u>	Invoice	03/22/2019	ALL UTILITY SVCS 2/19	0.00	21,495.34	
	<u>100-5200-6512</u>	ELECTRICITY	ALL UTILITY SVCS 2/19		1,357.39	
	<u>100-5400-6512</u>	ELECTRICITY	ALL UTILITY SVCS 2/19		513.17	
	<u>100-5610-6512</u>	ELECTRICITY	ALL UTILITY SVCS 2/19		962.17	
	<u>100-5615-6512</u>	ELECTRICITY	ALL UTILITY SVCS 2/19		214.33	
	<u>100-5620-6512</u>	ELECTRICITY	ALL UTILITY SVCS 2/19		159.50	
	<u>213-5600-6512</u>	ELECTRICITY	ALL UTILITY SVCS 2/19		434.31	
	<u>269-6303-6512</u>	ELECTRICITY	ALL UTILITY SVCS 2/19		858.65	
	<u>400-5300-6512</u>	ELECTRICITY	ALL UTILITY SVCS 2/19		1,312.12	
	<u>400-5600-6512</u>	ELECTRICITY	ALL UTILITY SVCS 2/19		8,642.50	
	<u>401-5300-6512</u>	ELECTRICITY	ALL UTILITY SVCS 2/19		656.06	
	<u>401-5600-6512</u>	ELECTRICITY	ALL UTILITY SVCS 2/19		6,385.14	
WAS01	RIP WASHINGTON	03/22/2019	Regular	0.00	2,400.00	51165
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>4</u>	Invoice	03/20/2019	PRE AUDIT SVCS	0.00	2,400.00	
	<u>400-5300-6520</u>	PROFESSIONAL SERVICES/	PRE AUDIT SVCS		800.00	
	<u>401-5300-6520</u>	PROFESSIONAL SERVICES/	PRE AUDIT SVCS		800.00	
	<u>402-5300-6520</u>	PROFESSIONAL SERVICES	PRE AUDIT SVCS		800.00	
SEL01	SELECT BUSINESS SYSTEMS INC.	03/22/2019	Regular	0.00	801.62	51166

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>278729</u>	Invoice	03/19/2019	COPY MCHN SVCS 3-19	0.00	791.62	
	<u>100-5100-6520</u>		PROFESSIONAL SERVICES/		86.62	
	<u>100-5200-6520</u>		PROFESSIONAL SERVICES/		75.00	
	<u>100-5400-6520</u>		PROFESSIONAL SERVICES/		200.00	
	<u>100-5615-6520</u>		PROFESSIONAL SERVICES/		10.00	
	<u>100-5700-6520</u>		PROFESSIONAL SERVICES/		75.00	
	<u>231-5700-6545</u>		Contractors		20.00	
	<u>269-6303-6520</u>		PROFESSIONAL SERVICES/		75.00	
	<u>400-5300-6520</u>		PROFESSIONAL SERVICES/		100.00	
	<u>400-5600-6520</u>		PROFESSIONAL SERVICES/		25.00	
	<u>401-5300-6520</u>		PROFESSIONAL SERVICES/		100.00	
	<u>401-5600-6520</u>		PROFESSIONAL SERVICES		25.00	
<u>278773</u>	Invoice	03/19/2019	COPY MCHN SPPLS	0.00	10.00	
	<u>100-5400-6002</u>		PARTS SUPPLIES		10.00	
SOU07	SOUTH COUNTY VETERINARY H	03/22/2019	Regular	0.00	91.00	51167
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>212709</u>	Invoice	03/19/2019	ANIMAL SERVICES	0.00	91.00	
	<u>100-5410-6013</u>		ANIMAL COSTS		91.00	
SYS00	SYSCO OF CENTRAL CALIFORNIA	03/22/2019	Regular	0.00	505.02	51168
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>184944909</u>	Invoice	03/22/2019	MEAL SUPPLIES/PRESCL	0.00	505.02	
	<u>269-6303-6504</u>		FOOD SERVICES		505.02	
SO 01	THE GAS CO.	03/22/2019	Regular	0.00	2,213.56	51169
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>02787860374-3-1</u>	Invoice	03/19/2019	PA SVCS 2/6-3/8/19	0.00	214.97	
	<u>269-6303-6513</u>		GAS		214.97	
<u>09291573229-3-1</u>	Invoice	03/19/2019	TC SVCS 2/6-3/8/19	0.00	156.18	
	<u>100-5620-6513</u>		GAS		156.18	
<u>10551570525-3-1</u>	Invoice	03/19/2019	SC SVCS 2/6-3/8/19	0.00	160.01	
	<u>100-5615-6513</u>		GAS		160.01	
<u>10971564009-3-1</u>	Invoice	03/19/2019	PD SVCS 2/6-3/8/19	0.00	235.58	
	<u>100-5400-6513</u>		GAS		235.58	
<u>12441569006-3-1</u>	Invoice	03/19/2019	CH CC SVCS 2/6-3/8/19	0.00	1,017.20	
	<u>100-5617-6513</u>		GAS		1,017.20	
<u>13701573985-3-1</u>	Invoice	03/19/2019	CC1 SVCS 2/6-3/8/19	0.00	18.19	
	<u>100-5620-6513</u>		GAS		18.19	
<u>13911573791-3-1</u>	Invoice	03/19/2019	CC2 SVCS 2/6-3/8/19	0.00	23.69	
	<u>100-5620-6513</u>		GAS		23.69	
<u>15803740818-3-1</u>	Invoice	03/19/2019	CC SVCS 2/6-3/8/19	0.00	387.74	
	<u>100-5618-6513</u>		GAS		387.74	
THE05	THE OFFICE CITY	03/22/2019	Regular	0.00	36.09	51170
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>1563904</u>	Invoice	03/19/2019	EVLPS/POST ITS/STAPLER	0.00	36.09	
	<u>100-5400-6000</u>		OFFICE SUPPLIES		36.09	
UN 01	unWIRED BROADBAND, INC.	03/22/2019	Regular	0.00	74.99	51171

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV00659796	Invoice	03/22/2019	SC DATA 3/28-4/27/19	0.00	74.99	
	<u>100-5615-6510</u>		TELEPHONE/DATA/PAGER SC DATA 3/28-4/27/19		74.99	
USM01	U-SAVE MARKET	03/22/2019	Regular	0.00	1,231.59	51172
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>3/11/2019</u>	Invoice	03/22/2019	MEAL SUPPLIES/PRESCL	0.00	198.65	
	<u>269-6303-6504</u>		FOOD SERVICES MEAL SUPPLIES/PRESCL		198.65	
<u>3/12/2019</u>	Invoice	03/22/2019	MEAL SUPPLIES/PRESCL	0.00	160.37	
	<u>269-6303-6504</u>		FOOD SERVICES MEAL SUPPLIES/PRESCL		160.37	
<u>3/13/2019</u>	Invoice	03/22/2019	MEAL SUPPLIES/PRESCL	0.00	195.70	
	<u>269-6303-6504</u>		FOOD SERVICES MEAL SUPPLIES/PRESCL		195.70	
<u>3/14/2019</u>	Invoice	03/22/2019	MEAL SUPPLIES / PRESCL	0.00	93.78	
	<u>269-6303-6504</u>		FOOD SERVICES MEAL SUPPLIES / PRESCL		93.78	
<u>3/18/2019</u>	Invoice	03/22/2019	MEAL SUPPLIES / PRESCL	0.00	200.51	
	<u>269-6303-6504</u>		FOOD SERVICES MEAL SUPPLIES / PRESCL		200.51	
<u>3/19/2019</u>	Invoice	03/22/2019	MEAL SUPPLIES / PRESCL	0.00	227.75	
	<u>269-6303-6504</u>		FOOD SERVICES MEAL SUPPLIES / PRESCL		227.75	
<u>3/19/2019*</u>	Invoice	03/22/2019	MEAL SUPPLIES / PRESCL	0.00	6.45	
	<u>269-6303-6504</u>		FOOD SERVICES MEAL SUPPLIES / PRESCL		6.45	
<u>3/20/2019</u>	Invoice	03/22/2019	MEAL SUPPLIES / PRESCL	0.00	148.38	
	<u>269-6303-6504</u>		FOOD SERVICES MEAL SUPPLIES / PRESCL		148.38	
VER08	VERIZON WIRELESS	03/22/2019	Regular	0.00	1,085.05	51173
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>9825642652</u>	Invoice	03/19/2019	CELL PHN SVCS 2-19	0.00	1,085.05	
	<u>100-5100-6510</u>		TELEPHONE/DATA/PAGER CELL PHN SVCS 2-19		305.86	
	<u>100-5200-6510</u>		TELEPHONE/DATA/PAGER CELL PHN SVCS 2-19		146.19	
	<u>100-5400-6510</u>		TELEPHONE/DATA/PAGER CELL PHN SVCS 2-19		54.09	
	<u>100-5410-6510</u>		TELEPHONE/DATA/PAGER CELL PHN SVCS 2-19		54.09	
	<u>100-5420-6510</u>		CE TELEPHONE/DATA/PA CELL PHN SVCS 2-19		54.09	
	<u>400-5600-6510</u>		TELEPHONE/DATA/PAGER CELL PHN SVCS 2-19		254.37	
	<u>401-5600-6510</u>		TELEPHONE/DATA/PAGER CELL PHN SVCS 2-19		216.36	
ZEE00	ZEE MEDICAL SERVICE CO.	03/22/2019	Regular	0.00	703.03	51174
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>66622155</u>	Invoice	03/22/2019	BLANKETS / GLOVES	0.00	447.19	
	<u>100-5400-6002</u>		PARTS SUPPLIES BLANKETS / GLOVES		447.19	
<u>66622374</u>	Invoice	03/22/2019	BLANKETS / GLOVES	0.00	255.84	
	<u>100-5400-6002</u>		PARTS SUPPLIES BLANKETS / GLOVES		255.84	
BEL03	ALMA M. BELTRAN	03/25/2019	Regular	0.00	580.70	51175
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>MARCH 27-29</u>	Invoice	03/25/2019	WELL CONFERENCE	0.00	580.70	
	<u>100-5100-6503</u>		TRAVEL, MEETINGS & TR WELL CONF. MILEAGE		250.70	
	<u>100-5100-6503</u>		TRAVEL, MEETINGS & TR WELL CONF. PER DIEM		330.00	
SAN1R	SAN JOAQUIN VALLEY AIR	03/25/2019	Regular	0.00	83.00	51176
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>3-25-19</u>	Invoice	03/25/2019	WWTP APPLICATION FEE	0.00	83.00	
	<u>401-5600-6523</u>		WWTP FEES WWTP APPLICATION FEE		83.00	



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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
AET00	AETNA	03/26/2019	Regular	0.00	13,542.41	51177
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
H7375135	Invoice	03/22/2019	HEALTH INSURANCE 4-19	0.00	13,542.41	
	<u>100-22197</u>		EMPLOYEE MEDICAL INS.		1,314.39	
	<u>100-5100-5011</u>		INSURANCE-MED,DEN,VIS		84.79	
	<u>100-5200-5011</u>		INSURANCE-MED,DEN,VIS		239.60	
	<u>100-5400-5011</u>		INSURANCE-MED,DEN,VIS		4,543.95	
	<u>100-5420-5011</u>		CE INSURANCE, MED,DEN		396.70	
	<u>100-5610-5011</u>		INSURANCE-MED,DEN,VIS		21.53	
	<u>100-5617-5011</u>		INSURANCE-MED,DEN,VIS		183.48	
	<u>100-5620-5011</u>		INSURANCE-MED-DEN,VI		183.49	
	<u>102-5400-5011</u>		INSURANCE-MED,DEN,VIS		-1,518.41	
	<u>160-5400-5011</u>		INSURANCE-MED,DEN,VIS		533.43	
	<u>203-5600-5011</u>		INSURANCE-MED,DEN,VIS		21.53	
	<u>206-5600-5011</u>		INSURANCE-MED,DEN,VIS		21.53	
	<u>269-6303-5011</u>		INSURANCE-MED,DEN,VIS		5,499.55	
	<u>273-6200-5011</u>		INSURANCE-MED,DEN,VIS		478.85	
	<u>400-5100-5011</u>		INSURANCE, MED, DEN, V		84.79	
	<u>400-5200-5011</u>		INSURANCE MED, DEN, VI		298.25	
	<u>400-5300-5011</u>		INSURANCE- MED, DEN, V		103.72	
	<u>400-5600-5011</u>		INSURANCE- MED, DEN, V		75.37	
	<u>401-5100-5011</u>		INSURANCE-MED,DEN,VIS		84.79	
	<u>401-5200-5011</u>		INSURANCE-MED,DEN,VIS		298.25	
	<u>401-5300-5011</u>		INSURANCE-MED,DEN,VIS		103.72	
	<u>401-5600-5011</u>		INSURANCE-MED,DEN,VIS		75.37	
	<u>402-5300-5011</u>		INSURANCE-MED, DEN,VI		51.83	
	<u>602-8100-5011</u>		INSURANCE-MED,DEN,VIS		361.91	
	**Void**	03/26/2019	Regular	0.00	0.00	51178
ASI01	ASI	03/26/2019	Regular	0.00	299.18	51179
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
<u>19-MAR-2019</u>	Invoice	03/25/2019	MEDICAL CARD FUNDING	0.00	299.18	
	<u>269-6303-5011</u>		INSURANCE-MED,DEN,VIS		299.18	
AT&09	AT&T	03/26/2019	Regular	0.00	493.12	51180
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
<u>000012761148</u>	Invoice	03/26/2019	SVCS 2/13-3/12/19	0.00	404.06	
	<u>100-5400-6510</u>		TELEPHONE/DATA/PAGER		279.64	
	<u>400-5300-6510</u>		TELEPHONE/DATA & PAG		20.72	
	<u>400-5600-6510</u>		TELEPHONE/DATA/PAGER		20.72	
	<u>401-5600-6510</u>		TELEPHONE/DATA/PAGER		20.81	
	<u>401-5600-6510</u>		TELEPHONE/DATA/PAGER		20.72	
	<u>401-5600-6510</u>		TELEPHONE/DATA/PAGER		20.73	
	<u>401-5600-6510</u>		TELEPHONE/DATA/PAGER		20.72	
<u>000012761493</u>	Invoice	03/26/2019	PA SVCS 2/13-3/12/19	0.00	89.06	
	<u>269-6303-6510</u>		TELEPHONE/DATA/PAGER		89.06	
AUG01	AUGUSTINE, BERTHA E.	03/26/2019	Regular	0.00	73.77	51181
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
<u>3/21/19</u>	Invoice	03/25/2019	MILEAGE REIMB & WATERS	0.00	73.77	
	<u>100-5200-6503</u>		TRAVEL, MEETINGS & TR		73.77	
CEN19	CENTRAL SANITARY SUPPLY	03/26/2019	Regular	0.00	269.68	51182

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Vendor Number Payable #	Vendor Name Payable Type Account Number	Payment Date Post Date	Payment Type Payable Description Account Name Item Description	Discount Amount Discount Amount	Payment Amount Payable Amount Distribution Amount	Number
955803	Invoice <u>100-5200-6002</u> <u>100-5615-6002</u> <u>100-5617-6002</u> <u>100-5700-6002</u> <u>400-5300-6002</u>	03/26/2019	ALL FACILITIES SPLS PARTS SUPPLIES PARTS SUPPLIES PARTS SUPPLIES PARTS SUPPLIES PARTS SUPPLIES	0.00	212.51 23.61 70.84 70.84 23.61 23.61	
956499	Invoice <u>100-5200-6002</u> <u>100-5615-6002</u> <u>100-5617-6002</u> <u>100-5700-6002</u> <u>400-5300-6002</u>	03/26/2019	ALL FACILITIES SPLS PARTS SUPPLIES PARTS SUPPLIES PARTS SUPPLIES PARTS SUPPLIES PARTS SUPPLIES	0.00	57.17 6.35 19.06 19.06 6.35 6.35	
CEN02	CENTRAL VALLEY LOCK & SAFE INC.	03/26/2019	Regular	0.00	1,135.99	51183
Payable #	Payable Type Account Number	Post Date	Payable Description Account Name Item Description	Discount Amount Discount Amount	Payable Amount Distribution Amount	
53829	Invoice <u>100-5200-6520</u>	03/26/2019	REKEY FILE CABINETS PROFESSIONAL SERVICES/	0.00	207.42 207.42	
53976	Invoice <u>400-5600-6520</u>	03/26/2019	REKEY PW SHOP PROFESSIONAL SERVICES/	0.00	186.02 186.02	
54105	Invoice <u>100-5400-6520</u>	03/26/2019	PD SERVICES PROFESSIONAL SERVICES/	0.00	742.55 742.55	
ENE00	CHOICE PARTNERS, INC.	03/26/2019	Regular	0.00	2,246.00	51184
Payable #	Payable Type Account Number	Post Date	Payable Description Account Name Item Description	Discount Amount Discount Amount	Payable Amount Distribution Amount	
70777	Invoice <u>401-5600-6520</u>	03/26/2019	ENERGY SVGS 1/2019 PROFESSIONAL SERVICES	0.00	2,246.00 2,246.00	
JIM02	ESTHER DAISY JIMENEZ	03/26/2019	Regular	0.00	20.71	51185
Payable #	Payable Type Account Number	Post Date	Payable Description Account Name Item Description	Discount Amount Discount Amount	Payable Amount Distribution Amount	
3-19-19	Invoice <u>100-5400-6011</u>	03/25/2019	DA MEETING FUEL	0.00	20.71 20.71	
HOM01	HOME DEPOT CREDIT SERVICE	03/26/2019	Regular	0.00	1,113.67	51186
Payable #	Payable Type Account Number	Post Date	Payable Description Account Name Item Description	Discount Amount Discount Amount	Payable Amount Distribution Amount	
6421483	Invoice <u>100-5400-6002</u> <u>100-5620-6520</u>	03/25/2019	PD & FM SUPPLIES PARTS SUPPLIES PROFESSIONAL SERVICES/	0.00	248.74 160.00 88.74	
6582134	Invoice <u>100-5400-6002</u> <u>100-5620-6002</u>	03/25/2019	PD & FM SUPPLIES PARTS SUPPLIES PARTS SUPPLIES	0.00	27.11 15.11 12.00	
6695155	Invoice <u>100-5620-6002</u>	03/25/2019	FM SUPPLIES PARTS SUPPLIES	0.00	3.41 3.41	
7584514	Invoice <u>100-5200-6002</u>	03/25/2019	TECH CTR SUPPLIES PARTS SUPPLIES	0.00	705.41 705.41	
9013934	Invoice <u>100-5200-6002</u> <u>100-5615-6002</u>	03/25/2019	SC & CH SUPPLIES PARTS SUPPLIES PARTS SUPPLIES	0.00	129.00 64.50 64.50	
JOS03	JOSEPHSON INSTITUTE OF ETHICS	03/26/2019	Regular	0.00	330.00	51187

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>3-19-19</u>	Invoice	03/25/2019	TRAINING FOR SGTS	0.00	330.00	
	<u>100-5400-6503</u>		TRAVEL, MEETINGS & TR		330.00	
VAL03	MATTHEW STACY KNIFFIN	03/26/2019	Regular	0.00	550.00	51188
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>5748</u>	Invoice	03/25/2019	PA SVCS 3-19	0.00	50.00	
	<u>269-6303-6520</u>		PROFESSIONAL SERVICES/		50.00	
<u>5749</u>	Invoice	03/25/2019	CC SVCS 3-19	0.00	50.00	
	<u>100-5618-6520</u>		PROFESSIONAL SERVICES		50.00	
<u>5750</u>	Invoice	03/25/2019	PW SVCS 3-19	0.00	50.00	
	<u>400-5600-6520</u>		PROFESSIONAL SERVICES/		50.00	
<u>5751</u>	Invoice	03/25/2019	CC2 SVCS 3-19	0.00	50.00	
	<u>100-5620-6520</u>		PROFESSIONAL SERVICES/		50.00	
<u>5752</u>	Invoice	03/25/2019	CC1 SVCS 3-19	0.00	50.00	
	<u>100-5620-6520</u>		PROFESSIONAL SERVICES/		50.00	
<u>5753</u>	Invoice	03/25/2019	TC SVCS 3-19	0.00	50.00	
	<u>100-5620-6520</u>		PROFESSIONAL SERVICES/		50.00	
<u>5754</u>	Invoice	03/25/2019	PD SVCS 3-19	0.00	50.00	
	<u>100-5400-6520</u>		PROFESSIONAL SERVICES/		50.00	
<u>5755</u>	Invoice	03/25/2019	WWTP SVCS 3-19	0.00	50.00	
	<u>401-5600-6520</u>		PROFESSIONAL SERVICES		50.00	
<u>5756</u>	Invoice	03/25/2019	SC SVCS 3-19	0.00	50.00	
	<u>100-5615-6520</u>		PROFESSIONAL SERVICES/		50.00	
<u>5757</u>	Invoice	03/25/2019	CH SVCS 3-19	0.00	50.00	
	<u>100-5620-6520</u>		PROFESSIONAL SERVICES/		50.00	
<u>5758</u>	Invoice	03/25/2019	CC SVCS 3-19	0.00	50.00	
	<u>100-5617-6520</u>		PROFESSIONAL SERVICES/		50.00	
MET01	METRO UNIFORM & ACCESSORIES	03/26/2019	Regular	0.00	368.98	51189
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>188872</u>	Invoice	03/22/2019	OKUTSU UNIFORM	0.00	368.98	
	<u>100-5400-5013</u>		UNIFORM		368.98	
PRO04	PROPRINTING SYSTEMS	03/26/2019	Regular	0.00	144.69	51190
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>2609</u>	Invoice	03/25/2019	CD MATTE BLACK INK	0.00	144.69	
	<u>100-5700-6000</u>		OFFICE SUPPLIES		144.69	
QUI02	QUILL CORPORATION	03/26/2019	Regular	0.00	483.38	51191
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>3578130-2</u>	Invoice	03/25/2019	ADMIN OFFICE SUPPLIES	0.00	120.58	
	<u>100-5200-6000</u>		OFFICE SUPPLIES		120.58	
<u>4598925</u>	Invoice	03/25/2019	ADMIN OFFICE SUPPLIES	0.00	81.81	
	<u>100-5200-6000</u>		OFFICE SUPPLIES		81.81	
<u>4611431</u>	Invoice	03/25/2019	ADMIN OFFICE SUPPLIES	0.00	91.77	
	<u>100-5200-6002</u>		PARTS SUPPLIES		30.59	
	<u>100-5700-6002</u>		PARTS SUPPLIES		30.59	
	<u>400-5300-6002</u>		PARTS SUPPLIES		30.59	
<u>4934760</u>	Invoice	03/25/2019	ADMIN OFFICE SUPPLIES	0.00	24.07	
	<u>100-5620-6002</u>		PARTS SUPPLIES		24.07	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>4936087</u>	Invoice	03/25/2019	CH SUPPLIES	0.00	15.09	
	<u>100-5620-6002</u>		PARTS SUPPLIES		15.09	
<u>4948218</u>	Invoice	03/25/2019	ADMIN OFFICE SUPPLIES	0.00	33.10	
	<u>100-5620-6002</u>		PARTS SUPPLIES		33.10	
<u>5871195</u>	Invoice	03/25/2019	CH SUPPLIES	0.00	45.97	
	<u>100-5200-6002</u>		PARTS SUPPLIES		15.33	
	<u>100-5700-6002</u>		PARTS SUPPLIES		15.32	
	<u>400-5300-6002</u>		PARTS SUPPLIES		15.32	
<u>5879078</u>	Invoice	03/25/2019	CC SUPPLIES	0.00	7.98	
	<u>100-5617-6002</u>		PARTS SUPPLIES		7.98	
<u>5905975</u>	Invoice	03/25/2019	ADMIN OFFICE SUPPLIES	0.00	33.46	
	<u>100-5200-6002</u>		PARTS SUPPLIES		33.46	
<u>5912058</u>	Invoice	03/25/2019	SC SUPPLIES	0.00	10.13	
	<u>100-5615-6002</u>		PARTS SUPPLIES		10.13	
<u>5914438</u>	Invoice	03/25/2019	SC SUPPLIES	0.00	19.42	
	<u>100-5615-6002</u>		PARTS SUPPLIES		19.42	
WAS01	RIP WASHINGTON	03/26/2019	Regular	0.00	2,550.00	51192
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>0000006</u>	Invoice	03/25/2019	AUDIT PREPARATION SVCS	0.00	2,550.00	
	<u>400-5300-6520</u>		PROFESSIONAL SERVICES/		850.00	
	<u>401-5300-6520</u>		PROFESSIONAL SERVICES/		850.00	
	<u>402-5300-6520</u>		PROFESSIONAL SERVICES		850.00	
UNI05	UNITY IT	03/26/2019	Regular	0.00	1,935.78	51193
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>MSO-24181</u>	Invoice	03/22/2019	IT BILLING SVCS 2/19	0.00	1,935.78	
	<u>100-5200-6520</u>		PROFESSIONAL SERVICES/		138.27	
	<u>100-5400-6520</u>		PROFESSIONAL SERVICES/		138.27	
	<u>100-5615-6520</u>		PROFESSIONAL SERVICES/		138.27	
	<u>100-5700-6520</u>		PROFESSIONAL SERVICES/		138.27	
	<u>200-5600-6520</u>		PROFESSIONAL SERVICES/		138.27	
	<u>203-5600-6520</u>		PROFESSIONAL SERVICES/		138.27	
	<u>206-5600-6520</u>		PROFESSIONAL SERVICES/		138.27	
	<u>231-5700-6545</u>		Contractors		138.27	
	<u>269-6303-6520</u>		PROFESSIONAL SERVICES/		138.27	
	<u>400-5300-6520</u>		PROFESSIONAL SERVICES/		138.27	
	<u>400-5600-6520</u>		PROFESSIONAL SERVICES/		138.27	
	<u>401-5300-6520</u>		PROFESSIONAL SERVICES/		138.27	
	<u>401-5600-6520</u>		PROFESSIONAL SERVICES		138.27	
	<u>602-8100-6520</u>		PROFESSIONAL SERVICES/		138.27	
I D00	VANESSA A. EINERSON	03/26/2019	Regular	0.00	59.39	51194
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>16348</u>	Invoice	03/25/2019	PD BUSINESS CARDS	0.00	59.39	
	<u>100-5400-6002</u>		PARTS SUPPLIES		59.39	
GIE02	GIERLICH-MITCHELL, INC.	03/26/2019	Regular	0.00	8,822.82	51195
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>15405</u>	Invoice	01/24/2019	ZEDIKER LIFT STN PUMP	0.00	8,822.82	
	<u>401-5600-7001</u>		CAPITAL EQUIPMENT		8,822.82	
AT&02	A T & T MOBILITY	03/28/2019	Regular	0.00	503.08	51196

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>287289526X0319</u>	Invoice	03/28/2019	MDT AIR CARDS	0.00	503.08	
	<u>100-5400-6510</u>		TELEPHONE/DATA/PAGER		503.08	
ALTO1	ALTA MONTCLAIR/EBSA	03/28/2019	Regular	0.00	100.00	51197
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>3/02 - 3/15/19</u>	Invoice	03/27/2019	457 DEFERRED COMP 3/15	0.00	100.00	
	<u>100-22210</u>		457 DEFERRED COMPENS		100.00	
AUTO1	AUTO ZONE	03/28/2019	Regular	0.00	33.43	51198
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>3758884552</u>	Invoice	03/28/2019	VEHICLE MAINTENANCE	0.00	9.16	
	<u>100-5400-6532</u>		VEHICLE MAINTENANCE		9.16	
<u>3758885303</u>	Invoice	03/28/2019	TRANSMISSION FLUID	0.00	24.27	
	<u>100-5400-6532</u>		VEHICLE MAINTENANCE		24.27	
CINO1	CINTAS CORPORATION NO. 2	03/28/2019	Regular	0.00	125.38	51199
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>4018175543</u>	Invoice	03/28/2019	WEEKLY ROUTINE SVCS	0.00	125.38	
	<u>100-5200-6002</u>		PARTS SUPPLIES		27.26	
	<u>100-5617-6520</u>		PROFESSIONAL SERVICES/		24.35	
	<u>100-5620-6520</u>		PROFESSIONAL SERVICES/		5.81	
	<u>400-5600-6520</u>		PROFESSIONAL SERVICES/		33.98	
	<u>401-5600-6520</u>		PROFESSIONAL SERVICES		33.98	
CENO1	CSJVRMA	03/28/2019	Regular	0.00	66,742.00	51200

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>RMA-2019-0247</u>	Invoice	03/27/2019	WC & LIABILITY 4TH QTR	0.00	66,742.00	
	<u>100-5100-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		158.46	
	<u>100-5200-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		656.92	
	<u>100-5200-5017</u>	LIABILITY INSURANCE	WC & LIABILITY 4TH QTR		3,086.58	
	<u>100-5300-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		248.95	
	<u>100-5400-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		12,124.51	
	<u>100-5400-5017</u>	LIABILITY INSURANCE	WC & LIABILITY 4TH QTR		4,801.35	
	<u>100-5410-5015</u>	WORKERS COMP ANIMAL	WC & LIABILITY 4TH QTR		452.23	
	<u>100-5410-5017</u>	LIABILITY INSURANCE	WC & LIABILITY 4TH QTR		857.38	
	<u>100-5420-5015</u>	CE WORKER'S COMP	WC & LIABILITY 4TH QTR		640.56	
	<u>100-5420-5017</u>	CE LIABILITY INSURANCE	WC & LIABILITY 4TH QTR		857.38	
	<u>100-5610-5015</u>	WORKERS COMP PARKS	WC & LIABILITY 4TH QTR		336.63	
	<u>100-5616-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		96.18	
	<u>100-5617-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		413.86	
	<u>100-5620-5015</u>	WORKERS COMP. REC	WC & LIABILITY 4TH QTR		413.86	
	<u>100-5700-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		1,534.40	
	<u>160-5400-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		1,341.39	
	<u>203-5600-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		552.99	
	<u>206-5600-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		552.99	
	<u>206-5600-5017</u>	LIABILITY INSURANCE	WC & LIABILITY 4TH QTR		857.38	
	<u>213-5600-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		269.77	
	<u>269-6303-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		8,532.91	
	<u>269-6303-5017</u>	LIABILITY INSURANCE	WC & LIABILITY 4TH QTR		2,229.20	
	<u>400-5100-5015</u>	WORKERS COMP - COUN	WC & LIABILITY 4TH QTR		158.46	
	<u>400-5200-5015</u>	WORKERS COMP - ADM	WC & LIABILITY 4TH QTR		792.41	
	<u>400-5300-5015</u>	WORKERS COMP. FIN.	WC & LIABILITY 4TH QTR		1,590.15	
	<u>400-5300-5017</u>	LIABILITY INSURANCE	WC & LIABILITY 4TH QTR		2,572.15	
	<u>400-5600-5015</u>	WORKERS COMP - P.W.	WC & LIABILITY 4TH QTR		2,680.07	
	<u>400-5600-5017</u>	LIABILITY INSURANCE	WC & LIABILITY 4TH QTR		3,086.58	
	<u>401-5100-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		158.46	
	<u>401-5200-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		792.41	
	<u>401-5300-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		1,590.15	
	<u>401-5300-5017</u>	LIABILITY INSURANCE	WC & LIABILITY 4TH QTR		2,572.15	
	<u>401-5600-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		2,390.59	
	<u>401-5600-5017</u>	LIABILITY INSURANCE	WC & LIABILITY 4TH QTR		3,086.62	
	<u>402-5100-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		158.46	
	<u>402-5300-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		753.57	
	<u>402-5300-5017</u>	LIABILITY INSURANCE	WC & LIABILITY 4TH QTR		1,886.25	
	<u>602-8100-5015</u>	WORKERS COMP	WC & LIABILITY 4TH QTR		1,457.64	
	**Void**	03/28/2019	Regular	0.00	0.00	51201
	**Void**	03/28/2019	Regular	0.00	0.00	51202
FRE2G	FRESNO COUNTY CLERKS OFFICE	03/28/2019	Regular	0.00	7,739.74	51203
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>19-0246</u>	Invoice	03/28/2019	MEASURE K UTILITY TAX	0.00	3,926.87	
	<u>100-5104-6520</u>	PROFESSIONAL SERVICES/	MEASURE K UTILITY TAX		3,926.87	
<u>19-0247</u>	Invoice	03/28/2019	MEASURE L ADVISORY	0.00	3,812.87	
	<u>100-5100-6543</u>	ELECTION CONTRACT SER	MEASURE L ADVISORY		3,812.87	
HDLO2	HINDERLITER, DE LLAMAS & ASSOCIATES	03/28/2019	Regular	0.00	1,348.33	51204
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>0030937-IN</u>	Invoice	03/27/2019	SALES TAX 1ST QTR	0.00	1,348.33	
	<u>100-5300-6542</u>	CONTRACT SERVICES	SALES TAX 1ST QTR		1,348.33	
HUM01	HUMANA INSURANCE CO.	03/28/2019	Regular	0.00	6,262.84	51205

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
433030675	Invoice	03/28/2019	LIFE, DEN. & VISION 4-19	0.00	6,262.84	
	<u>100-22106</u>		LIFE, LTD & STD PAYABLE		404.15	
	<u>100-22194</u>		EMPLOYEE DENTAL INS W		2,364.27	
	<u>100-22195</u>		EMPLOYEE VISION INS. W		302.56	
	<u>100-5100-5011</u>		INSURANCE-MED,DEN,VIS		155.64	
	<u>100-5200-5011</u>		INSURANCE-MED,DEN,VIS		44.55	
	<u>100-5400-5011</u>		INSURANCE-MED,DEN,VIS		739.69	
	<u>100-5410-5011</u>		INSURANCE-MED, DEN, V		28.22	
	<u>100-5420-5011</u>		CE INSURANCE, MED,DEN		69.72	
	<u>100-5610-5011</u>		INSURANCE-MED,DEN,VIS		50.08	
	<u>100-5617-5011</u>		INSURANCE-MED,DEN,VIS		14.91	
	<u>100-5620-5011</u>		INSURANCE-MED-DEN,VI		14.91	
	<u>102-5400-5011</u>		INSURANCE-MED,DEN,VIS		177.47	
	<u>160-5400-5011</u>		INSURANCE-MED,DEN,VIS		69.72	
	<u>203-5600-5011</u>		INSURANCE-MED,DEN,VIS		31.48	
	<u>206-5600-5011</u>		INSURANCE-MED,DEN,VIS		31.47	
	<u>213-5600-5011</u>		INSURANCE-MED,DEN,VIS		33.98	
	<u>269-6303-5011</u>		INSURANCE-MED,DEN,VIS		806.15	
	<u>273-6200-5011</u>		INSURANCE-MED,DEN,VIS		32.84	
	<u>277-5400-5011</u>		INSURANCE-MED,DEN,VIS		69.72	
	<u>400-5100-5011</u>		INSURANCE, MED, DEN, V		155.64	
	<u>400-5200-5011</u>		INSURANCE MED, DEN, VI		30.62	
	<u>400-5300-5011</u>		INSURANCE- MED, DEN, V		49.45	
	<u>400-5600-5011</u>		INSURANCE- MED, DEN, V		151.47	
	<u>401-5100-5011</u>		INSURANCE-MED,DEN,VIS		155.63	
	<u>401-5200-5011</u>		INSURANCE-MED,DEN,VIS		30.62	
	<u>401-5300-5011</u>		INSURANCE-MED,DEN,VIS		49.45	
	<u>401-5600-5011</u>		INSURANCE-MED,DEN,VIS		129.94	
	<u>402-5300-5011</u>		INSURANCE-MED, DEN,VI		24.72	
	<u>602-8100-5011</u>		INSURANCE-MED,DEN,VIS		43.77	
	**Void**	03/28/2019	Regular	0.00	0.00	51206
CAN03	JAVIER G. CANTU	03/28/2019	Regular	0.00	9,600.00	51207
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2004	Invoice	03/28/2019	M. ZAMORA 13622 E. ANN	0.00	9,600.00	
	<u>255-5700-6545</u>		CONTRACTORS		9,600.00	
			M. ZAMORA 13622 E. ANN			
MET01	METRO UNIFORM & ACCESSORIES	03/28/2019	Regular	0.00	966.38	51208
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
189241	Invoice	03/28/2019	OKUTSU BULLET VEST	0.00	966.38	
	<u>100-5400-5013</u>		UNIFORM		966.38	
			OKUTSU BULLET VEST			
MOR05	MORALES, DOMINGO A.	03/28/2019	Regular	0.00	792.07	51209
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
April 2-5	Invoice	03/26/2019	PW OFFICER INSTITUTE	0.00	792.07	
	<u>206-5600-6503</u>		TRAVEL, MEETINGS & TR		147.00	
	<u>206-5600-6503</u>		TRAVEL, MEETINGS & TR		117.35	
	<u>400-5600-6503</u>		TRAVEL, MEETINGS & TR		146.00	
	<u>400-5600-6503</u>		TRAVEL, MEETINGS & TR		117.36	
	<u>401-5300-6503</u>		TRAVEL, MEETINGS & TR		147.00	
	<u>401-5600-6503</u>		TRAVEL, MEETINGS & TR		117.36	
P.G01	PACIFIC GAS & ELECTRIC	03/28/2019	Regular	0.00	4,722.38	51210

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>07543-3-19</u>	Invoice	03/28/2019	STREET LIGHTS 2/15 - 3/18	0.00	4,631.75	
	<u>200-5600-6512</u>		ELECTRICITY		4,631.75	
<u>9801-2-19</u>	Invoice	03/28/2019	TRAFFIC LIGHTS 2-19	0.00	90.63	
	<u>200-5600-6512</u>		ELECTRICITY		90.63	
PRE44	PRESORT CENTER OF FRESNO, LLC	03/28/2019	Regular	0.00	384.08	51211
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>410060232</u>	Invoice	03/28/2019	PD EPO'S FORMS	0.00	384.08	
	<u>100-5400-6002</u>		PARTS SUPPLIES		384.08	
SOU07	SOUTH COUNTY VETERINARY H	03/28/2019	Regular	0.00	477.00	51212
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>212710</u>	Invoice	03/28/2019	VACCINE SUPPLY	0.00	369.00	
	<u>100-5410-6002</u>		PARTS & SUPPLIES		369.00	
<u>213158</u>	Invoice	03/28/2019	EUTHANIZED DOGS	0.00	108.00	
	<u>100-5410-6021</u>		ANIMAL DISPOSAL		108.00	
STA1B	STANDARD INSURANCE CO.	03/28/2019	Regular	0.00	2,018.53	51213
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>640476-4-19</u>	Invoice	03/27/2019	SURVIVOR LIFE 4-19	0.00	2,018.53	
	<u>100-5200-5014</u>		LIFE, LTD & STD		38.15	
	<u>100-5400-5014</u>		LIFE, LTD & STD		591.97	
	<u>100-5410-5014</u>		LIFE, LTD & STD		27.28	
	<u>100-5420-5014</u>		CE LIFE, LTD & STD		34.87	
	<u>100-5610-5014</u>		LIFE, LTD & STD		32.62	
	<u>100-5617-5014</u>		LIFE, LTD & STD		13.74	
	<u>100-5620-5014</u>		LIFE, LTD & STD		13.75	
	<u>102-5400-5014</u>		LIFE, LTD & STD		133.92	
	<u>160-5400-5014</u>		LIFE, LTD & STD		63.29	
	<u>203-5600-5014</u>		LIFE, LTD & STD		24.72	
	<u>206-5600-5014</u>		LIFE, LTD & STD		19.31	
	<u>213-5600-5014</u>		LIFE, LTD & STD		13.99	
	<u>269-6303-5014</u>		LIFE, LTD & STD		416.62	
	<u>273-6200-5014</u>		LIFE, LTD & STD		44.73	
	<u>277-5400-5014</u>		LIFE, LTD & STD		49.23	
	<u>400-5200-5014</u>		LIFE, LTD & STD		34.50	
	<u>400-5300-5014</u>		LIFE, LTD & STD		61.89	
	<u>400-5600-5014</u>		LIFE, LTD & STD		119.32	
	<u>401-5200-5014</u>		LIFE, LTD & STD		34.50	
	<u>401-5300-5014</u>		LIFE, LTD & STD		61.89	
	<u>401-5600-5014</u>		LIFE, LTD & STD		106.10	
	<u>402-5300-5014</u>		LIFE, LTD & STD		30.93	
	<u>602-8100-5014</u>		LIFE, LTD & STD		51.21	
	**Void**	03/28/2019	Regular	0.00	0.00	51214
STA1B	STANDARD INSURANCE CO.	03/28/2019	Regular	0.00	1,998.37	51215



## Check Report

Date Range: 03/15/2019 - 03/28/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
640476-3-19	Invoice	03/27/2019	SURVIVOR LIFE 3/19	0.00	1,998.37	
	100-5200-5014		LIFE, LTD & STD		38.15	
	100-5400-5014		LIFE, LTD & STD		636.61	
	100-5410-5014		LIFE, LTD & STD		27.28	
	100-5420-5014		CE LIFE, LTD & STD		34.87	
	100-5610-5014		LIFE, LTD & STD		32.62	
	100-5617-5014		LIFE, LTD & STD		13.74	
	100-5620-5014		LIFE, LTD & STD		13.75	
	102-5400-5014		LIFE, LTD & STD		133.92	
	160-5400-5014		LIFE, LTD & STD		63.29	
	203-5600-5014		LIFE, LTD & STD		24.72	
	206-5600-5014		LIFE, LTD & STD		19.31	
	213-5600-5014		LIFE, LTD & STD		13.99	
	269-6303-5014		LIFE, LTD & STD		416.62	
	273-6200-5014		LIFE, LTD & STD		44.73	
	277-5400-5014		LIFE, LTD & STD		49.23	
	400-5200-5014		LIFE, LTD & STD		34.50	
	400-5300-5014		LIFE, LTD & STD		35.97	
	400-5600-5014		LIFE, LTD & STD		119.32	
	401-5200-5014		LIFE, LTD & STD		34.50	
	401-5300-5014		LIFE, LTD & STD		35.97	
	401-5600-5014		LIFE, LTD & STD		106.10	
	402-5300-5014		LIFE, LTD & STD		17.97	
	602-8100-5014		LIFE, LTD & STD		51.21	
	**Void**	03/28/2019	Regular	0.00	0.00	51216
T-M00	T-MOBILE	03/28/2019	Regular	0.00	56.71	51217
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
890713507-2-19	Invoice	03/28/2019	WELL 9 SVCS 2/19 - 3/18	0.00	56.71	
	400-5600-6510		TELEPHONE/DATA/PAGER		56.71	
UNIO5	UNITY IT	03/28/2019	Regular	0.00	3,653.97	51218
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
24214	Invoice	03/28/2019	SONICAWALL AGREEMENT	0.00	71.26	
	100-5400-6520		PROFESSIONAL SERVICES/ SONICAWALL AGREEMENT		71.26	
24231	Invoice	03/28/2019	SWITCH & NETWORK CABLES	0.00	3,582.71	
	102-5400-6520		PROFESSIONAL SERVICES/ SWITCH & NETWORK CABLES		3,582.71	
VOR01	VORTAL, INC.	03/28/2019	Regular	0.00	200.00	51219
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1389	Invoice	03/28/2019	WEB HOSTING 3-19	0.00	200.00	
	100-5200-6520		PROFESSIONAL SERVICES/ WEB HOSTING 3-19		50.00	
	100-5700-6520		PROFESSIONAL SERVICES/ WEB HOSTING 3-19		50.00	
	400-5300-6520		PROFESSIONAL SERVICES/ WEB HOSTING 3-19		50.00	
	400-5600-6520		PROFESSIONAL SERVICES/ WEB HOSTING 3-19		50.00	
VUL00	VULCAN MATERIALS CO.	03/28/2019	Regular	0.00	169.30	51220
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
72132975	Invoice	03/28/2019	ROAD MATERIALS	0.00	169.30	
	200-5600-6002		PARTS & SUPPLIES		169.30	

## Check Report

Date Range: 03/15/2019 - 03/28/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
PER01	CALPERS	03/19/2019	Bank Draft	0.00	9,845.58	DFT0000203
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>15598465</u>	Invoice	03/19/2019	MISC UA LIABILITY 3-19	0.00	4,383.03	
<u>100-5200-5010</u>	PERS-PENSION	MISC UA LIABILITY 3-19	158.47			
<u>100-5610-5010</u>	PERS-PENSION	MISC UA LIABILITY 3-19	157.76			
<u>100-5617-5010</u>	PERS-PENSION	MISC UA LIABILITY 3-19	72.95			
<u>100-5620-5010</u>	PERS-PENSION	MISC UA LIABILITY 3-19	72.95			
<u>203-5600-5010</u>	PERS-PENSION	MISC UA LIABILITY 3-19	169.95			
<u>206-5600-5010</u>	PERS-PENSION	MISC UA LIABILITY 3-19	168.95			
<u>213-5600-5010</u>	PERS-PENSION	MISC UA LIABILITY 3-19	157.76			
<u>269-6303-5010</u>	PERS-PENSION	MISC UA LIABILITY 3-19	780.01			
<u>400-5200-5010</u>	PERS PENSION	MISC UA LIABILITY 3-19	277.32			
<u>400-5300-5010</u>	PERS PENSION	MISC UA LIABILITY 3-19	402.76			
<u>400-5600-5010</u>	PERS PENSION	MISC UA LIABILITY 3-19	615.02			
<u>401-5200-5010</u>	PERS PENSION	MISC UA LIABILITY 3-19	277.32			
<u>401-5300-5010</u>	PERS PENSION	MISC UA LIABILITY 3-19	402.76			
<u>401-5600-5010</u>	PERS PENSION	MISC UA LIABILITY 3-19	388.42			
<u>402-5300-5010</u>	PERS PENSION	MISC UA LIABILITY 3-19	201.39			
<u>602-8100-5010</u>	PERS-PENSION	MISC UA LIABILITY 3-19	79.24			
<u>15598477</u>	Invoice	03/18/2019	UA SAFETY LIABILITY 3-19	0.00	5,431.41	
<u>100-5400-5010</u>	PERS-PENSION	UA SAFETY LIABILITY 3-19	5,000.00			
<u>160-5400-5010</u>	PERS-PENSION	UA SAFETY LIABILITY 3-19	431.41			
<u>15598481</u>	Invoice	03/18/2019	UA SAFETY PEPPA 3-19	0.00	15.10	
<u>100-5400-5010</u>	PERS-PENSION	UA SAFETY PEPPA 3-19	15.10			
<u>15598486</u>	Invoice	03/18/2019	UA MISC. PEPPA 3-19	0.00	16.04	
<u>400-5600-5010</u>	PERS PENSION	UA MISC. PEPPA 3-19	16.04			
ASI01	ASI	03/22/2019	Bank Draft	0.00	805.04	DFT0000204
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>3/11 - 3/17</u>	Invoice	03/19/2019	MEDICAL CARD FUNDING	0.00	805.04	
<u>102-5400-5011</u>	INSURANCE-MED,DEN,VIS	MEDICAL CARD FUNDING	23.26			
<u>400-5300-5011</u>	INSURANCE- MED, DEN, V	MEDICAL CARD FUNDING	228.60			
<u>400-5600-5011</u>	INSURANCE- MED, DEN, V	MEDICAL CARD FUNDING	105.15			
<u>401-5300-5011</u>	INSURANCE-MED,DEN,VIS	MEDICAL CARD FUNDING	228.60			
<u>401-5600-5011</u>	INSURANCE-MED,DEN,VIS	MEDICAL CARD FUNDING	105.15			
<u>402-5300-5011</u>	INSURANCE-MED, DEN,VI	MEDICAL CARD FUNDING	114.28			
PER01	CALPERS	03/22/2019	Bank Draft	0.00	15,032.03	DFT0000205

## Check Report

Date Range: 03/15/2019 - 03/28/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>2/16 - 3/01/19</u>	Invoice	03/19/2019	PERS CONTRIBUTIONS	0.00	15,032.03	
<u>100-22104</u>	PERS PAYABLE	EMPLOYEES' PORTION	6,608.87			
<u>100-5200-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS	230.27			
<u>100-5400-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS	2,878.58			
<u>100-5410-5010</u>	PERS- PENSION	PERS CONTRIBUTIONS	125.45			
<u>100-5420-5010</u>	CE PERS-PENSION	PERS CONTRIBUTIONS	137.15			
<u>100-5610-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS	42.00			
<u>100-5610-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS	68.58			
<u>100-5617-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS	26.15			
<u>100-5620-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS	26.14			
<u>102-5400-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS	533.04			
<u>160-5400-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS	431.41			
<u>203-5600-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS	95.39			
<u>206-5600-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS	95.39			
<u>213-5600-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS	65.60			
<u>269-6303-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS	1,223.63			
<u>273-6200-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS	186.60			
<u>277-5400-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS	195.47			
<u>400-5200-5010</u>	PERS PENSION	PERS CONTRIBUTIONS	221.34			
<u>400-5300-5010</u>	PERS PENSION	PERS CONTRIBUTIONS	201.28			
<u>400-5600-5010</u>	PERS PENSION	PERS CONTRIBUTIONS	416.57			
<u>401-5200-5010</u>	PERS PENSION	PERS CONTRIBUTIONS	221.34			
<u>401-5300-5010</u>	PERS PENSION	PERS CONTRIBUTIONS	201.28			
<u>401-5600-5010</u>	PERS PENSION	PERS CONTRIBUTIONS	353.48			
<u>402-5300-5010</u>	PERS PENSION	PERS CONTRIBUTIONS	100.64			
<u>602-8100-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS	346.38			
ASI01	ASI	03/26/2019	Bank Draft	0.00	953.81	DFT0000206
<u>3/18 - 3/24</u>	Invoice	03/25/2019	MEDICAL CARD FUNDING	0.00	953.81	
<u>100-5200-5011</u>	INSURANCE-MED,DEN,VIS	MEDICAL CARD FUNDING	10.85			
<u>100-5400-5011</u>	INSURANCE-MED,DEN,VIS	MEDICAL CARD FUNDING	389.85			
<u>400-5300-5011</u>	INSURANCE- MED, DEN, V	MEDICAL CARD FUNDING	114.40			
<u>400-5600-5011</u>	INSURANCE- MED, DEN, V	MEDICAL CARD FUNDING	133.56			
<u>401-5300-5011</u>	INSURANCE-MED,DEN,VIS	MEDICAL CARD FUNDING	114.40			
<u>401-5600-5011</u>	INSURANCE-MED,DEN,VIS	MEDICAL CARD FUNDING	133.55			
<u>402-5300-5011</u>	INSURANCE-MED, DEN,VI	MEDICAL CARD FUNDING	57.20			
PER01	CALPERS	03/28/2019	Bank Draft	0.00	15,209.54	DFT0000207

## Check Report

Date Range: 03/15/2019 - 03/28/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>3/02-3/15/19</u>	Invoice	03/26/2019	PERS CONTRIBUTIONS	0.00	15,209.54	
	<u>100-22104</u>	PERS PAYABLE	PERS CONTRIBUTIONS		6,693.86	
	<u>100-5200-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS		229.95	
	<u>100-5400-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS		2,900.16	
	<u>100-5410-5010</u>	PERS- PENSION	PERS CONTRIBUTIONS		128.74	
	<u>100-5420-5010</u>	CE PERS-PENSION	PERS CONTRIBUTIONS		138.84	
	<u>100-5610-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS		41.62	
	<u>100-5610-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS		69.41	
	<u>100-5617-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS		18.68	
	<u>100-5620-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS		18.69	
	<u>102-5400-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS		533.04	
	<u>160-5400-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS		431.41	
	<u>203-5600-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS		95.34	
	<u>206-5600-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS		95.34	
	<u>213-5600-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS		66.47	
	<u>269-6303-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS		1,289.20	
	<u>273-6200-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS		185.48	
	<u>277-5400-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS		186.58	
	<u>400-5200-5010</u>	PERS PENSION	PERS CONTRIBUTIONS		221.47	
	<u>400-5300-5010</u>	PERS PENSION	PERS CONTRIBUTIONS		211.12	
	<u>400-5600-5010</u>	PERS PENSION	PERS CONTRIBUTIONS		416.51	
	<u>401-5200-5010</u>	PERS PENSION	PERS CONTRIBUTIONS		221.47	
	<u>401-5300-5010</u>	PERS PENSION	PERS CONTRIBUTIONS		211.12	
	<u>401-5600-5010</u>	PERS PENSION	PERS CONTRIBUTIONS		353.41	
	<u>402-5300-5010</u>	PERS PENSION	PERS CONTRIBUTIONS		105.55	
	<u>602-8100-5010</u>	PERS-PENSION	PERS CONTRIBUTIONS		346.08	

## Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	160	83	0.00	232,262.67
Manual Checks	0	0	0.00	0.00
Voided Checks	0	10	0.00	0.00
Bank Drafts	8	5	0.00	41,846.00
EFT's	0	0	0.00	0.00
	<b>168</b>	<b>98</b>	<b>0.00</b>	<b>274,108.67</b>

**All Bank Codes Check Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	160	83	0.00	232,262.67
Manual Checks	0	0	0.00	0.00
Volded Checks	0	10	0.00	0.00
Bank Drafts	8	5	0.00	41,846.00
EFT's	0	0	0.00	0.00
	<b>168</b>	<b>98</b>	<b>0.00</b>	<b>274,108.67</b>

**Fund Summary**

Fund	Name	Period	Amount
999	POOL FUND	3/2019	274,108.67
			<b>274,108.67</b>



CITY OF PARLIER

# Refund Check Register

## Refund Check Detail

UBPKT01547 - Refunds 01 UBPKT01546 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
002-0529-002	FABIAN, CERDA PATRICIA 529 TULARE ST PARLIER, CA 93648	3/18/2019	51109	154.41	W	00121363	154.41	Deposit
003-0543-002	VIDALI, ALEMAN ESPINO, 543 MERCED ST PARLIER, CA 93648	3/18/2019	51110	154.41	W	00129977	154.41	Deposit
004-0573-004	KARINA, GARCIA DIAZ 573 TUOLUMNE ST 1316 CHARDONNAY CT. MODESTO, CA 95351	3/18/2019	51111	154.41	W		154.41	Deposit
004-0660-004	ESTHER, FONSECA MARIA 660 TUOLUMNE ST PARLIER, CA 93648	3/18/2019	51112	154.41	W	00130311	154.41	Deposit
005-0321-004	GENESIS DAMARIS, MEZA, 320.5 STANISLAUS PARLIER, CA 93648	3/18/2019	51113	154.41	W	00126110	154.41	Deposit
013-0562-003	JESUS, BUSTOS PENALOZA 562 OAK ST PARLIER, CA 93648	3/18/2019	51114	154.41	W	00120312	154.41	Deposit
028-0340-005	BEATRIZ, FLORES BERNABE, 340 BIGGER ST PARLIER, CA 93648	3/18/2019	51115	154.41	W	00125626	154.41	Deposit
031-0370-006	JAVIER, GARCIA 370 FETT ST PARLIER, CA 93648	3/18/2019	51116	154.41	W	00118315	154.41	Deposit
039-0281-004	VASQUEZ, LUCIO 281 KELLY PARLIER, CA 93648	3/18/2019	51117	154.41	W		154.41	Deposit
048-0282-005	TERESA, PASCACIO OREGON, 282 OROZCO COURT PARLIER, CA 93648	3/18/2019	51118	154.41	W	00120310	154.41	Deposit
052-3584-006	MIGUEL, MOCTEZUMA A. 13584 AMIGO ST PARLIER, CA 93648	3/18/2019	51119	156.91	W	00131539 00131539	154.41 2.50	Deposit Deposit
052-3764-004	GABRIEL, GARCIA TORRES, 13764 AMIGO ST PARLIER, CA 93648	3/18/2019	51120	154.41	W	00121365	154.41	Deposit
058-8891-001	SANCHEZ, LEONARDO & ROSAL 8883 MENDOCINO APT.1 PARLIER, CA 93648	3/18/2019	51121	154.41	W		154.41	Deposit

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
074-3791-004	DIEGO, PATINO	3/18/2019	51122	185.74	W	00130380	154.41	Deposit
	13791 FOURTH ST PARLIER, CA 93648					00130380	31.33	Deposit
	FRANK, GAMA AGUIRRE, 13661 SEVENTH PARLIER, CA 93648	3/18/2019	51123	154.41	W	00128299	154.41	Deposit
080-3571-004	G., ESQUIVEL KATIA 13571 EIGHTH PARLIER, CA 93648	3/18/2019	51124	154.41	W	00141279	154.41	Deposit
082-3570-001	SANDOVAL, JOSE L 1932 PARK AVE. SANGER, CA 93657	3/18/2019	51125	113.19			113.19	Generated From Billing
800-0149-002	EXCAVATION, TRI-COUNTY MENDOCINO -E. MANNING AVE. 635 BARSTOW #6 CLOVIS, CA 93612	3/18/2019	51126	1,502.50			1502.50	Generated From Billing
800-3152-001	MILTON, CORTEZ INDUSTRIAL DR 610 TULARE ST. SUITE D PARLIER, CA 93648	3/18/2019	51127	1,493.70			1493.70	Generated From Billing
Total Refunds: 19				Total Refunded Amount: 5,613.78				

Revenue Code Summary

Revenue Code	Amount
101 - WATER DEPOSIT	2470.56
996 - UNAPPLIED CREDIT	3143.22
Revenue Total:	5613.78

General Ledger Distribution

Posting Date: 03/18/2019

Account Number	Account Name	Posting Amount	IFT
Fund: 400 - WATER			
400-11106	CASH POOL	-5,613.78	Yes
400-13104	A/R UTILITIES	3,143.22	
400-23100	UTILITIES DEPOSIT LIABILITY	2,470.56	
400 Total:		0.00	
Fund: 999 - POOL FUND			
999-11100	GENERAL CHECKING	-5,613.78	
999-24400	DUE TO WATER	5,613.78	Yes
999 Total:		0.00	
Distribution Total:		0.00	

# Energy Experts LLC

Reducing Utility Bills with Maximum Return on Investment

## Solar PV and Energy Efficiency Program Proposal

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### CITY OF PARLIER, CA

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Residential Solar Systems and Energy Efficiency Retrofits

#### **Proposed PPA Agreement**

**Mark Simmons and Gavin Mora**  
**3/22/2019**

**Proprietary & Confidential**

Energy Experts LLC

A Colorado Limited Liability Company

[www.energyexpertsco.com](http://www.energyexpertsco.com) 303-476-3048



# Energy Experts LLC

Reducing Utility Bills with Maximum Return on Investment

## I. Overview and Letter of Intent

Energy Experts LLC (“EELLC”) is pleased to present the City/Town of \_\_\_\_\_ (the “Town” or “City”) with the following proposed Program summary to finance and install energy efficiency and solar PV systems on participating homeowners’ rooftops (collectively, the “Systems”), to be located on its homes in \_\_\_\_\_, \_\_\_\_\_ (the “Program”).

The proposed structure is a 20-year power purchase agreement (“PPA”) at an effective rate below the current utility rate charged by \_\_\_\_\_, providing the homeowners the potential to recognize significant long-term savings and the Town ongoing income.

The following highlights the proposed structure:

- Year 1 PPA Rate of \$\_\_\_\_\_/kWh; a \_\_\_\_\_% discount from estimated current utility avoided cost of \$\_\_\_\_\_/kWh;
- Year 1 Energy Service Fee of \$\_\_\_\_\_ for energy efficiency hardware enabling the avoidance of \_\_\_\_\_ kWh per year of energy requirements. The Energy Service Fee represents the same discount to the estimated utility avoided cost of energy.
- The PPA rate and Energy Service Fee will be combined into one invoice per month, based on the solar production in kilowatt-hours (kWh). Live online monitoring of each system will allow monthly download of that month’s production. The invoice will be sent from the Town to each homeowner.
- PPA Rate escalates at 2.0% annually throughout the term of the PPA. EELLC will analyze the utility’s rate schedule annually, and report the year’s utility rate increase to the Town, who will inform the homeowners.
- The offered PPA rate assumes that the Program will qualify for solar incentives from the federal and/or state governments and/or the utility, as well as any LED incentives such as utility rebates for each home participating in the Program. EELLC is responsible to ascertain each of these incentives. Investor will take all incentives, unless an incentive is best taken by the town, for tax purposes.
- By generating a large amount of kWh of clean solar power annually, coupled with the reduction in energy usage via efficiency measures, the Program effectively reduces the Town’s carbon footprint by many metric tons of CO<sub>2</sub> over the 20-year term of the PPA.
- The systems will be maintained by the investors, via Special Purpose Entity, typically a Limited Liability Company (LLC), set up in the Town’s State by EELLC then purchased by one or more investors. At end of the 20 year PPA a fair market value will be determined for each home’s system. The homeowner will have the right to buy it for that value or another amount, to be determined as an either/or decision in the PPA Agreement the Town will sign with the LLC.

*See Page 2 of 2 of LOI---*

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Annually, savings to the participating homeowners from electricity generated and saved by the System over Programed utility rates is estimated to be 20%. The savings chart herein assumes local utility rates will increase an average of 3% per year. This is a generally conservative expectation based on government tracking, though rate increases are not specifically predictable. The Town will bill and collect payments from homeowners, keep a portion currently estimated at 20%, and pay the investors each month at the rate to be finalized upon completion of the Signups Period.

The estimation is therefore a total reduction in electricity rates of 40%.

The minimum size of the Program is \$1,000,000, or approximately 100 homes if we install Grid Tied Net Metered systems, or 60 homes if we installed Grid Backup battery systems.

The homeowners will be asked to sign up by the Town, with documents originated by EELLC and approved by the Town. The Town will promote the Program to homeowners, with EELLC helping to market to Program. The Town is the responsible party and, to homeowners, this is the Town's Program not EELLC's.

This Letter of Intent (LOI) is based upon calculations of current utility rates, average annual homeowner electricity usage, solar production and incentives. This constitutes a *conditionally* binding contract between the Town and EELLC. The investors have the exclusive right to cancel if the Town does not sign up the minimum number of homes. The Town has the exclusive right to cancel if the final rates are in excess of 5% lower than the above estimation. The Town or investors can cancel without recourse if they fail to agree on final terms of the contract titled Power Purchase Agreement.

If the general terms and conditions set forth in this LOI are acceptable to the Town, please sign below and return it to EELLC. Subsequently, EELLC will begin working with the Town on marketing, commence full underwriting and credit review, due diligence and documentation, among other things. EELLC will then propose PPA to the Town. Subject to the conditions contained herein, the Town approves the general terms and conditions of this proposal.

For the Town of \_\_\_\_\_

For Energy Experts LLC

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Authorized Representative:

Authorized Representative:

\_\_\_\_\_ (name)

\_\_\_\_\_ (name)

\_\_\_\_\_ (title)

\_\_\_\_\_ (title)

Thank you for giving EELLC the opportunity to bring environmental benefit and energy savings to your Town. We look forward to working with you.

# Energy Experts LLC

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## II. Program Summary (percentages and amounts are approximate)

### PV Systems Specifications:

Location	_____, _____
Type	Roof Mount
Solar PV Capacity kW DC	_____ (tbd w/signups, billing analysis, and modeling)
Production Ratio	_____ (kWh average tbd)
1 <sup>st</sup> Year Solar Generation (kWh)	_____ (kWh total tbd)
Annual Degradation of solar cells/panels	0.5%

### Energy Efficiency Systems Specifications:

1 <sup>st</sup> Year Energy Efficiency Savings kWh/yr	_____ (tbd w/signups, billing analysis, and modeling)
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### EPC & Financing Specifications:

Engineering Firm	EELLC EPC partner
Financing	EELLC and affiliates
Estimated Production Start Date	Q2/Q3 2019

### PPA Terms:

Power Off-Taker, if Net Metered	_____ (utility)
Term	20 years
Financing Source	EELLC and affiliates
First Year PPA Rate	\$0._____/kWh + tax, if any
PPA Rate Annual Escalator	2%

### Other Assumptions:

Current Utility Provider	_____
Estimated Current Avoided Utility Cost	\$0._____/kWh
Expected Annual Utility Rate Inflation	3%

# Energy Experts LLC

Reducing Utility Bills with Maximum Return on Investment

## III. Programed Savings

~~~ Aggregated Savings chart to be inserted here ~~~~

- (1) *Production assumes an annual Systems degradation of 0.5%*
- (2) *Assumed annual increase of 3.0%*

**Useful Life of Systems / Ownership Transfer:** According to the National Renewable Energy Laboratory, Solar PV systems have a useful life of 50+ years. Within ninety (90) days after the end of the PPA Term, or its assign shall transfer all of its right, title and interest in and to the Systems to the Homeowner for a fair-market-value purchase price. Alternatively, EELLC will remove and recycle the system, or EELLC and the Town may negotiate up to two five-year extensions of the PPA.





AGENDA ITEM: 6

MEETING DATE: 4/4/2019

DEPARTMENT: \_\_\_\_\_

## REPORT TO CITY COUNCIL

### SUBJECT:

Initiating Proceedings for the Annual Levy of Assessments for Landscape Maintenance and Lighting District No. 1.

### RECOMMENDATION:

City Council adopt resolution Initiating Proceedings for the Annual Levy of Assessments for Landscape Maintenance and Lighting District No. 1 and authorize the City Engineer to file his annual report.

### BACKGROUND:

The Landscape Maintenance and Lighting District No. 1 revenue pays for maintaining public landscaping and street lighting within areas throughout the city. All new developments are annexed into the district and charged an annual assessment that is collected with property taxes.

### DISCUSSION:

This is the first of three actions by Council required by State law for the levy of the annual assessments. The City Engineer will prepare a report that will be submitted to the Council for review and approval. The next action required by Council will be the approval of the resolution of intention to levy and collect the annual assessments, which will set the date for the public hearing required prior to the confirmation of assessments. The final step in the process is for Council to conduct the required public hearing, receive any testimony, and confirm the annual assessments. The assessment roll is then submitted to the County Assessor for inclusion on the property owner's tax bill. There were no annexations this past year.

### Prepared By:

Philip L. Romero

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

### Approved By:

\_\_\_\_\_  
Antonio Gastelum  
City Manager

Attachments: Resolution 2019-\_\_\_\_, LLMD No. 1

**RESOLUTION NO. 2019- \_\_\_\_**

**CITY OF PARLIER**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARLIER, CALIFORNIA,  
INITIATING PROCEEDINGS FOR THE ANNUAL LEVY OF ASSESSMENTS FOR  
LANDSCAPE MAINTENANCE AND LIGHTING DISTRICT NO. 1**

***RESOLVED***, by the City Council of the City of Parlier, County of Fresno, California, that:

WHEREAS, the Council has approved Tract 6038 to be annexed to the Landscape Maintenance and Lighting District No. 1 of the City of Parlier (herein LMD No. 1) during the period of January 1, 2018 to December 31, 2018 inclusive; and

WHEREAS, proceedings for the annual assessment for LMD No. 1 for the fiscal year 2019-2020 need to be initiated.

NOW, THEREFORE IT IS HERBY FOUND, DETERMINED, AND ORDERED as follows:

1. The Council proposes to undertake proceedings for the levy of the annual assessments under Part 2 of Division 15 of the Streets and Highways Code of the State of California (Section 22500 et seq.) generally known as the Landscaping and Lighting Act of 1972 (Herein the "Act").
2. The City Engineer shall prepare and file a report in accordance with Article 4 (commencing with Section 22565) of the Act.

I hereby certify that the foregoing 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 thereof held on the 4th day of April, 2019, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ASSENT:**

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Alma M. Beltran, Mayor

**ATTEST:**

---

Bertha Augustine, Deputy City Clerk

**RESOLUTION NO. 2019- \_\_\_\_**

**CITY OF PARLIER**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARLIER, CALIFORNIA,  
INITIATING PROCEEDINGS FOR THE ANNUAL LEVY OF ASSESSMENTS FOR  
LANDSCAPE MAINTENANCE AND LIGHTING DISTRICT NO. 1**

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**NOES:**

**ABSENT:**

**ASSENT:**

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Alma M. Beltran, Mayor

**ATTEST:**

---

Bertha Augustine, Deputy City Clerk

**RESOLUTION NO. 2019- \_\_\_\_**

**CITY OF PARLIER**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARLIER, CALIFORNIA,  
INITIATING PROCEEDINGS FOR THE ANNUAL LEVY OF ASSESSMENTS FOR  
LANDSCAPE MAINTENANCE AND LIGHTING DISTRICT NO. 1**

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WHEREAS, the Council has approved Tract 6038 to be annexed to the Landscape Maintenance and Lighting District No. 1 of the City of Parlier (herein LMD No. 1) during the period of January 1, 2018 to December 31, 2018 inclusive; and

WHEREAS, proceedings for the annual assessment for LMD No. 1 for the fiscal year 2019-2020 need to be initiated.

NOW, THEREFORE IT IS HERBY FOUND, DETERMINED, AND ORDERED as follows:

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2. The City Engineer shall prepare and file a report in accordance with Article 4 (commencing with Section 22565) of the Act.

I hereby certify that the foregoing 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 thereof held on the 4th day of April, 2019, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ASSENT:**

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Alma M. Beltran, Mayor

**ATTEST:**

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Bertha Augustine, Deputy City Clerk



AGENDA ITEM: 7

MEETING DATE: 4/4/19

DEPARTMENT: \_\_\_\_\_

## REPORT TO THE CITY COUNCIL

### SUBJECT:

Consideration and Necessary Action on Resolution Setting Special Election, Public Hearing, Second Reading and Adoption of Ordinance Imposing Transactions and Use (Sales) Tax.

### RECOMMENDATION:

The Fresno County Clerk has come to the conclusion that an amendment to Election Code Section 1000 prohibits the setting of a special election for June 2019 so that it must be set for November 2019. Staff believes the conclusion is incorrect as the sales tax ordinance is an initiative within the meaning of Election Code Section 9200 since it is an ordinance adopted by or for an incorporated city by this City Council pursuant to Election Code Section 9222. As of the date of this report, it is unknown whether the Fresno County Clerk will concede that a special election on the adoption of this ordinance by the voters can in fact be set for June 2019. If the Fresno County Clerk insists the measure cannot appear on a ballot in June, challenging the Fresno County Clerk would require a lawsuit which very likely could not be heard in time to have the matter placed on the ballot in June. In that event, staff recommends the public hearing on this ordinance be continued and that the City use the four month delay to advertise the need for adoption of a sales tax measure by the voters, since the City is not prohibited from using City funds to advance an ordinance that will ultimately be placed on a ballot until it has been ordered to be placed on the ballot. If the Clerk agrees the special election can be set in June, then staff recommends that the ordinance be adopted along with the resolution setting the special election following the public hearing.

### BACKGROUND:

Following the failure of the Public Utilities User's Tax Measure in November 2018, Council decided to place a sales tax measure enacting a one cent local sales tax. To enact a sales tax, the matter must be placed on a ballot as a measure. Proposition 218, requires that for a tax measure to be placed on a ballot at a special election, there must be a unanimous vote of the full City Council declaring an emergency. The resolution proposed identifies the emergency consisting of a consistent deficit position of the City, declining revenues and a need to maintain City service levels.

The second reading, public hearing and adoption of the ordinance which imposes the sales tax must be approved by a four-fifths vote, and the resolution setting the special election for June 4, 2019, must be adopted unanimously. That resolution identifies the emergency circumstances warranting the special election. The ordinance and resolution may be adopted simultaneously following the public hearing.

**FISCAL IMPACT:**

The cost of the election is estimated at \$20,000. There is no other cost involved.

Prepared by:

Approved by:

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City Attorney

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City Manager

**RESOLUTION NO. 2019-04**

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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARLIER CALLING AND PROVIDING FOR A SPECIAL MUNICIPAL ELECTION AND DECLARING THE ELECTION TO BE AN EMERGENCY, TO BE HELD IN THE CITY OF PARLIER ON TUESDAY, JUNE 4, 2019; INTRODUCING ORDINANCE ENACTING A TRANSACTIONS AND USE (SALES) TAX TO BE ADMINISTERED BY THE STATE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION; AND ORDERING THE SUBMITTAL OF THE ORDINANCE TO THE VOTERS AT THE SPECIAL ELECTION**

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**WHEREAS**, Revenue and Taxation Code §§7251 and following provide for the establishment of Transaction and Use Taxes by counties; and

**WHEREAS**, Revenues and Taxation Code §7285.9 authorizes the governing board of any city to levy a Transactions and Use Tax for general revenue purposes as required by §7251 and following in an ordinance approved by a two-thirds vote of all members of the City Council; and

**WHEREAS**, §2(b) of Article XIII C of the California Constitution, added by Proposition 218, effective November 1996, requires that a measure proposing a general tax to be submitted to the voters in an election consolidated with a regularly scheduled general election for members of the governing body, except in cases of emergency declared by unanimous vote of the governing body; and

**WHEREAS**, the City Council is the governing body for the City of Parlier and there is no regularly scheduled general election for members of the governing body until November 2020; and

**WHEREAS**, the cost of providing police protection services has substantially increased every year and the City does not receive significant state or federal funding for public safety services; and

**WHEREAS**, the City needs additional resources to retain the City's current staffing levels of police officers, and of City staff in general in order to maintain services at their current levels; and

**WHEREAS**, numerous City facilities, including streets, storm drains, sidewalks, curbs, gutters, park and recreation facilities, and other infrastructure are in need of repair, replacement, upgrading and maintenance; and

**WHEREAS**, the City is receiving fire protection services through Fresno County Fire Protection District pursuant to a contract which imposes on the City an obligation to seek funding by ballot measures as necessary to pay for fire protection in addition to all other services provided by the City; and

**WHEREAS**, pursuant to California Constitution Article XIII C, §2(b) and Elections Code §10201, the City Council of the City of Parlier, California, desires to submit to the voters of the City of Parlier a measure to enact an ordinance establishing a Transaction and Use Tax to maintain and/or restore essential services provided by the City of Parlier to its inhabitants and the City Council unanimously finds and declares that submittal of said measure to the voters at a special election is made necessary by an emergency consisting of the City's inability to continue to fund such essential services at current revenue levels, as demonstrated by the City's persistent deficit position as reflected by its audited financial statements spanning the past five years and a deficit of approximately \$200,000 by the immediately preceding fiscal year; and

**WHEREAS**, pursuant to the provisions of Election Code §§1003 and 9222 an ordinance may be submitted to the voters for approval on other than an established election date by order of the City Council.

**NOW, THEREFORE**, the City Council of the City of Parlier does resolve and proclaim as follows:

Section 1.   Incorporation of Recitals.

The foregoing recitals are true and correct.

Section 2.   Calling Special Municipal Election: Pursuant to California Elections Code §§9222 and 10201, the City Council hereby orders that a special municipal election in and for the City of Parlier shall be held on Tuesday, June 4, 2019, for the purpose of approving a Transaction and Use (Sales) Tax Measure and that, pursuant to §2(b) of Article IIIC of the California Constitution the measure to be submitted to the voters is a general tax that may be submitted to the voters at a special election because of an emergency declared by a unanimous vote of the governing body. The emergency requiring the submission to the voters of the general tax measure arises as a result of the inability of the City of Parlier to maintain and continue to provide essential City services, referred to in the measure, at current revenue levels as shown by the City's adopted budget for Fiscal Year 2018-2019, which reflects an operational deficit. The full text of the Parlier Transaction and Use Tax Ordinance of 2019 attached to this Resolution as Exhibit A shall be available to the voters upon request made to the City Clerk. The measure to be submitted to the voters shall appear and be printed on the ballot as follows:

Proposition "S"; City of Parlier Sales Tax Measure

To protect, maintain and improve essential City services including police, fire, 911 emergency, gang prevention programs, neighborhood police patrols, maintain streets, reduce criminal activity, attract and retain businesses and jobs, and maintain youth/senior and other programs and services, shall the City of Parlier increase the sales tax by one cent (\$.01) providing for approximately \$400,000 annually, until ended by voters?

YES \_\_\_\_

NO \_\_\_\_

Section 3. Introduction of Ordinance: The City Council hereby approves the introduction of Ordinance 2019-02, the Parlier Transaction and Use Tax Ordinance of 2019, attached to this Resolution as Attachment A that approves submittal of such ordinance to the voters of the City of Parlier. The proposed measure is a general tax defined in Article XIII C of the California Constitution and shall not take effect unless and until approved, following a second reading and adoption of the Ordinance consistent with the provisions of California State law and Article XIII C of the California Constitution by unanimous vote of the Parlier City Council, and until a vote of at least a majority of the voters voting on the question at the special municipal election.

Section 4. Impartial Analysis: The City Attorney is hereby directed to prepare an impartial analysis of the measure pursuant to Elections Code §9280.

Section 5. Requesting Fresno County to Render Election Services: The Board of Supervisors of Fresno County is hereby requested to permit the County Registrar of Voters to render services to the City of Parlier related to the conduct of the June 4, 2019, Special Municipal Election as follows:

- A. Distribute and file all papers submitted in connection with the proposed ordinance.
- B. Make all required publications.
- C. Prepare, print and mail to the qualified electors of the City of Parlier sample ballots and voter pamphlets. Full text of the ballot measure will be made available upon request at the Parlier City Clerk's Office.

D. Provide vote by mail ballots for said municipal election for use by the qualified electors who may be entitled to vote by mail ballots in the matter provided by law.

E. Order consolidation of precincts, appoint precinct boards, designate polling places and instruct election officers concerning their duties.

F. Conduct and canvas the returns of the election and certify the votes cast for the proposed measure.

G. Receive and process vote by mail voter applications.

H. Prepare, print and deliver to the polling place supplies, including the official ballots and a receipt for said supplies.

I. Recount votes, if requested in accordance with State law.

J. Conduct all election duties in accordance with the Voters' Rights Act of 1975.

K. Perform all other pertinent services required to perform said election other than requirements of the Fair Political Practices Commission; said Fair Political Practices Commission requirements to be performed by the City Clerk.

Section 6. Miscellaneous: The Fresno County Registrar of Voters is requested to consolidate the special election with the election of any other jurisdiction. The City of Parlier agrees to and shall pay the bill for the services performed by the Registrar of Voters of Fresno County. The City Manager is authorized to make changes to the language of this resolution, the measure, and the attached ordinance to conform to any requirement of the Fresno County Registrar of Voters, that does not alter the substantive terms of those enactments.

The City Clerk is hereby authorized and directed to transmit certified copies of this resolution to the Board of Supervisors and to the County Registrar of Voters.

\*\*\*\*\*

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Parlier held on the 7<sup>th</sup> day of February, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Alma Beltran, Mayor of the  
City of Parlier

ATTEST:

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City Clerk/Deputy City Clerk

ORDINANCE 2019-\_\_\_\_\_

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**THE CITY OF PARLIER TRANSACTION AND USE TAX ORDINANCE OF 2019**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARLIER ENACTING A TRANSACTION AND USE (SALES) TAX TO BE ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION; SUBJECT TO ADOPTION BY THE ELECTORATE, TO PROVIDE FUNDS TO MAINTAIN AND IMPROVE ESSENTIAL CITY SERVICES INCLUDING POLICE, FIRE, 9-1-1 EMERGENCY, MEDICAL AID RESPONSE, GANG PREVENTION PROGRAMS, NEIGHBORHOOD POLICE PATROLS, MAINTAIN STREETS, REDUCE CRIMINAL STREET ACTIVITY, ATTRACT AND RETAIN BUSINESSES AND JOBS, MAINTAIN YOUTH, SENIOR PROGRAMS AND OTHER SERVICES**

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**WHEREAS**, the City of Parlier has primary responsibility to protect the public safety, maintain fiscal stability, and provide a high quality of life for its residents; and

**WHEREAS**, over the last five years, revenues accruing to the City of Parlier and used to provide essential City services including police and fire, 9-1-1 emergency responses, maintain gang prevention efforts, maintain and attract business and jobs and streets and to maintain programs for youth and seniors, among other services have been consistently insufficient as demonstrated by the fact that the City of Parlier has maintained a deficit position for at least the last five years with the deficit for the immediately preceding fiscal year being above \$200,000; and

**WHEREAS**, sales and other tax revenues which are the primary source of locally controlled funds available to pay for essential City services have been declining due to changing consumer habits, unaffordability of housing, and other economic forces beyond the control of the City of Parlier; and

**WHEREAS**, a local funding measure would provide a protected, local revenue source to limit or prevent further reduction in essential, necessary and appropriate City services; and

**WHEREAS**, this measure will give the City of Parlier local control over local funds for local needs.

**NOW, THEREFORE**, the City Council of the City of Parlier does ordain as follows:



Section 1. Chapter 16 of Title 3 of the Parlier Municipal Code, adopted in 1959, providing for a sales tax, but which was never implemented and is ineffectual, is hereby repealed and amended to read as follows:

"Section 3.16.010. Title

This ordinance shall be known as the City of Parlier Transactions and Use Tax Ordinance of 2019.

Section 3.16.020. Definitions

The following words and phrases shall be defined as set forth in this Ordinance, except that any term or phrase not defined in this ordinance shall have the same meaning as that term or phrase is defined in Parts 1.6 and 1.7 of the State of California Revenue and Taxation Code:

(A) "City" means the City of Parlier.

(B) "Operative Date" means the first date of the first calendar quarter commencing more than 110 days after the adoption of this Ordinance by vote of the electorate on June 4, 2109.

(C) "Ordinance" means the City of Parlier Transactions and Use Tax Ordinance of 2019.

(D) "State" means the State of California.

Section 3.16.030

This Ordinance is adopted to achieve the following, among other purposes, and the Ordinance shall be interpreted liberally in order to accomplish all of its lawful purposes.

(A) To impose a retail transactions and use tax to be applied throughout the entire territory of the City to the fullest extent permitted by law in accordance with the provisions of the California Revenue and Taxation Code §§7251 et seq., and 7285.9, of Part 1.6 of Division 2 which authorizes the City to adopt this Ordinance if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.

(B) To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of sales and use tax law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the California Revenue and Taxation Code.

(C) To adopt a retail transactions and use tax ordinance that imposes a tax that can administered and collected by the California Department of Tax and Fee Administration in a manner that adapts itself as fully as practicable to, and requires the lest possible deviation from, the existing statutory and administrative procedures followed by the California Department of Tax and Fee Administration in administering and collecting the California State Sales and Use Taxes.

(D) To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the California Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping of persons subject to taxation under this ordinance.

(E) To provide Transactions and Use Tax revenue to the City to be used for the general governmental purposes of the City and with any Transactions and Use Tax Revenue received being placed into the City's General Fund.

#### Section 3.16.040. Contract with State

Prior to the Operative Date, the City shall contract with the California Department of Tax and Fee Administration to perform all functions incident to the administration and operation of this ordinance; provided, that if the City shall not have contracted with the California Department of Tax and Fee Administration prior to the Operative Date it shall nevertheless so contract and in such case the Operative Date shall be the first day of the first calendar quarter following the execution of such a contract.

#### Section 3.16.050. Transactions Tax Rate

For the privilege of selling tangible personal property at retail a transaction tax a transactions tax is imposed upon all retailers in the incorporated territory of the City at the rate of one percent (1% or \$0.01) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail within the territory of the City on and after the Operative Date of this Ordinance.

#### Section 3.16.060. Place of Sale

For the purposes of this Ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his or her agent to an out of state destination or to a common carrier for delivery to an out of state destination. The gross receipts from the sales shall include delivery charges, when such charges are subject to the State Sales and Use Tax, regardless of the place to which delivery is made. In the event a retailer has no

permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the California Department of Tax and Fee Administration.

Section 3.16.070. Use Tax Rate

An excise tax is hereby imposed on the storage, use or other consumption of the City of tangible personal property purchased from a retailer on or after the Operative Date of this Ordinance for storage, use or other consumption of the territory of the City at the rate of one percent (1% or \$0.01) of the sales price of the property. The sales price shall include delivery charges when such charges are subject to State Sales or Use Tax regardless of the place to which delivery is made.

Section 3.16.080. Adoption of Provisions of State Law Except as Otherwise

Except as otherwise provided in this Ordinance, and except insofar as they are inconsistent with the provisions of Part 1.6 of Division of the Revenue and Taxation Code, all of the provisions of Part I, commencing with Section 6001 of Division 2 of the Revenue and Taxation Code are adopted and incorporated and made a part of this Ordinance as though fully set forth in it.

Section 3.16.090. Limitations on Adoption of State Law and Collection of Use Taxes

In adopting the provisions of Part I of Division 2 of the California Revenue and Taxation Code:

A. Whenever the State of California is named or referred to as the taxing agency, the name of the City of Parlier shall be substituted. However the substitution shall not be made when:

1. The word "State" is used as part of the title of the State Controller, State Treasurer, California Department of Tax and Fee Administration, State Treasury or the Constitution of the State of California;

2. The result of the substitution would require action to be taken by or against the City or any agency, officer or employee thereof rather than by or against the State Board of Equalization, in performing the functions incident to administration or operation of this Ordinance.

3. In those sections, including but not limited to sections referring to exterior boundaries of the State of California, where the result of this substitution would be to:

(a) Provide an exemption from this tax imposed by this Ordinance with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from the tax while such sales, storage, use or other consumption remains subject to tax by the state or under the provisions of Part I of Division 2 of the Revenue and Taxation Code, or;

(b) Imposed as tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the State under the said provision of that code.

4. In Section 6701, 6702 (except the last sentence thereof) 6711, 6715, 6737, 6797, or 6828 of the California Revenue and Taxation Code:

(a) The word "City" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State", in Sections 6203 and in the definition of that phrase in Section 6203.

#### Section 3.16.100. Permit Not Required

If a seller's permit has been issued to a retailer under Section 6067 of the California Revenue and Taxation Code an additional transactor's permit shall not be required by this Ordinance.

#### Section 3.16.110. Exemptions and Exclusions

A. There shall be excluded from the measure of the Transactions Tax and the Use Tax the amount of any sales or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any State administered transactions or use tax.

B. There are exempted from the computation of the amount of transactions tax the gross receipts from:

1. Sales of tangible personal property other than fuel or petroleum products to operators of aircraft to be used or consumed principally outside the county in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of the State, the United States, or any foreign government;

2. Sales of property to be used outside the City, which is shipped to a point outside the City pursuant to a contract of sale by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to

a consignee at such point. For the purposes of this paragraph delivery to a point outside the City shall be satisfied:

(a) With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out of city address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principle place of residence; and

(b) With respect to commercial vehicles by registration to a place of business out of city and a declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.

3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the Operative Date of this Ordinance.

4. A lease of tangible personal property which is a continuing sale of such property, for any period of time, for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the Operative Date of this Ordinance.

5. For the purposes of subdivision (3) and (4) of this section, the sale or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed this ordinance, the storage, use, or other consumption in the City of tangible personal property:

1. The gross receipts from the sale of which had been subject to a transactions tax under any State administered Transactions and Use Tax ordinance;

2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in §§6366 and 6366.1 of the Revenue and Taxation Code by the State of California.

3. If the purchaser is obliged to purchase the property for a fixed price pursuant to a contract entered into prior to the Operative Date of this Ordinance;

4. If the possession of, or exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by the lease prior to the Operative Date of this Ordinance;

5. For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption or possession of or the exercise of any right or power over tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has an unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

6. Except as provided in subparagraph 7, a retailer engaged in business in the City shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the City or participates within the City in making the sale of the property, included but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the City or through a representative, agent, canvasser, solicitor, subsidiary or person in the City under the authority of the retailer.

7. A "retailer engaged in business in the City" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with §4000 of Division 3 of the Vehicle Code, aircraft licensed in compliance with §21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with §9840 of the Vehicle Code). That retailer shall be required to collect and use tax from any purchaser who registers or licenses the vehicle, vessel or aircraft at an address in the City.

D. Any person subject to use tax under this Ordinance may credit against that tax any transactions or reimbursement for a transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale the person of the property, the storage, use or other consumption of which is subject to the use tax.

#### Section 3.16.120. Amendments

All amendments subsequent to the effective date of this Ordinance to Part I of Division 2 of the Revenue and Taxation Code relating to sale and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and

Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become adopted and a part of this Ordinance without further action of the City Council of the City or the City's electorate, provided however that no amendment shall operate so as to affect the rate of tax imposed by this Ordinance. The City Council may amend this Ordinance to comply with applicable law or as may be otherwise necessary in order to further the Ordinance's stated purposes.

Section 3.16.130. Prohibition on Enjoining Collection

No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the City, or against any officer of the State or the City to prevent or enjoin the collection under this Ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected under this Ordinance.

Section 3.16.140. Severability

If any provision of this Ordinance or the application of it any person or circumstance is held invalid, the remainder of the Ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

Section 3.16.150. Effective Date

This ordinance relates to the levying and collection of the City's transactions and use taxes and shall become effective only if approved by a majority of the voters voting on the measure at the June 4, 2019, Special Municipal Election. The Operative Date of this Ordinance shall then be as defined in Section 13.16.020(b).

Section 3.16.160. Effective Period

The authority to levy the tax authorized by this ordinance shall not expire; however, such authority shall be suspended, and no tax levied thereafter, upon the adoption of a resolution directing such suspension by the City Council, by a four-fifths vote. The Council shall receive a report no later than eight years following the Operative Date, and every eight years thereafter, regarding the continuing need for the tax imposed by this Ordinance, and upon receiving such report may either take no action, in which case the authority to impose the tax shall continue uninterrupted, or adopt a resolution to suspend this Ordinance by a four-fifths vote. The tax collection would end at the next available quarter, except for residual payments. In any event that this ordinance is suspended, such authority shall remain suspended unless and until the Council approves a resolution by a four-fifths vote, which it may consider at any time, to instate the authority to levy the tax authorized by this ordinance, which if so adopted

shall be effective without submission to the electorate. The collection would resume at the beginning of the next available quarter.

Section 3.16.170.

Any provision of the Parlier Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistency and no further, are hereby repealed or modified to the extent necessary to effect the provisions of this Ordinance, except that any existing, duly adopted sales and use tax existing over debate of the adoption of this Ordinance shall be remain in effect and the sale and use tax imposed by this Ordinance shall be additive thereto.

Section 2. The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in an official newspaper within 15 days after its adoption.

\* \* \* \* \*

ADOPTED by the City Council and signed by the Mayor and attested by the City Clerk this 7<sup>th</sup> day of March 2019.

---

Alma Beltran, Mayor, City of Parlier

ATTEST:

---

Bertha Augustine, Deputy City Clerk

I, Bertha Augustine, City Clerk of the City of Parlier, do hereby certify that the foregoing Ordinance was introduced at the February 7, 2019, regular City Council meeting and was passed and adopted at a regular meeting of the City Council of the City of Parlier on the 7<sup>th</sup> day of March 2019, by the following vote, to wit:



AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

---

City Clerk of the City of Parlier



AGENDA ITEM: 8  
MEETING DATE: 4/4/19

## REPORT TO CITY COUNCIL

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**SUBJECT:** Consideration and Necessary Action on updating and amending the current Personnel Policies.

**RECOMMENDATION:** Staff recommends the Council approve updating and amending the current Personnel Policies.

**Prepared by:** Executive Assistant/Deputy City Clerk

# **PERSONNEL POLICIES FOR PARLIER CITY EMPLOYEES**

**APPROVED BY THE PARLIER CITY COUNCIL  
JANUARY 2003**

**ADOPTED BY  
RESOLUTION NO. 2003-03**

**THESE POLICIES APPLY TO ALL CITY AND REDEVELOPMENT AGENCY  
EMPLOYEES, OTHER THAN EMPLOYEES SUBJECT TO A MEMORANDUM OF  
UNDERSTANDING (MOU) OR WRITTEN CONTACT BETWEEN THE CITY AND THE  
EMPLOYEE OR A RECOGNIZED EMPLOYEE ORGANIZATION.**

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## SECTION I

### EMPLOYMENT CATEGORIES, HOURS AND PAY

#### 1. EMPLOYMENT CATEGORIES

- A. Employees are classified as either Competitive Service Employees or At-Will Employees.

- (i) **Competitive Service Employees** are defined in the Personnel Ordinance and include, but are not limited to, the following positions:

|                                                  |                                   |
|--------------------------------------------------|-----------------------------------|
| Executive Assistant/Deputy City Clerk            | Equipment Mechanic                |
| Senior Administrative Assistant                  | Facility Maintenance Worker I/II  |
| Administrative Assistant I/II                    | Lifeguard                         |
| Animal Control Officer                           | Recreation Specialist I/II        |
| Associate Planner                                | Senior Utility Maintenance Worker |
| Assistant Planner                                | Utility Maintenance Worker I/II   |
| Accounting Technician I/II/III                   | Building Inspector I/II           |
| Code Enforcement Officer                         | Event Custodian                   |
| Wastewater Treatment Plant Operator I/II         |                                   |
| Wastewater Treatment Plant Operator Trainee I/II |                                   |
| Police Lieutenant                                | Reserve Police Officer            |
| Police Sergeant                                  | Police Jailer                     |
| Police Corporal                                  | Senior Police Records Technician  |
| Police Officer                                   | Police Records Technician I/II    |

Competitive Service Employees serve a probationary period, generally, of up to six months. The probationary period can be extended for up to an additional six months. The probationary period for the Police Department is one year. (Please see the Personnel Ordinance for more information on probationary periods).

- (ii) **At-Will Employees** are all employees who are exempt from overtime who are not covered by an employee bargaining unit, and include the following positions:

|                                     |                                        |
|-------------------------------------|----------------------------------------|
| City Manager                        | Director of Maintenance and Operations |
| Police Chief                        | Director of Economic Development       |
| Director of Administrative Services | Director of Community Development      |
| Community Services Superintendent   |                                        |

- B. Employees are classified as either exempt or non-exempt (hourly) per state and federal regulations.

- (i) **Exempt** employees are not entitled to overtime pay. They are expected to work whatever hours are required to get the job done for the weekly salary they are being paid. Exempt employees are not paid extra when it is necessary for them to put in additional time to get the job done. But, when exempt employees need to take occasional time off to deal with personal

business (i.e. an hour here or there), the employee's salary is not reduced for the time that he/she takes off of work.

- (ii) **Non-exempt** employees are paid on an hourly basis. Whenever they work more than eight hours in a single workday or forty hours in a single workweek, they are paid additional wages at one and one-half times their regular rate of pay. However, whenever they take time off from work for personal business (other than vacation, sick time and compensation time off), they are not paid for that time not worked.
- C. Additionally, employees are classified as Permanent Full Time, Permanent Part Time or Temporary. Permanent means that an employee is hired to work on an ongoing basis, with a defined workweek and either a defined salary or hourly rate.
- (i) **Permanent Full Time:** Employees who were hired as the result of a competitive examination process and successfully completed probation, as well as department directors and the City Manager, and who are regularly scheduled to work forty hours per week.
  - (ii) **Permanent Part Time:** Employees who were hired as the result of a competitive examination process and successfully completed probation, and are hired for no more than twenty hours per week.
  - (iii) **Temporary:** Employees who are hired to work for a limited period of time not to exceed 180 days or 900 hours in any calendar year.
- D. An employee in a Temporary position will not become a Permanent Full Time or Permanent Part Time employee just by working more hours or an extended period of time. A change in status can only be made in writing by the proper authority. Please see the Personnel Ordinance for other definitions of employment categories.

## **2. WORKWEEK AND WORKDAY**

Except where otherwise provided, the regular workweek for all employee positions is forty hours. The workweek shall begin on Saturday at 12:01 a.m. and end the following Friday at midnight. The workday is a consecutive twenty-four hour period beginning at 12:01 a.m. and ending at midnight.

## **3. WORK SCHEDULE**

Work Scheduled may be:

- Five consecutive 8-hour days on and two consecutive days off; or
- Four consecutive 9-hour days on and one 4-hour day on, and two consecutive days off within a week.
- Exceptions may apply to employees in the Police Department, Recreation and Leisure and other Public Works positions.

#### **4. EXCHANGE OF WORK SHIFTS**

- A. All exchanges of work shifts must be approved in advance and in writing by the department head/supervisor.

#### **5. OVERTIME**

- A. When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of overtime will be provided. The department head/supervisor must approve all overtime in advance of it being worked. Overtime assignments will be distributed as equally as is practical to all employees qualified to perform the required work.
- B. Overtime is paid per state wage and hour regulations and is based on actual hours worked. All time worked over eight hours in a single workday and over forty hours in a single workweek and the first eight hours worked on the seventh consecutive day worked in a work week will be paid at one and one-half times the employee's regular hourly rate of pay. All time worked after twelve hours in a single day, and all hours worked over eight hours on the seventh consecutive day worked in a work week will be paid at double time the employee's regular rate of pay. Paid time off for sick time, unpaid leaves of absence, vacation, holidays, jury duty and other such time, is not considered as time worked and will not be considered when calculating overtime hours and pay.
- C. Employees who fail to work scheduled overtime or who work overtime without prior authorization from the department head/supervisor may be subject to disciplinary action.
- D. If an employee is required to work longer than the regular workweek or work shift, he/she shall be paid for the approved overtime by:
  - (i) Being allowed off a like amount of working hours during the same pay period without deduction from the employee's compensation; or
  - (ii) Payment for such overtime at one-and one-half times the employee's regular rate of pay; or
  - (iii) Accumulating such overtime as "compensatory time off" to be taken during subsequent pay periods, the accumulation of which may not exceed eighty hours.
- E. The employee may decide if he/she wants to be paid overtime in the pay period it was worked, take time off instead of being paid overtime in that same pay period, or accumulate overtime as compensatory time off. The maximum number of compensatory hours an employee may accumulate is eighty hours. Anything over eighty hours will be paid out to the employee.

#### **6. REST AND MEAL PERIODS**

- A. Employees are required to take one rest period of fifteen minutes in length for each 4-hour period worked unless operational needs otherwise dictates. To the extent possible, breaks will be provided in the middle of each work period. Since these rest periods are paid time, employees cannot leave their work site nor be



absent from their workstation beyond the allotted rest period unless prior approval by the department head/supervisor is obtained.

- B. Employees may take up to a 1-hour meal period during each workday, however, *they are required to take a minimum of thirty minutes* for their meal period. Department heads/supervisors will schedule meal periods to accommodate operating requirements. Employees are relieved of all active responsibilities and are not paid during their meal periods.
- C. *Lactation breaks* may be provided to nursing mothers. If you are a nursing mother who needs to express milk while at work, you may do so during your regularly scheduled rest and meal periods. If for some reason those times do not allow you to complete the process, and additional time is needed, upon notification to your department head/supervisor, the City will make every effort to accommodate your request for additional time on a non-paid basis and to provide a private place for this purpose.

## **7. TIMEKEEPING**

- A. Non-exempt employees must keep accurate records of actual time worked. The City is required to keep an accurate record of actual time worked in order to calculate employee pay and benefits. Non-exempt employees must accurately record the time they begin and end their workday, the beginning and ending time of any split shift, beginning and time of their meal period, and beginning and ending time of work time taken off for personal reasons. The employee's immediate supervisor must approve all overtime worked in advance.
- B. Altering, falsifying, or tampering with timesheets, or recording time on another employee's time record will result in disciplinary action.
- C. Non-exempt employees should report to work no more than seven minutes prior to their scheduled starting time and end their work no more than seven minutes after their scheduled ending time. Any change from the above schedule requires advance written approval from the department head/supervisor.
- D. Non-exempt employees must sign their timesheets certifying the accuracy of the times recorded. The department head/supervisor will review and sign the timesheet for payroll processing. Both the non-exempt employee and the department head/supervisor must initial all corrections and modifications to the time sheets that will attest to its accuracy.

## **8. PAYDAYS**

Employees are paid bi-weekly, no later than every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event a regularly scheduled payday falls on a holiday (i.e. a Friday), employees will be paid no later than on the preceding Thursday.

## **9. STANDBY TIME**

Standby Time is generally not paid unless an employee is under the control of the City, meaning he/she has to remain at or near his/her workstation ready to work if needed. As an example, an employee who is on-call or on standby and who is called back to

work, shall be paid one-and one-half times the employee's regular rate of pay for each hour or fraction thereof worked in excess of eight hours per day.

#### **10. PAY ADVANCES**

The City does not provide pay advances or extension of credit on wages to any employee.

#### **11. ACTING PAY**

Employees appointed to serve in the position of Acting City Manager or Acting Department Head, shall receive an additional compensation called "Acting Pay" during the period of such assignment. For Acting Pay to occur, the City Manager or Department Head must be away from his/her official duties for a period of not less than seventy-two hours. Acting Pay shall be a ten to twenty percent increase over the employee's regular base pay, at the discretion of the City Manager. During the period that such employees are receiving Acting Pay, they shall be considered "exempt" under applicable federal wage and hour laws. No additional benefits shall be earned or accrued during such assignment.

#### **12. ADMINISTRATIVE PAY CORRECTIONS**

- A. The City takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and employees are paid promptly on scheduled paydays.
- B. In the event there is an error in the amount of pay, the employee should promptly report any errors to his/her department head/supervisor head so that a correction can be made as quickly as possible. Underpayments and overpayments will be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the City will attempt to arrange a schedule of repayments minimizing the inconvenience to all involved.

#### **13. PAY DEDUCTIONS (INCLUDING GARNISHMENTS)**

- A. The law requires that the City make certain deductions from every employee's pay such as: federal and state income taxes, social security and medicare taxes, wage garnishments (per court order only). The City offers others programs and benefits. Eligible employees may voluntarily authorize deductions from their paychecks for dependent support, credit union savings and net check direct deposit for any legal purpose. If the City is given a mandatory garnishment order for the employee, the City will also deduct a processing fee from the employee's paycheck for each payday the order is in effect, as authorized by the garnishing authority. However, such fee shall not exceed the statutory amount as prescribed by law.
- B. If you have any questions concerning why a particular deduction was made from your paycheck or how it was calculated, your supervisor can assist in having your questions answered.

#### **14. ATTENDANCE-SICK LEAVE POLICY**

- A. Being at work on time on a consistent basis is a condition of employment. Each department will maintain attendance records, and employees who experience excessive absenteeism, unauthorized late arrivals or absences, will be subject to disciplinary action.
- B. Employees are required to call their department head/supervisor prior to the start of their regular shift to advise of any late arrivals or absences. Failure to call in advance of an absence and/or failure to show up for work without calling in will be violation of the Attendance-Sick Leave Policy and result in disciplinary action. Failure to call in and show up for work for three days in a row will result in termination unless justification is provided. Even though paid sick leave is a benefit provided to all permanent, full-time employees, missing work every month may be considered excessive absenteeism. Excessive absenteeism is generally considered to be:
  - (i) Using sick leave every month for three or more months in a row without justification; and/or
  - (ii) Being late to work or from lunch six or more times in a month; and/or
  - (iii) Having a total of six absences in a six month period (an absence can be up to three days without a doctor's note and up to five days with a doctor's note).
- C. Absences longer than five days will require a doctor's note, and an extensive review by the department head/supervisor will ensue to determine whether the employee should be allowed continued employment. Generally, absences from work for a period of greater than five days without a doctor's note is considered abandonment of his/her job, resulting in termination. Disciplinary action will be determined on a case-by-case basis. The City will consider any special circumstances such as issues related to disabilities as defined by the state and federal laws.

## **SECTION II**

### **EMPLOYEE RELATIONS**

#### **15. PERSONNEL FILES**

- A. A personnel file is maintained for each City employee. The personnel file includes the employee's job application, resume, record of training, documentation of performance, evaluations, salary changes, disciplinary actions, commendations, and other employment records.
- B. The personnel file is the property of the City and access to it is restricted. Only personnel having a legitimate reason may review personnel files.
- C. Employees who wish to review their own personnel file should contact the Personnel Office. With reasonable advance notice, employees may review their own personnel files in the presence of an individual appointed by the City Manager to maintain such files.

#### **16. REFERENCE AND BACKGROUND CHECKS**

To protect all parties, only the City Manager or his designee is authorized to verify employment for any current employee. Only the date of hire and position title will be provided to any individual or company without written authorization of the employee. Verification of any additional information will be provided only with the employee's written authorization and will only be provided in writing.

#### **17. EMPLOYMENT REFERENCE INQUIRIES**

Only the City Manager or his designee is authorized to provide employment references for current or prior employees. Unless otherwise authorized by the City Manager, only the dates of employment, positions(s) held, and last salary will be confirmed and only in writing. All letters of recommendation will be at the discretion of the City Manager and will be provided only in response to interested employers.

#### **18. RESIGNATION**

At-will and competitive service employees are encouraged to give at least two weeks notice of their voluntary resignation. While it is not an absolute requirement, the City will consider the notice period provided by the employee when considering an employee's eligibility for rehire. A written letter of resignation is to be provided to the employee's department head/supervisor stating the general reason for the resignation and the effective date. The employee may be requested to attend an exit interview with the City Manager. The request for a notice of resignation does not alter the status of an employee who is considered at-will.

#### **19. LAYOFFS**

The City will make every effort to give all Permanent Full Time and Permanent Part Time employees two weeks notice of a layoff where possible. Employees to be laid off will be determined based on the provisions of Layoff Procedures, Chapter 4.04 and 4.06 of the Personnel Ordinance. As stated in those procedures, the employee holding the position

may be laid off or demoted to a vacancy, if any, in a lower class for which the employee is qualified. The employee affected by the layoff has the right to displace an employee in the same department who has less seniority in a lower classification in which the affected employee once had regular status.

## **20. TERMINATIONS**

Involuntary terminations for Competitive Service employees will be conducted per Personnel Ordinance, Chapter 4.03 and for at-will employees based on Chapter 4.06. All equipment, uniforms, keys, vehicles and other City-owned property must be returned at the time of the termination. The City will ensure that all accrued and vested benefits will be paid at the time of termination, and the employee will be advised of his/her COBRA and unemployment benefits. An exit interview will usually be conducted as part of the exit process.

## **21. PERSONNEL DATA CHANGE**

It is the responsibility of each employee to promptly notify the City Manager's Office of changes in their personnel status, including the following matters:

- Personal mailing addresses; telephone numbers; number, names and ages of dependents; marriage status; individuals to be contacted in the event of an emergency; professional licenses; educational accomplishments; driving license revocation; arrests and/or convictions of any criminal offense; and citations for activities while engaged in City business.

## **22. EMPLOYMENT APPLICATIONS**

- A. The City relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented during the hiring process. Any important misrepresentation or falsification of such information may result in the City's exclusion of the individual from further consideration for employment or, after the person has been hired, termination of employment. Employees should review Personnel Ordinance Sections 4.08.010 through 4.08.130.
- B. It is the applicant's responsibility to notify the Personnel Department of his/her interest in available positions.

## **23. PERFORMANCE EVALUATIONS**

Department heads/supervisors are encouraged to discuss job performance and goals with employees on an informal, day-to-day basis. Formal performance evaluations are conducted prior to the expiration of an employee's probationary period. Performance evaluations are a tool to use in recognizing employee's achievements, strengths and areas needing improvement. Employees are generally reviewed annually.

## **24. PROPERTY, PRIVACY AND SEARCH POLICY**

- A. Desks, storage areas, work areas, file cabinets, credenzas, computer systems, office telephones, modems, facsimile machines, copiers, and City vehicles are the property of the City and must be kept in good, clean condition at all times and

are to be used only for work purposes, except as provided in this policy. The City reserves the right, at all times, and without prior notice, to inspect and search any and all City property for the purpose of determining whether this policy or any other City policy has been violated, or whether such inspection and investigation is necessary for purposes of safety in the workplace or compliance with state and federal laws. Such inspection may be conducted during or after business hours and in the presence or absence of the employee.

- B. Additionally, the City may request the right to inspect personal property of the employee when there is reasonable cause to suspect that a violation of City policy or work rules has occurred, including but not limited to, the presence of illegal drugs, alcohol, weapons or other contraband, or to investigate allegation of theft or unauthorized possession of City and/or co-worker property. An employee's personal property includes but is not limited to the employee's automobile, lunch box, cooler, purse, parcels and similar items. (Note: an employee who has a license to carry a weapon may not do so on City property or business.) Failure of the employee to consent to the search of his/her personal property under these circumstances will require a review of the facts by management without consideration of the employee's refusal to consent to the search. The City reserves the right to impose discipline, up to and including termination, depending upon the facts that exist in a particular situation.
- C. The City's computer systems and other technical resources including any voice mail, or e-mail systems, are provided for use in the pursuit of City business and are to be reviewed, monitored and used only in that pursuit, except as provided in this policy. As a result, computer data, voice mail and e-mail are readily available to several people. If an employee performs or sends work on the City's computer systems or other technical resources, that work may be subject to the investigation, search and review of others per this policy. Additionally, any electronically stored communications that an employee either sends to or receives from others may be retrieved and reviewed where such investigation serves the legitimate business interests and obligations of the City.
- D. Employees of the City may be permitted to use the City's equipment for occasional, non-City business, with the permission of the employee's department head/supervisor or City Manager. Nevertheless, the employee has no right of privacy as to any information or file maintained in or on the City's property or transmitted or stored through the City's computer systems, voice mail, e-mail or any other technical resources. For purposes of inspecting, investigating or searching employee's computerized files or transmissions, voice mail, or e-mail, the City may override any applicable passwords or codes in accordance with the best interests of the City, its employees, clients, customers or visitors. All bills and other documentation related to the use of the City's equipment or property are the property of the City and may be viewed and used for purposes that the City considers appropriate.
- E. Using the internet, e-mail, or voice mail for illegal, harassing, discriminatory purposes (i.e. accessing pornographic sites, sending cartoons or jokes that are sexual or discriminatory in nature, sending notes/letters that are harassing or sexual in nature to co-workers or anyone else) during working an/or non-working hours is not permitted. Additionally, messages on the City's voice mail or e-mail systems are subject to the policies regarding harassment, discrimination and illegal activity, as are any other workplace communications. Offensive, harassing

or discriminatory content in such messages will not be tolerated. Any violation of this policy will be subject to disciplinary action. Where City provided technology has been used for illegal purposes, management will cooperate with any legitimate law enforcement agency.

- F. Employees are not to read or use files that they are not authorized to use or read. Unauthorized review, copying, distribution, removal, damage or alteration of files, passwords, computer systems or programs, or other property of the City, or improper use of information obtained by unauthorized means, may be grounds for disciplinary action. Any current, terminating or former employee who removes City information such as that noted above and including but not limited to customer files, proposals, RFP's, and other similar information will be subject to legal ramifications.

## SECTION III

### EMPLOYEE BENEFITS

Except as otherwise provided by existing Memorandum of Understandings, or as subsequently adopted by the City Council, the following employee benefits are provided:

#### 25. HOLIDAYS

- A. The City will grant holiday time off with pay to all Permanent Full Time employees on the days listed below:
- 1 New Year's Day (January 1)
  - 2 Martin Luther King, Jr. Day (third Monday in January)
  - 3 President's Day (third Monday in February)
  - 4 Caesar Chavez Day (last Friday in March)
  - 5 Memorial Day (last Monday in May)
  - 6 Independence Day (July 4)
  - 7 Labor Day (first Monday in September)
  - 8 Veterans' Day (November 11)
  - 9 Thanksgiving (fourth Thursday in November)
  - 10 Day after Thanksgiving
  - 11 Christmas (December 25)
  - 12, 13 Floating Holiday (two)
- B. A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.
- C. If a holiday falls during an eligible employee's paid absence (i.e. vacation), credit for the holiday will be provided. If a non-exempt employee works on a holiday, he/she will receive holiday pay plus his/her regular rate of pay for the hours worked.
- D. The "floating holidays" referred to above are earned each year. To be eligible for a floating holiday, employees must complete one year of service as a Permanent employee. The floating holiday must be scheduled with the prior approval of the employee's department head/supervisor at least three days before taking it. Additionally, the City may pay the floating holiday at the request of the employee and the approval of the department head/supervisor. The floating holiday must be taken or paid with the fiscal year the holiday is earned or it will be lost.
- E. Paid time off for all holidays will not be counted as hours worked for the purposes of determining overtime.

#### 26. VACATION

- A. Vacation time off with pay is available to only Permanent Full Time employees in order to provide opportunities for rest, relaxation, and personal pursuits.

Years of Service:

0 through 4 years  
5 through 10 years  
11 years plus

Vacation Accrual Rate:

3.69 hours per pay period=8 hours per month  
5.54 hours per pay period=12 hours per month  
6.46 hours per pay period=14 hours per month



- B. In the event one or more City holidays fall within an eligible employee's vacation leave, such holiday shall not be charged as vacation leave. Employees on military leave earn vacation and holiday pay during such leave.
- C. Permanent Full Time employees begin to accrue paid vacation leave from the first day they officially enter an employment classification. Once the probationary period is completed, employees are eligible to take accrued vacation. As an example, even though a probationary employee has a total of thirty hours of vacation time after working four months, the employee cannot take that vacation time off with pay until he/she completes the probationary period, which may be six months.
- D. To take vacation, employees must submit their vacation request to their department head/supervisor in writing. A vacation will not be granted until the department head/supervisor has approved the vacation in writing. The requests will be granted based on a number of factors, including the business and staffing requirements of the City. Vacation leave is paid in the same manner as work time.
- E. Earned vacation leave may be accumulated without limit. On the first payday in December of each year, at the written request of the employee and written approval by the City Manager, any or all of the unused vacation leave accrued balance in excess of two hundred and forty hours may be paid to the employee at the employee's current rate of pay, with the resulting reduction of accrued vacation leave balance for the hours paid.
- F. Upon termination of employment, employees will be paid for unused vacation leave earned through the last day of work at the rate of his/her pay at date of termination.

## **27. PAID SICK LEAVE**

- A. The City provides paid sick leave benefits to all Permanent Full Time employees for periods of temporary absence due to personal illness or injury.
- B. Employees accrue sick leave benefits at the rate of 3.69 hours per pay period, and begin earning such benefit when they officially enter an employment classification. Employees may request use of paid sick leave upon completion of their probationary period. Permanent Full Time employees may use sick leave for an absence due to their own illness or injury, and may use up to fifty percent of their annual benefit to care for an ill child (defined to mean a biological, foster or adopted child, a stepchild, a legal ward), parent, spouse, domestic partner (when a Declaration of Domestic Partnership has been filed with the Secretary of State), and child of a domestic partner. For medical or dental appointments, all employees must generally submit a request for sick leave form at least three days in advance.
- C. All employees who are unable to report to work due to illness or injury should notify their department head/supervisor before the scheduled start of the workday and submit a sick leave form the day they return to work. The department head/supervisor must also be notified on each additional day of absence. Absences not reported in such manner may be subject to disciplinary action.
- D. Any employee absent for three or more consecutive days due to illness or injury may be required to submit a physician's statement to his/her department

head/supervisor. Such statement may also be requested for other sick leave absences. Before returning to work from a sick leave absence of ten calendar days or more, an employee may be required to provide a physician's verification that he/she may safely return to work.

- E. Sick leave benefits are calculated based on the employee's base pay rate at the time of the absence.
- F. Upon receiving approval from the City Manager, accrued vacation leave may be used for sickness when all of an employee's sick leave has been exhausted. Time off without pay may be used with permission of the City Manager (see below).
- G. Unused sick leave may be accumulated without limit. On the first payday in December of each year, at the written request of the employee and written approval of the City Manager, up to one half of any or all of the unused sick leave accrued balance in excess of two hundred and forty hours may be paid to the employee at the employee's current rate of pay, with the resulting reduction of accrued sick leave balance for the hours paid.
- H. Upon termination, fifty percent of the unused sick leave balance will be paid to the employee at the employee's rate of pay at the termination date.

## **28. BEREAVEMENT LEAVE**

Permanent Full Time employees are eligible for up to five days paid bereavement leave in the event of the death of a person in the employee's immediate family. Immediate family means the employee's father, step-father, mother, step-mother, brother, step-brother, sister, step-sister, spouse, children, grandparents, parents-in-law, or any other relative residing in the employee's household, or under the employee's care. For the death of other persons, vacation, compensation time or time off without pay may be requested from the City Manager. Vacation and sick leave continues to accrue during the period of bereavement leave.

## **29. PENSION PLAN**

The City contributes annually to CalPERS (a defined benefit pension plan) for its Permanent Full Time employees. The employees are currently not required to make contributions.

## **30. DEFERRED COMPENSATION**

The City offers two deferred compensation plans to its Permanent Full Time employees. For exempt employees, the City will contribute up to 4.5% of the employees annual pre-tax compensation, with a required dollar for dollar match by the employee. Employees may authorize voluntary deductions from their pay up to the statutory limits allowed by the IRS on a pre-tax dollar basis. Information will be provided by the City Manager's office regarding this benefit.

## **31. FLEXIBLE BENEFIT PLANS-CAFETERIA PLAN**

The City offers three flexible benefit plans to Permanent Full Time employees. Each plan complies with IRS Code Section 125 that allows for pre-tax dollars to be voluntarily

deducted from the employee's pay for the purposes of (1) out-of-pocket medical expense reimbursements, (2) daycare expense reimbursement, and (3) insurance premium conversion to pre-tax dollars.

### **32. MEDICAL, DENTAL AND VISION BENEFITS**

- A. The City provides medical, dental and vision benefits for Permanent Full Time employees and their dependents. Employees are required to pay a small amount as deemed necessary by the City Council through payroll withholding if they choose to cover their family.
- B. Employees who are covered by their spouse's benefits can sign a form stating that they do not need the medical, dental and vision benefits combined (and not just medical or just dental or just vision, or any combination thereof) because they have other coverage. Instead of these benefits, each payday employees may receive either an additional \$35 or the amount that is equal to one-half of the premium for a single employee under age 30.
- C. Medical, dental and vision benefits become effective the first day of the month following the completion of the first thirty days of employment.

### **33. WORKERS' COMPENSATION**

- A. The City provides a comprehensive workers' compensation program at no cost to all employees. This program covers any injury or illness sustained in the course of employment that requires medical care or requires the employee to be off from work. Subject to applicable requirements, workers' compensation provides benefits after a short waiting period or, if the employee is hospitalized, immediately.
- B. Employees who are injured on the job must inform their department head/supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable the employee to qualify for coverage as quickly as possible, and allow the City to take corrective action in preventing further similar occurrences.
- C. Neither the City nor its workers' compensation administrator will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in off-duty recreational, social, or athletic activities sponsored by the City. City employees who are required to work on weekends or holidays are covered during such periods.

### **34. SURVIVOR INCOME LIFE INSURANCE**

The City provides to its Permanent Full Time employees survivor income life insurance. Information regarding this benefit can be obtained at the City Manager's Office.

### **35. LONG-TERM DISABILITY**

The City provides to its Permanent Full Time employees long-term disability insurance. Information regarding this benefit can be obtained at the City Manager's Office.

2 days.  
36. LEAVES WITHOUT PAY

Defn Active  
A. Family Medical Leave/California Family Rights Leave

- (i) Depending upon a number of factors (i.e. number of employees within a seventy-five mile radius for a specified period of time), Family Medical Leave (FM) and/or California Family Rights Leave (CFR) may be available for eligible employees. Employees who have been employed with the City for twelve months or longer, and who have at least 1,250 hours during the preceding twelve months period before the date the leave is to begin, may be eligible for FM and/or CFR leave, which provides up to a maximum of twelve work weeks of unpaid family medical leave within a twelve month period from the date the leave began. FM/CFR leave is permitted for the birth of the employee's child, or placement of a child with the employee for adoption or foster care, to care for the employee's spouse, child or parent who has a serious health condition, or for a serious condition that makes the employee unable to perform his/her job including a work-related injury or illness. Since a number of leave options may apply, the City reserves the right to run leaves concurrently where appropriate, such as FM and CFR leave, FM, CFR and work-related injury, illness leave; and Pregnancy Disability Leave (PD) and FM leave.
- (ii) The City will designate a leave of absence as an FM/CFR leave when the employee is eligible. Should an employee take such a leave for personal illness, the employee will be required to use all accrued sick leave and vacation time. When such a leave is granted to care for a family member, then the employee will be required to use all accrued vacation time during such leave. The use of paid time will not extend the maximum time allowed for a leave.
- (iii) Whenever possible, employees are to provide a minimum of thirty days advance notice of the need for a leave. Otherwise, notice of the need for the leave must be provided as soon as is practical. Medical certification supporting the request for the leave is required in advance of the leave; second opinions (at the City's expense) may be required. The City will provide a Leave of Absence form, to be signed by the City Manager authorizing the leave. Additionally, prior to returning to work from a personal FM/CFR Medical Leave, a medical release to return to work must be provided at a minimum of two (2) working days prior to the date of the return.
- (iv) Under most circumstances, upon return from a FM/CFR Leave, an employee will be returned to his/her original job or to a job equal in pay, benefits and other terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave.
- (v) Employees returning from FM/CFR Leave will be reinstated to the same seniority level as when the leave started. Seniority will accrue during paid leave; all other benefits, i.e. vacation, sick leave or pension benefits do not accrue during leaves of absence.
- (vi) An employee who takes a FM/CFR Leave will continue participating in health and welfare benefit plans in which he/she was enrolled the first day



of the leave for up to twelve weeks. The City will continue to make the premium contribution as if the employee was continuing to work so long as the employee makes his/her required contributions.

- (vii) Failure to return to work at the end of a FM/CFR Leave may result in termination of employment. Employees who do not return from a FM/CFR Leave may be eligible for insurance continuation under COBRA.

#### B. Pregnancy Disability Leave

- (i) The City provides employees who are disabled due to pregnancy, childbirth or related medical conditions with the same benefits and unpaid leaves as provided to employees disabled for other medical reasons. Such leaves are granted for up to four months, with the first twelve weeks of such leave governed by FMLA regulations. The City will consider requests for reasonable accommodations based on the employee's disability. Additionally, the City is committed to complying with State and Federal regulations governing pregnancy-related disabilities. This leave is for pregnancy disability only, not for time off to bond with a new child.
- (ii) The City reserves the right to integrate FM Leave with Pregnancy Disability Leave as appropriate. The employee may be entitled to CFR Leave for baby bonding purposes once she is released to return to work from her PD Leave.
- (iii) Whenever an employee learns that she will need a pregnancy-related disability leave, including time off for pre-natal care and pregnancy-related illnesses, she is to notify her immediate department head/supervisor or the City Manager as soon as possible, but not later than thirty days prior to the date of the expected leave of absence, or as soon as practical in emergency situations. Written certification from the treating physician or health care provider will be required for extended periods of leave and may be required for absences related to the pregnancy and pre-natal care.
- (iv) If requested by the employee, and recommended by the employee's health care provider, the employee's work assignment may be changed as required to protect the employee's health and that of her child. The City also reserves the right to transfer an employee to an alternative position when the employee's health care provider recommends a reduced work schedule due to planned medical treatment. All such transfers will be accommodated on a reasonable basis as long as they do not adversely affect the job and security rights of other City employees.
- (v) All time off for pregnancy-related medical appointments and illness, including morning sickness and childbirth, may be counted as part of the pregnancy disability leave time. As is required for all other medical leaves of absence, at least two days prior to returning from a PD Leave, the employee must provide the City Manager with a physician or health care provider's release to return to work.
- (vi) An employee who takes a PD Leave will be required to use any accrued sick leave and may use accrued vacation time. Seniority will accrue during periods of paid leave; sick time and vacation do not accrue during unpaid leave.

- (vii) Employees who return to work from a PD Leave at the end of the approved leave will be returned to the position held at the time the leave began or to a similar position, but has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee would have been laid off had she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the City's ability to operate safely and efficiently during the leave, and there are no equivalent positions available, the employee would not be entitled to reinstatement.
- (viii) An employee who does not return to work at the end of the four-month leave of absence has no guarantee of reinstatement. Employees who do not return from an approved leave may be eligible for health insurance continuation under COBRA.

C. Extended Sick Leave (Without Pay)

- (i) On written request of the employee, the City Manager may authorize extended sick leave *without pay* for up to six months. Additionally, the City Manager may authorized extended sick leave beyond family leave (i.e. when FM/CFR Leave has been exhausted), for up to an additional six months to allow the employee to recover from a personal illness or injury, as follows:
  - a. The employee must have used up all his/her accumulated leave;
  - b. The employee presents a certification from his/her physician or health care provider stating the time off is required and provides the estimated date of return; the City reserves the right to request a second opinion by a medical examiner of its choice, at its expense, regarding the employee's ability to return to his/her regular job duties.
  - c. The City will comply with state and federal regulations regarding reasonable accommodations for employees with disabilities.
  - d. Employees who do not return to work at the end of their approved leave will be considered to have voluntarily resigned their employment from the City.
  - e. The City cannot guarantee the employee's reinstatement to his/her permanent position, but will make reasonable accommodations where they do not pose an undue hardship on the City.
  - f. The City will not pay for the employee's health insurance benefits; however, the employee may be eligible to continue their health insurance benefits under COBRA.
  - g. The employee will not accrue vacation and sick leave hours.

D. Personal Leave Without Pay

- (i) The City Manager may approve Personal Leave Without Pay to Permanent Full Time employees who wish to take time off from work to fulfill personal obligations.
- (ii) As soon as an employee becomes aware of the need for Personal Leave Without Pay, he/she should request such leave from his/her department head/supervisor.

- (iii) Personal Leave Without Pay may be granted for a period of up to ten workdays each year. If the initial period of absence proves insufficient, consideration will be given to a single extension of no more than seven workdays. With the department head/supervisor approval, an employee may use any available vacation leave (not available sick leave) as part of the approved period of leave.
- (iv) Requests for Personal Leave Without Pay will be considered in light of anticipated work and staffing requirements during the proposed period of absence.
- (v) Subject to the terms, conditions, and limitations of the applicable plans, the City will continue to provide health insurance benefits for the full period of the approved Personal Leave Without Pay.
- (vi) When Personal Leave Without Pay ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the City cannot guarantee reinstatement in all cases.
- (vii) If an employee fails to report to work promptly at the expiration of the approved Personal Leave Without Pay period, the City will assume the employee has resigned.
- (viii) The employee will not accrue any vacation or sick leave during the period of Personal Leave Without Pay.

#### E. Family School Partnership Act

An employee who is the parent or guardian of a child K-12<sup>th</sup> grade may be permitted up to forty hours of time off per year to participate in school activities. Employees are limited to no more than eight hours off for this purpose in any calendar month. Additionally, employees who are the parent or guardian of a child who has been suspended from school will be permitted time off if requested to appear at the school in connection with that suspension. When time off is taken for these purposes, employees will be required to use any accrued vacation (not sick time); otherwise all time off will be without pay.

#### F. Domestic Violence Unpaid Leave

Employees who are the victim of domestic violence will be permitted to take unpaid time off as needed to help ensure their own health, safety and welfare, as well as that of their child. Victims of domestic violence must provide reasonable advance notice, when possible, regarding their needs to take time off to get a restraining order, seek court assistance, seek medical attention for injuries, obtain services from a domestic violence shelter or program, obtain psychological counseling, participate in safety planning or other similar activities related to domestic violence. An employee who takes such time off may use vacation or sick time off for this purpose. Leave for this purpose will be handled in accordance with the FM/CFRA Leave policy and procedure.

### 37. ADMINISTRATIVE LEAVE

The City Manager may grant up to 80 hours of administrative leave per fiscal year to exempt employees. Unused Administrative Leave at the end of each fiscal year will be converted to vacation hours.

### **38. JURY DUTY**

- A. The City encourages employees to fulfill their civic responsibilities by serving on juries when required. Permanent Full Time and Permanent Part Time employees will be paid for jury duty calculated on the employee's base pay rate times the number of hours missed from work because of jury duty.
- B. Such employees must show their jury duty summons to their department head/supervisor as soon as possible so that arrangements can be made to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.
- C. Either the City or the employee may request an excuse from jury duty if the employee's absence would create serious operational difficulties.
- D. The City will continue to provide health insurance benefits for the full term of the jury duty absence; and vacation, sick leave, and holiday benefits will accrue during the jury duty leave.
- E. Employees receiving jury service fees shall remit such fees to the Finance Department in order to be considered "at work" for payroll purposes during the time spent serving on the jury. The employee is entitled to retain any mileage or parking allowance paid by the court.

### **39. WITNESS DUTY**

- A. The City encourages employees to appear in court for witness duty when subpoenaed to do so.
- B. Permanent Full Time and Permanent Part Time employees subpoenaed as witnesses by the City or by third parties for events that they witnessed within the scope and course of their employment with the City, shall receive their regular pay for the period they are required to be away from work.
- C. All employees subpoenaed as witnesses to appear in court in other situations shall not be entitled to receive pay from the City.
- D. The subpoena should be shown to the employee's department head/supervisor immediately after it is received so that the City's operating requirements can be adjusted to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

### **40. VOTING TIME**

Employees who are unable to vote during non-work hours may arrange in advance to take up to (2) hours off from work with pay to vote in a public election. In order to qualify, employees may obtain advance approval from their department head/supervisor.

### **41. BENEFITS CONTINUATION (COBRA)**

- A. The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives eligible employees and their qualified beneficiaries the opportunity to continue health insurance coverage under a City health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are termination of employment, death of an employee, reduction in an



employee's hours, an employee's divorce or legal separation, and a dependent child that no longer meets eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at the City group rate, plus an administration fee of no more than 2%.

- B. The City will provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health plan. The notice contains important information about the employee's rights and obligations.

## **SECTION IV**

### **WORK AND SAFETY POLICIES/STANDARDS**

#### **42. SMOKING**

In keeping with the City's commitment to provide a safe and healthy work environment, smoking is prohibited inside all City buildings. Employees shall restrict their smoking to outside areas and shall dispose of their butts in an appropriate container.

#### **43. USE OF COMMUNICATION DEVICES**

Communication is a vital part of the City's business. Personal uses of communication devices (e-mail, internet, telephones, cell phones, faxes) should be limited to emergencies and unusual circumstances. Personal calls should be brief. It is the employees responsibility to reimburse the City for all personal long distance calls placed on City provided phones.

#### **44. VISITORS**

Employees are requested to receive as few personal visitors as possible during working hours. This policy is due to the impositions on employee work-time and interruptions in work areas caused by extra people in the building. Personal visits should be kept to a minimum time.

#### **45. GIFTS**

Employees shall not accept any gifts, money or gratuities from any person receiving benefits or services under any City program or from any person in a position to benefit from a City action.

#### **46. PERSONAL MAIL**

- A. Personal mail should be delivered to the employee's residence. The City's address should not be used for receiving personal mail.
- B. City stationary is to be used for City business only. The City reserves the right to open any letter addressed and/or delivered to the City, or mailed in City stationary or at City expense, unless marked "personal" or "confidential".

#### **47. USE OF EQUIPMENT AND VEHICLES**

- A. Equipment and vehicles used in performing job duties can be expensive and difficult to replace. When using such equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.
- B. Employees shall notify the department head/supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in disrepair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

- C. Improper, careless, negligent, unlawful, destructive, or unsafe use or operation of equipment or vehicles can result in disciplinary action. Performance evaluations shall include review of the employee's use of equipment and tools in his/her care.
- D. All employees using City vehicles must have a valid California driver's license. Employees using their own vehicles for City business must have a valid California driver's license and liability insurance. Copies of the driver's license and insurance coverage must be filed with the Personnel Office.

#### **48. EMERGENCY CLOSING**

Emergencies such as severe weather, fires, power failures, or earthquakes can disrupt City operations. In extreme cases, these conditions may require the closing of a work facility. When operations are officially closed due to emergency conditions, employees will be paid for actual hours worked only. Non-exempt employees may be asked to work on a day when operations are generally closed. In these circumstances, non-exempt employees will receive overtime for work in excess of eight hours per day.

#### **49. CITY AUTHORIZED TRAVEL POLICY**

- A. The City has adopted a City Authorized Travel Policy that defines and clarifies authorized reimbursable travel and business expenses incurred by City employees, elected officials and board members of City Commissions. Your department has a copy of the policy.
- B. Employees should contact their department head/supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, and any other business travel that is covered by the policy.
- C. Violation of the City Authorized Travel Policy, including falsifying expense reports to reflect costs not incurred by the employee can result in disciplinary action.
- D. Any employee who is involved in an accident while traveling on City business must promptly report the incident to his/her department head/supervisor. Vehicles owned, leased or rented by the City may not be used for personal business without prior approval. Only authorized personnel shall ride in City owned or rented vehicles.

#### **50. CONFLICTS OF INTEREST**

- A. Employees are required to conduct their business activities so as to avoid actual and potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to make or influence a decision on behalf of the City that may result in a financial gain or loss for that employee or for a close relative of the employee. Thus, if an employee has any influence on a transaction, purchase, contract, or lease with relatives or with companies in which the employee or his/her relatives have any financial interest, it is imperative that the employee discloses that relationship to his/her department head/supervisor as soon as possible, so that safeguards can be established to protect all parties.
- B. Financial gain exists not only in cases where an employee or relative of an employee has a significant ownership in a firm with which the City does business,

but also when an employee or relative of an employee receives any kickback, bribe, gift, or special consideration as a result of any transaction or business dealings involving the City.

- C. The materials, products, designs, plans, ideas, and data of the City of Parlier are the property of the City and should never be given to an outside individual except through normal channels and after appropriate authorization. Any improper transfer of such materials or the disclosure of confidential information, even though it is not apparent that such action has resulted in financial gain to an employee, constitutes unacceptable conduct. Employees who violate this policy will be subject to disciplinary action.

#### **51. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION**

The protection of confidential business information and trade secrets is vital to the functioning of the City. Such confidential information includes, but is not limited to the following: personnel information, matters within the attorney-client privilege, closed City Council meeting discussions, and business license or utility customer data. Any employee who discloses trade secrets or confidential information, during or after leaving the City's employment, to persons not authorized to receive such information including the employee's family members, will be subject to disciplinary action, even if he/she does not personally benefit from the disclosure. The City reserves the right to take all legal action available when this policy is violated.

#### **52. CODE OF ETHICS AND CONDUCT WITH PUBLIC**

- A. It is neither ethical nor polite to make derogatory, insulting or defamatory remarks about employees, subordinates or supervisors in public or while on the job. Reprimands of subordinates should take place in private, rather in front of the public of other employees.
- B. Your image is our image. You represent the City of Parlier to the public. For this reason, all City employees coming in contact with the public must at all times exhibit respect, patience and courtesy. All personnel in telephone contact with the public must be courteous, patient, and speak in a pleasant tone of voice.

#### **53. PERSONAL APPEARANCE**

- A. Dress, grooming, and personal cleanliness contribute to the morale of all employees and affect the business image of the City to its customers and visitors. Consequently, your personal neatness and appropriate attire enhance your professional appearance and inspire confidence in you ability as well as that of the City.
- B. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear at work inappropriately dressed will be sent home and directed to return to work in proper attire. In such circumstances, employees will not be compensated for their time away from work. Repeated offenses may result in disciplinary action.

- C. Employees in all areas are expected to abide by the City's dress code as follows:
- (i) Clothing must be clean and in good repair;
  - (ii) Clothing must serve its minimum purpose of concealment and not offend the current standards of taste of the public;
  - (iii) Clothing must be safe and in consideration of work location;
  - (iv) Backless dresses, tank tops, t-shirts, play-wear, or beach-wear is not allowed.

#### **54. RETURN OF PROPERTY**

- A. Employees are responsible for City property issued to them or in their possession or control, including, but not limited to:
- (i) Credit cards
  - (ii) Equipment
  - (iii) Identification badges
  - (iv) Keys
  - (v) Manuals
  - (vi) Protective equipment and clothing
  - (vii) Security passes
  - (viii) Tools
  - (ix) Uniforms
  - (x) Vehicles
  - (xi) Written materials
  - (xii) Computers
  - (xiii) Calculators
  - (xiv) Scanners
  - (xv) Printers
  - (xvi) Cellular telephones
  - (xvii) Pagers
- B. Employees must return all City property to their department head/supervisor on or before their last day of work. When permitted, the Finance Department may withhold from the employee's check the cost of any items not returned when required. The City may also take other action to recover or protect its property.

#### **55. SAFETY COMMITTEE**

- A. The City has an Injury Illness Prevention Program (IIPP) that provides policies, procedures, and responsibilities for safety in the workplace. A Workplace Safety Committee has been established to administer the IIPP. The success of the City's safety program depends on all employees doing their part by following the

safety rules, reporting hazards, attending safety meetings, and following safe practices.

- B. The City provides information to employees about workplace safety and health issues through regular internal communications, including supervisor-employee meetings, bulletin board postings, memos, and other communications. The City would like employees to make suggestions to improve the safety of our work environment. Employees may take recommendations to department heads/supervisors or the Safety Committee. Concerns and recommendations about workplace safety can be submitted in writing without signing your name. No one will be disciplined for reporting safety concerns or making recommendations.
- C. Each employee is expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety rules, create hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action.
- D. In case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate department head/supervisor. Such reports are necessary to comply with safety laws and initiate workers' compensation procedures.

#### **56. WORKPLACE VIOLENCE**

- A. All employees are important to the work of the City and deserve to be treated with respect. We will not tolerate disrespectful conduct, threatening comments or behavior, or intimidating behavior toward any employee, management or any other person. This type of conduct may be considered a form of violent behavior.
- B. If you receive or overhear any threatening, intimidating or disrespectful communications from an employee or outside third party of the City, report it to your department head/supervisor at once. Do not engage in a physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or third party of the City, call 911 immediately.
- C. The City will take prompt action, up to and including discharge, against any employee who engages in threatening behavior or an act of violence, or uses threatening language or gestures. The City will also take appropriate action against former employees or visitors who engage in such behavior, including notifying the police or other law enforcement personnel.

## **MEMORANDUM**

To: All Employees

From: Lou Martinez, City Manager

Date: December 26, 2006

Re: Drug Free Workplace & Sexual Harassment Policy

Enclosed are newly revised Drug Free Workplace and Sexual Harassment Policy, to be incorporated with the City's Personnel Policy as Section IV. 57 and 58.

Please make sure that you review the policy, ask question if it is unclear, and utilize them as your guideline in the areas of drug free workplace and sexual harassment during your term of employment with the City of Parlier.

After reviewing the policy, please sign and date the acknowledgment portion (page 33,) and return the said portion to ~~Rosie Flores~~ or Bertha Augustine by January 16, 2007.

If you have further question, please call me at (559) 646-3545.

Thank you for your attention.

Attachment:

- Drug Free Workplace Policy
- Sexual Harassment Policy

## **SECTION - IV**

### **57. Sexual Harassment Policy**

In compliance with federal, state and local laws, and consistent with the City of Parlier Equal Employment Opportunity Program Policy Statement, the City of Parlier is committed to providing a work environment that is free of discrimination and bias. The City of Parlier is strictly prohibits harassment of any employee, volunteer, or applicant in any form, whether based on race, color, religion, national origin, sex, age, disability, pregnancy, childbirth or related medical conditions, marital status, sexual orientation, or any other basis protected by federal, state or local law or ordinance. This policy applies to all employees, regardless of job title. Further, this policy applies to the workplace, as well as to conduct in work-related settings, such as during business trips, workshop/training or business-related social events.

The City of Parlier is committed to providing a work environment in which all individuals are treated with respect and dignity. Consistent with commitment, this policy prohibits all inappropriate and unprofessional conduct directed at an individual because of a protected characteristic, even if such conduct does not rise to the level of illegal harassment.

In particular, sexual harassment is unacceptable conduct and is prohibited in the work environment. The City of Parlier will not tolerate any of its employees, including contracted employees and volunteer, engaging in sexual harassment.

**The Equal Employment Opportunity Commission defines sexual harassment as follows:**

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment."

**Sexual harassment can manifest itself in many forms. For example:**

Written: Sexually suggestive or obscene letters, notes or invitations.

Verbal: Sexually-derogatory comments, slurs, jokes, remarks or epithets. It is not necessary to use graphic or sexually-explicit language to verbally harass someone. Otherwise benign language, spoken in a suggestive tone of voice or accompanied by visual or physical harassment, also may constitute sexual harassment.

Visual: Leering, looking someone "up and down," making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.



Physical: Any unwanted touching (including criminal acts, such as rape and attempted rape) or impeding or blocking movement. Common physical gestures such as hugging may be improper when considered in context with other comments and/or behaviors.

**Other examples of sexual harassment may include:**

Subjecting employees in work environments to gender-based hazing.

Making unwelcome sexual advances, even in situations where the relationship began with a mutual attraction.

Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a request for sexual favors. For example, threatening to withhold, or actually withholding support for an appointment, promotion, or change of assignment and making reprisals against an individual who has filed a sexual harassment complaint. Any form of reprisal or retaliation is prohibited and will result in disciplinary action, up to and including termination.

Making comments about a co-worker's anatomy.

Engaging in implicit or explicit coercive sexual behavior that is used to control, influence, or affect the career, salary, and/or work environment of another employee. This also may include situations in which an individual is treated less favorably because others have acquiesced to sexual advances.

Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Repeatedly asking an employee out, "hanging around" an employee with no legitimate work-related reason, and pursuing an employee in or out of the workplace may violate this policy. If the behavior is unwelcome, it is a violation of this policy, even if no job benefit is lost, and even if there is no superior/subordinate relationship involved.

Engaging in any written, verbal, physical and/or visual behavior (as defined above) that results in an on-going intimidating, hostile or offensive work environment impacting the recipient's ability to do his or her job. This includes "third party" complaints. A third party is someone who is not directly involved with the interaction, but who may overhear or observe offensive behavior.

Use of sexually patronizing terms such as "honey," "doll," "chick," "hunk," "stud," or "babe."

**The following are terms often used when talking about sexual harassment:**

Quid Pro Quo -When employment decisions are based upon an employee's acceptance or rejection of unwelcome sexual behavior.

Hostile Work Environment - May result from unwelcome sexual behavior or offensive, hostile, and/or intimidating behavior directed at an employee because of that employee's gender.

Sex Discrimination - Occurs when employment decisions are based upon an employee's gender or when an employee is treated differently because of his/her sex.

Third-Party Sexual Harassment -Unwelcome sexual behavior that is directed toward one person, but negatively affects another individual's work environment.

Gender Baiting - Behavior that denigrates, ridicules, and/or is physically abusive of an employee because of his/her sex.

#### **Duty of Managers/Supervisors:**

Managers/Supervisors are responsible for creating a business-like work environment free from harassment of any kind and retaliation. This includes closely scrutinizing their own actions to ensure compliance with this policy. In addition,

Managers/Supervisors must make themselves available and create a work environment that provides employees with opportunities for open communication to discuss potential violations of this policy. No influence may be used to dissuade an employee from airing a complaint. Managers/Supervisors also are responsible for monitoring the workplace for retaliation after a complaint is filed.

Managers/Supervisors are required to discuss this policy with all new employees on the first day both are at work. All employees are required to sign the Certification of Understanding-Sexual Harassment Policy at the time the policy is discussed.

Managers/supervisors are responsible for taking direct, effective action to stop conduct that violates this policy when they know, or should have known, about such conduct. Ignorance of such conduct is not necessarily an acceptable defense for inaction. Managers/Supervisors should work with the EEO Office and Personnel to ensure that any action taken is effective in stopping the inappropriate conduct.

#### **When Sexual Harassment Occurs:**

Although not required by this policy, it may be helpful for individuals who believe they have been subjected to conduct that violates this policy to inform the individual that his/her behavior is unwelcome, offensive, or inappropriate. This may be the first and only action needed to end the harassment.

Employees who believe they have been subjected to conduct that violates this policy shall contact their supervisor, Manager, or or the EEO Officer/Investigator.

Sexual harassment shall be reported in writing or verbally. An Employee may report such activities even though he/she is not the Target of the harassment.

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The City of Parlier will investigate promptly and thoroughly all alleged violations of this policy. While absolute confidentiality is not possible, the City will act with discretion during the investigatory process and confidentiality will be maintained to the extent practical and appropriate under the circumstances.

Upon completion of the investigation, the City of Parlier will take appropriate corrective action against any individual whom it determines violated this policy. Corrective action may include, but is not limited to, counseling, suspension, or termination. In addition, employees should be aware that a complaint of harassment may be filed in civil court, which, if successful, may result in personal liability for the employee. The City will not pay damages assessed personally against an individual. In addition, the City will take disciplinary action - termination is one possible action against any employee who engage in sexual harrasement.

**Protection Against Retaliation:**

No employee will be subject to, and the City of Parlier strictly prohibits, any form of retaliation or reprisal for reporting alleged violations of this policy, pursuing any such claim, testify, assist or cooperating in any way in the investigation of such claims.

EEO Officers in the City of Parlier are:

- City Manager
- Administrative Services Director
- One Employees Representative appointed by Employees.

**Additional Information:**

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The Department of Fair Employment and Housing (DFEH) is the State Agency that resolves complaints of unlawful discrimination, including sexual harassment. After a complaint is files, the DFEH has one year to investigate the complaint. To contact DFEH, consult the local telephone directory under State Government Offices or ask directory assistance for the number of Department of Fair Employment and Housing headquarters in Sacramento.

The Equal Employment Opportunity Commission is the Federal Agency that resolves sexual harassment claims. To contact the commission, consult directory assistance for Washington D.C.

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If they find a complaint is justified, state and federal agencies have the power to order, among other actions, the wronged party be hired, given back pay, promoted, reinstated or granted damages for emotional distress. The agencies may also order the violators to pay large fines.

## SECTION - IV

### 58. Drug-Free Workplace Policy

To provide for the health and safety of employees, and visitors, the City of Parlier (City) supports and will maintain a drug-free working and living environment. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or the unauthorized use of alcohol by City employees or visitors on all City of Parlier's properties/vehicles is prohibited.

Employees may not be at work under the influence of alcohol or while unlawfully using controlled substances. This policy provides minimum standards; City departments or contracts may impose stricter standards.

The consumption of alcohol at events where the City **has authorized such use** is permitted. At such events the use must be sanctioned by the City as well as permitted by the appropriate state agency. Only individuals of legal drinking age may consume alcohol at these events. Security Guards or Police Officers must be retained at such events, and keep on guard during the event at the expense of event holder.

#### POLICY GUIDELINES

##### Definitions

Controlled substances/drugs - include, but are not limited to: (a) narcotics, such as opium, heroin, morphine and synthetic substitutes; (b) depressants, such as chloral hydrate, barbiturates, and methaqualone; (c) stimulants, such as cocaine (and any derivatives) and amphetamines; (d) hallucinogens, such as LSD, mescaline, PCP, peyote, psilocybin, Ecstasy, and MDMA; and (e) cannabis, such as marijuana and hashish; (f) any chemical compound added to federal or state regulations and denoted as a controlled substance.

City properties - any building or land owned, leased, or used by The City.

City vehicle - any vehicle owned, leased or operated by The City of Parlier.

Medical Review Officer (MRO) - physician officially designated by regulated agency with specific training in Department of Transportation drug and alcohol regulations and drug testing requirements.

Testing for Reasonable Suspicion - testing for a specific cause that is conducted immediately after there is significant evidence or suspicion of using or being under the influence of drugs or alcohol while at work, i.e.,  
aroma of alcohol on breath or directly observed using drugs or drinking alcohol, slurry speech, sudden violence temper, etc.

Drug-Free Workplace

PROCEDURE

I. Drug Testing

All federal, state or local regulations regarding drug testing and monitoring will be followed.

There are four situations when the City can conduct tests. All information pertaining to an individual's drug tests or results will be kept confidential, except on a need-to-know basis. All testing conducted under this policy will be done in accordance with standards established by the City of Parlier Employee Health Services and Environmental Health and Safety.

**A. Pre-employment testing.** Applicants to specific safety-related and other designated positions at City will be drug tested after receiving a final offer of employment and prior to beginning work. Applicants will be notified at the time of application that testing for drugs is requirement of the employment process. Offers of employment are contingent upon successfully passing a drug test.

**B. Random drug testing.** This testing occurs with the same group of safety-related positions that are subject to pre-employment testing. Employees in this group are subject to random drug testing as a condition of continued employment.

**C. Department ordered testing.** Departments within the City can set up testing standards that are more rigorous than outlined in this policy, with the approval of the City Manager or his/her designee.

**D. Testing for Reasonable Suspicion.** Drug or alcohol testing of employees may be conducted if there is reasonable suspicion of working under the influence of alcohol or drugs. Testing for Reasonable Suspicion may be ordered by a supervisor, city manager, or his/her designee in consultation with the Personnel Director. Individuals testing positive should be referred to the Employee Assistance Program (EAP) or a Substance Abuse Professional (SAP) if an external expert is used for evaluation. The evaluation will determine and recommend if substance abuse treatment or education is appropriate and/or necessary. The Personnel Department, the designated Medical Review Officer (MRO) will review the recommendation and may determine that rehabilitation is a requirement for any current employee who has an alcohol or drug problem that affects job performance. Refusing a drug test will be handled according to the established drug testing standards set by federal code in Title 41, section 10 and followed by the Medical Review Officer's department.

Provisional (temporary) employee or Probationary employee who is found tested positive for drugs/substance or alcohol use during the working hours is subject to termination of employment.

## **II. Arranging A Drug Test**

A. When a supervisor believes that drug testing is appropriate, they must first contact the Personnel Office. With the approval of the Personnel Director or his/her designee, the supervisor contacts the designated clinic to arrange for the drug or alcohol testing.

B. If the need for testing for reasonable suspicion arises outside of the regular hours of the designated Clinic, the supervisor should contact an approved hospital nearby, and if this is unsuccessful, escort the employee to the designated clinic at its next scheduled opening.

## **III. Notification of Police**

Any individual observed unlawfully manufacturing, distributing, dispensing, using, or possessing alcohol or illegal drugs on City's premises is to be reported immediately to the Police Officer on duty.

## **IV. Personnel Department Responsibilities**

A. The City will inform and give all employees of the Drug-Free Workplace Policy upon employment through individual Supervisor, and the employment website and annually through usual employee communication mechanisms.

B. Provide access to training for supervisors and managers.

C. Provide a drug-free workplace awareness program available through the Employee Assistance Program.

D. Refer and provide appropriate support for employees after drug testing and/or substance abuse treatment or education, facilitate arrangements for testing when there is reasonable suspicion, and consult with departments on individual work agreements for approved returning employees.

Supervisors with reasonable suspicion that a substance abuse problem may be resulting in unsatisfactory work performance should review those problems with their department

Supervisors should:

A. Refer the employee to Employee Assistance Program counselor. This referral should be kept confidential. Workplace performance issues should be documented.

B. Take corrective action as appropriate after consultation with the Personnel Department.

C. When there is a suspension of responsibilities directly related to drug or alcohol use, upon authorization to return to work, an individual work agreement should be written in consultation with the Personnel Department.

D. Provide appropriate supervision for employees in accordance with return-to-work agreements.

E. Within thirty days of notification of a criminal drug statute conviction, the Supervisor, in consultation with the Personnel Director, will take appropriate personnel actions against the employee. These actions may include discharge, required participation in an evaluation by EAP or an external Substance Abuse Professional (SAP), and/or follow through with substance abuse education and rehabilitation program if recommended by the evaluating EAP counselor or SAP.

#### **VI. Employee Responsibilities**

Employees are expected to refrain from illegally using drugs or illegal substances at all times and refrain from being under the influence of alcohol while at work.

Federal regulations require that all employees report any drug or alcohol related convictions occurring in the workplace to their employer. Employees must self-report these convictions to the Personnel Officer or Consulting Services appointed by the City, within five business days of a guilty verdict or a plea of no-contest. This information may subject the employee to disciplinary action, random testing requirements and may be reported to the appropriate licensing authority.

#### **RESOURCES**

For questions:

- Personnel Department, (559) 646-3545 ext. 227 during normal working hours
- Employee Assistance Program (EAP), 1-800-234-5465 or visit [www.pbhi.com](http://www.pbhi.com)

The City of Parlier - Personnel Policies and Procedures

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#### **Acknowledgment:**

I, \_\_\_\_\_ hereby confirm that I have read and fully understood both, the Sexual Harassment, and Drug Free Workplace Policies, and I agree to comply with the above said policies during the term of my employment with the City of Parlier. I further understand that failure to comply with these policies may result in a disciplinary action and may also lead to termination of my employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date