



CITY COUNCIL OF PARLIER REGULAR MEETING

DATE: Thursday, August 1, 2019
TIME: 6:30 PM
PLACE: Council Chambers
1100 East Parlier 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. Crime Statistics Update – Chief Garza
2. Fresno COG 40-year Anniversary – Moses Stites
3. La Unika Mexicana – Joseph Prado, Promoter

PUBLIC COMMENT:

At this time any citizen may address the City Council on matters not appearing on the agenda that are within the jurisdiction of the City of Parlier. Speakers shall limit their comments to three (3) minutes unless extended by the Mayor. Please begin your comments by stating your name and City of residence.

The City Council is prohibited by law from taking any action on matters discussed that are not on the agenda. No adverse conclusion should be drawn if the City Council does not respond to any particular public comment. The Council may refer the matter to the City Manager or staff or request that it be placed on a future agenda.

CONSENT CALENDAR:

All Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of items appearing on the Consent Calendar unless requested to be removed for separate discussion and acted on by separate vote.

4. Approve the Check Reports dated July 12, 2019 to July 25, 2019.
5. Approve and accept the Minutes dated July 18, 2019.
6. Approve the Final Acceptance of Work for Tract 5607, Phase 2 and adopt **Resolution 2019-31**, "Authorizing Final Acceptance and Notice of Completion" and authorize the City Engineer to record the Notice of Completion.
7. Approve the Final Acceptance of Work for Tract 6169 and adopt **Resolution 2019-32**, "Authorize Final Acceptance and Notice of Completion" and authorize the City Engineer to record the Notice of Completion.

REGULAR BUSINESS:

8. **SUBJECT:** Consideration and Necessary Action on Resolution Amending Personnel Policies and Procedures.

RECOMMENDATION: Adopt, **Resolution 2019-33** Amending Personnel Policies and Procedures.

9. **SUBJECT:** Site Plan Review for a shell building with a drive-thru for a future coffee shop tenant.

RECOMMENDATION: City Council to adopt **Resolution No. 2019-34** approving the site plan.

BRIEF COMMENTS: COUNCIL COMMUNICATIONS/COMMENTS:

CITY MANAGER

CITY ATTORNEY

CITY COUNCIL

PUBLIC COMMENT 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 SHALL LIMIT THEIR COMMENTS TO THREE (3) MINUTES.

CLOSED SESSION:

10. Government Code Section 54957

Public Employee Performance Evaluations

Titles:

City Manager

Finance Director/Controller
Police Chief
Community Development Director
Director of Maintenance & Operations
Wastewater Treatment Plant Operator/Superintendent
City Engineer
City Planner
Preschool Director
Facilities Manager
Building Inspector/Code Enforcement
Events Coordinator

11. Government Code Section 54956.9

Potential Litigation, One (1) Case

12. Government Code Section 54956.9.

Pending Litigation, Youth Centers of America v. City of Parlier

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>.



CITY OF PARLIER

4
Check Report

By Check Number

Date Range: 07/12/2019 - 07/25/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
AGU04	AGUSTIN'S REMODELING INC.	07/12/2019	Regular	0.00	3,745.50	52001
ALT01	ALTA MONTCLAIR/EBSA	07/12/2019	Regular	0.00	100.00	52002
BAN01	BANKCARD CENTER	07/12/2019	Regular	0.00	1,026.96	52003
BET05	BETHANEY LAWREN CUEVAS	07/12/2019	Regular	0.00	100.00	52004
CEN19	CENTRAL SANITARY SUPPLY	07/12/2019	Regular	0.00	308.64	52005
D &00	D & D SERVICES, INC.	07/12/2019	Regular	0.00	195.00	52006
PPA02	PARLIER POLICE ASSO.	07/12/2019	Regular	0.00	2,700.00	52007
SOU07	SOUTH COUNTY VETERINARY H	07/12/2019	Regular	0.00	85.00	52008
STA19	STATE OF CALIFORNIA	07/12/2019	Regular	0.00	404.00	52009
SFF01	SWANSON-FAHRNEY FORD	07/12/2019	Regular	0.00	423.48	52010
BEL03	ALMA M. BELTRAN	07/12/2019	Regular	0.00	990.00	52011
BET05	BETHANEY LAWREN CUEVAS	07/12/2019	Regular	0.00	50.00	52012
CEN19	CENTRAL SANITARY SUPPLY	07/12/2019	Regular	0.00	154.32	52013
COM02	COMCAST BUSINESS	07/12/2019	Regular	0.00	664.27	52014
KAI00	KAISER FOUNDATION HEALTH	07/12/2019	Regular	0.00	8,807.11	52015
	Void	07/12/2019	Regular	0.00	0.00	52016
UNU00	UNUM LIFE INSURANCE CO.	07/12/2019	Regular	0.00	112.64	52017
AGU04	AGUSTIN'S REMODELING INC.	07/18/2019	Regular	0.00	4,170.00	52018
AT&09	AT&T	07/18/2019	Regular	0.00	221.89	52019
CIT22	CITY OF PARLIER	07/18/2019	Regular	0.00	541.63	52020
DEP01	DEPARTMENT OF CONSERVATION	07/18/2019	Regular	0.00	240.42	52021
NAN01	NANCY UU	07/18/2019	Regular	0.00	200.00	52022
PRI05	PRIETO, RAUL	07/18/2019	Regular	0.00	280.00	52023
SEL01	SELECT BUSINESS SYSTEMS INC.	07/18/2019	Regular	0.00	724.36	52024
SEQ01	SEQUOIA WHITE	07/18/2019	Regular	0.00	534.48	52025
ID00	VANESSA A. EINERSON	07/18/2019	Regular	0.00	80.98	52026
AGU04	AGUSTIN'S REMODELING INC.	07/18/2019	Regular	0.00	4,100.00	52027
ADT01	ADT SECURITY SERVICES	07/19/2019	Regular	0.00	46.79	52028
ASI01	ASI	07/19/2019	Regular	0.00	3,384.63	52029
BRE14	BRENNTAG PACIFIC, INC.	07/19/2019	Regular	0.00	642.83	52030
CAN05	CANON FINANCIAL SERVICES, INC.	07/19/2019	Regular	0.00	149.24	52031
CIN01	CINTAS CORPORATION NO. 2	07/19/2019	Regular	0.00	164.02	52032
COM05	COMCAST	07/19/2019	Regular	0.00	327.70	52033
DIA11	DIAMOND COMMUNICATIONS	07/19/2019	Regular	0.00	865.00	52034
DIR01	DIRECTV	07/19/2019	Regular	0.00	78.24	52035
EWI01	EWING IRRIGATION PRODUCTS	07/19/2019	Regular	0.00	191.06	52036
FIR06	FIRST AMERICAN TITLE CO.	07/19/2019	Regular	0.00	15,000.00	52037
CAN03	JAVIER G. CANTU	07/19/2019	Regular	0.00	12,011.00	52038
OFF01	OFFICE DEPOT	07/19/2019	Regular	0.00	116.39	52039
PIO01	PIONEER EQUIPMENT CO.	07/19/2019	Regular	0.00	326.46	52040
RLB01	REEDLEY LUMBER & BUILDING	07/19/2019	Regular	0.00	75.91	52041
SEL01	SELECT BUSINESS SYSTEMS INC.	07/19/2019	Regular	0.00	10.00	52042
SYS00	SYSCO OF CENTRAL CALIFORNIA	07/19/2019	Regular	0.00	1,733.33	52043
USM01	U-SAVE MARKET	07/19/2019	Regular	0.00	718.10	52044
BEL03	ALMA M. BELTRAN	07/19/2019	Regular	0.00	550.00	52045
ENE00	CHOICE PARTNERS, INC.	07/22/2019	Regular	0.00	927.00	52046
CIT22	CITY OF PARLIER	07/22/2019	Regular	0.00	3,333.33	52047
CIT22	CITY OF PARLIER	07/22/2019	Regular	0.00	1,916.67	52048
ELE00	ELECTRIC MOTOR SHOP & SUP	07/22/2019	Regular	0.00	127.50	52049
EOC01	EOC - FOOD PREPARATION CENTER	07/22/2019	Regular	0.00	3,582.03	52050
ONT00	ON TRAC	07/22/2019	Regular	0.00	11.98	52051
PRO01	PROVOST & PRITCHARD CONSULTING GROUP	07/22/2019	Regular	0.00	7,952.40	52052
SO 01	THE GAS CO.	07/22/2019	Regular	0.00	151.18	52053
TOW02	TOWNSEND PUBLIC AFFAIRS, INC.	07/22/2019	Regular	0.00	5,000.00	52054

Check Report

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
UNIO5	UNITY IT	07/22/2019	Regular	0.00	1,734.98	52055
ID00	VANESSA A. EINERSON	07/22/2019	Regular	0.00	456.98	52056
VER08	VERIZON WIRELESS	07/22/2019	Regular	0.00	1,161.77	52057
WIL06	WILLDAN ENGINEERING	07/22/2019	Regular	0.00	1,375.00	52058
YAM01	YAMABE & HORN ENGINEERING INC.	07/22/2019	Regular	0.00	40,229.25	52059
	Void	07/22/2019	Regular	0.00	0.00	52060
BEA01	BEATWEAR, INC.	07/25/2019	Regular	0.00	162.73	52061
HOM01	HOME DEPOT CREDIT SERVICE	07/25/2019	Regular	0.00	1,179.85	52062
MAN03	MANNING MINI MART, INC.	07/25/2019	Regular	0.00	5,458.35	52063
VAL03	MATTHEW STACY KNIFFIN	07/25/2019	Regular	0.00	550.00	52064
O'B01	NEIL O'BRIEN	07/25/2019	Regular	0.00	23.25	52065
P.G01	PACIFIC GAS & ELECTRIC	07/25/2019	Regular	0.00	201.80	52066
RLB01	REEDLEY LUMBER & BUILDING	07/25/2019	Regular	0.00	332.90	52067
BET02	XL HEATING AND AIR CONDITIONING	07/25/2019	Regular	0.00	100.00	52068
YAM01	YAMABE & HORN ENGINEERING INC.	07/25/2019	Regular	0.00	64,266.00	52069
	Void	07/25/2019	Regular	0.00	0.00	52070
ADP00	ADP, INC.	07/25/2019	Regular	0.00	562.60	52071
	Void	07/25/2019	Regular	0.00	0.00	52072
AET00	AETNA	07/25/2019	Regular	0.00	14,092.87	52073
	Void	07/25/2019	Regular	0.00	0.00	52074
ALE01	ALERT-O-LITE, INC.	07/25/2019	Regular	0.00	1,559.82	52075
ALT01	ALTA MONTCLAIR/EBSA	07/25/2019	Regular	0.00	200.00	52076
ASI01	ASI	07/25/2019	Regular	0.00	719.30	52077
BET05	BETHANEY LAWREN CUEVAS	07/25/2019	Regular	0.00	50.00	52078
BIG01	BIG VAL'S AUTO PARTS, INC	07/25/2019	Regular	0.00	215.37	52079
BRE01	BRECO FIREARMS, INC.	07/25/2019	Regular	0.00	2,740.41	52080
BRE14	BRENNTAG PACIFIC, INC.	07/25/2019	Regular	0.00	642.83	52081
DEL00	DE LAGE LANDEN FINANCIAL	07/25/2019	Regular	0.00	166.18	52082
GRO01	FERGUSON ENTERPRISES INC.	07/25/2019	Regular	0.00	610.55	52083
GRA01	GRANTED SOLUTIONS	07/25/2019	Regular	0.00	13,240.55	52084
HUM01	HUMANA INSURANCE CO.	07/25/2019	Regular	0.00	5,265.23	52085
	Void	07/25/2019	Regular	0.00	0.00	52086
RUE02	JESSE RUELAS	07/25/2019	Regular	0.00	94.36	52087
LYN01	LYNN PEAVEY COMPANY	07/25/2019	Regular	0.00	89.50	52088
MET02	METLIFE - GROUP BENEFITS	07/25/2019	Regular	0.00	426.79	52089
	Void	07/25/2019	Regular	0.00	0.00	52090
COR11	MILTON CORTEZ	07/25/2019	Regular	0.00	15.00	52091
OFF01	OFFICE DEPOT	07/25/2019	Regular	0.00	507.15	52092
PRO04	PROPRINTING SYSTEMS	07/25/2019	Regular	0.00	33.47	52093
QUI02	QUILL CORPORATION	07/25/2019	Regular	0.00	221.28	52094
RLB01	REEDLEY LUMBER & BUILDING	07/25/2019	Regular	0.00	1,002.78	52095
	Void	07/25/2019	Regular	0.00	0.00	52096
SHR00	SHRED-IT USA - FRESNO	07/25/2019	Regular	0.00	167.54	52097
THE05	THE OFFICE CITY	07/25/2019	Regular	0.00	180.91	52098
TYL00	TYLER TECHNOLOGIES, INC.	07/25/2019	Regular	0.00	186.34	52099
UN 01	unWIRED BROADBAND, INC.	07/25/2019	Regular	0.00	74.99	52100
VUL00	VULCAN MATERIALS CO.	07/25/2019	Regular	0.00	79.04	52101
PER01	CALPERS	07/17/2019	Bank Draft	0.00	5,625.46	DFT0000256
PER01	CALPERS	07/17/2019	Bank Draft	0.00	10,834.77	DFT0000257
ASI01	ASI	07/16/2019	Bank Draft	0.00	2,273.47	DFT0000258
ASI01	ASI	07/23/2019	Bank Draft	0.00	30.80	DFT0000259

Check Report

Date Range: 07/12/2019 - 07/25/2019

Vendor Number
PER01

Vendor Name
CALPERS

Payment Date
07/23/2019

Payment Type
Bank Draft

Discount Amount
0.00

Payment Amount
5,556.26

Number
DFT0000260

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	208	93	0.00	250,731.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	0.00
Bank Drafts	5	5	0.00	24,320.76
EFT's	0	0	0.00	0.00
	213	106	0.00	275,051.95

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	208	93	0.00	250,731.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	0.00
Bank Drafts	5	5	0.00	24,320.76
EFT's	0	0	0.00	0.00
	213	106	0.00	275,051.95

Fund Summary

Fund	Name	Period	Amount
999	POOL FUND	7/2019	275,051.95
			<u>275,051.95</u>



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Bank Code: APBNK-APBNK						
AGU04	AGUSTIN'S REMODELING INC.	07/12/2019	Regular	0.00	3,745.50	52001
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>23-03152019-a</u>	Invoice	06/30/2019	AC REPAIR	0.00	3,080.00	
<u>100-5700-6002</u>	PARTS SUPPLIES	AC REPAIR	3,080.00			
<u>23-03152019-B</u>	Invoice	06/30/2019	AC REPAIR - SR. CENTER	0.00	665.50	
<u>100-5700-6002</u>	PARTS SUPPLIES	AC REPAIR - SR. CENTER	665.50			
ALTO1	ALTA MONTCLAIR/EBSA	07/12/2019	Regular	0.00	100.00	52002
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>6/06 - 6/21</u>	Invoice	06/30/2019	457 DEFERRED COMP 6/27	0.00	100.00	
<u>100-22210</u>	457 DEFERRED COMPENS	457 DEFERRED COMP 6/27	100.00			
BAN01	BANKCARD CENTER	07/12/2019	Regular	0.00	1,026.96	52003
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>0040-5419-06-19</u>	Invoice	06/30/2019	CC EXPENSES 9-19	0.00	424.16	
<u>100-5616-6002</u>	PARTS SUPPLIES	CC EXPENSES 9-19- SWIMMING	97.88			
<u>100-5616-6002</u>	PARTS SUPPLIES	CC EXPENSES 9-19- SWIMMING	110.33			
<u>100-5617-6002</u>	PARTS SUPPLIES	CC EXPENSES 9-19- SHIRT FO FA	107.97			
<u>100-5620-6002</u>	PARTS SUPPLIES	CC EXPENSES 9-19- SHIRT FOR F	107.98			
<u>0106-5576-06-19</u>	Invoice	06/30/2019	CITY OF FRESNO PARKING	0.00	5.12	
<u>100-5100-6503</u>	TRAVEL, MEETINGS & TR	CITY OF FRESNO PARKING	5.12			
<u>0106-5584-06-19</u>	Invoice	06/30/2019	PD CREDIT CARD EXPENS	0.00	597.68	
<u>100-5400-6002</u>	PARTS SUPPLIES	PD CREDIT CARD EXPENS-KEY C	21.63			
<u>100-5400-6002</u>	PARTS SUPPLIES	PD CREDIT CARD EXPENS-KEY C	50.84			
<u>100-5400-6002</u>	PARTS SUPPLIES	PD CREDIT CARD EXPENS-AWAR	61.80			
<u>100-5400-6002</u>	PARTS SUPPLIES	PD CREDIT CARD EXPENS-BRICK	119.96			
<u>100-5400-6503</u>	TRAVEL, MEETINGS & TR	PD CREDIT CARD EXPENS-MEETI	26.50			
<u>100-5400-6503</u>	TRAVEL, MEETINGS & TR	PD CREDIT CARD EXPENS-PLATT	80.00			
<u>277-5400-6002</u>	Parts & Supplies	PD CREDIT CARD EXPENS-POLIC	236.95			
BET05	BETHANEY LAWREN CUEVAS	07/12/2019	Regular	0.00	100.00	52004
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>07/09/2019</u>	Invoice	06/30/2019	BLOOD DRAWS	0.00	100.00	
<u>100-5400-6520</u>	PROFESSIONAL SERVICES/	BLOOD DRAWS	100.00			
CEN19	CENTRAL SANITARY SUPPLY	07/12/2019	Regular	0.00	308.64	52005
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>984545</u>	Invoice	06/30/2019	ALL FACILITIES SUPPLIES	0.00	308.64	
<u>100-5200-6002</u>	PARTS SUPPLIES	ALL FACILITIES SUPPLIES	34.30			
<u>100-5615-6002</u>	PARTS SUPPLIES	ALL FACILITIES SUPPLIES	102.88			
<u>100-5617-6002</u>	PARTS SUPPLIES	ALL FACILITIES SUPPLIES	102.88			
<u>100-5700-6002</u>	PARTS SUPPLIES	ALL FACILITIES SUPPLIES	34.29			
<u>400-5300-6002</u>	PARTS SUPPLIES	ALL FACILITIES SUPPLIES	34.29			
D &00	D & D SERVICES, INC.	07/12/2019	Regular	0.00	195.00	52006

Check Report

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
85259	Invoice	06/30/2019	ANIMAL DISPOSAL	0.00	195.00	
	100-5410-6021		ANIMAL DISPOSAL		195.00	
PPA02	PARLIER POLICE ASSO.	07/12/2019	Regular	0.00	2,700.00	52007
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
6-19	Invoice	06/30/2019	PPOA DUES 6-19	0.00	2,700.00	
	100-22196		PPOA DUES WITHHELD		1,350.00	
	100-22196		PPOA DUES WITHHELD		1,350.00	
SOU07	SOUTH COUNTY VETERINARY H	07/12/2019	Regular	0.00	85.00	52008
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
217790	Invoice	06/30/2019	ANIMAL VET	0.00	85.00	
	100-5410-6013		ANIMAL COSTS		85.00	
STA19	STATE OF CALIFORNIA	07/12/2019	Regular	0.00	404.00	52009
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
387804	Invoice	06/30/2019	FINGER PRINTING	0.00	404.00	
	100-5400-6520		PROFESSIONAL SERVICES/		404.00	
SFF01	SWANSON-FAHRNEY FORD	07/12/2019	Regular	0.00	423.48	52010
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
18872	Invoice	06/30/2019	PROGRAM KEY FOBS	0.00	423.48	
	100-5400-6532		VEHICLE MAINTENANCE		423.48	
BELO3	ALMA M. BELTRAN	07/12/2019	Regular	0.00	990.00	52011
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
JULY 19	Invoice	07/12/2019	PER DIEM - MAYOR'S MTGS	0.00	990.00	
	100-5700-6503		TRAVEL, MEETINGS & TR		990.00	
BET05	BETHANEY LAWREN CUEVAS	07/12/2019	Regular	0.00	50.00	52012
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
7/09/19	Invoice	06/30/2019	BLOOD DRAWS	0.00	50.00	
	100-5400-6520		PROFESSIONAL SERVICES/		50.00	
CEN19	CENTRAL SANITARY SUPPLY	07/12/2019	Regular	0.00	154.32	52013
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
985616	Invoice	07/11/2019	PD CLEANING SUPPLIES	0.00	154.32	
	100-5400-6002		PARTS SUPPLIES		154.32	
COM02	COMCAST BUSINESS	07/12/2019	Regular	0.00	664.27	52014
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
84751350	Invoice	07/11/2019	PD FSO CONNECTION	0.00	664.27	
	102-5400-6510		TELEPHONE/DATA/PAGER		664.27	
KAI00	KAISER FOUNDATION HEALTH	07/12/2019	Regular	0.00	8,807.11	52015

Check Report

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
644006-7-19	Invoice	07/11/2019	HEALTH INSURANCE 7-19	0.00	8,807.11	
	100-22197		EMPLOYEE MEDICAL INS.		1,079.71	
	100-5200-5011		INSURANCE-MED,DEN,VIS		164.03	
	100-5400-5011		INSURANCE-MED,DEN,VIS		1,186.82	
	100-5410-5011		INSURANCE-MED, DEN, V		201.16	
	100-5610-5011		INSURANCE-MED,DEN,VIS		164.03	
	102-5400-5011		INSURANCE-MED,DEN,VIS		744.76	
	203-5600-5011		INSURANCE-MED,DEN,VIS		271.19	
	206-5600-5011		INSURANCE-MED,DEN,VIS		271.19	
	213-5600-5011		INSURANCE-MED,DEN,VIS		47.40	
	269-6303-5011		INSURANCE-MED,DEN,VIS		601.08	
	277-5400-5011		INSURANCE-MED,DEN,VIS		707.53	
	400-5300-5011		INSURANCE- MED, DEN, V		528.03	
	400-5600-5011		INSURANCE- MED, DEN, V		1,055.28	
	401-5300-5011		INSURANCE-MED,DEN,VIS		528.03	
	401-5600-5011		INSURANCE-MED,DEN,VIS		852.27	
	402-5300-5011		INSURANCE-MED, DEN,VI		264.00	
	602-8100-5011		INSURANCE-MED,DEN,VIS		140.60	
	Void	07/12/2019	Regular	0.00	0.00	52016
UNU00	UNUM LIFE INSURANCE CO.	07/12/2019	Regular	0.00	112.64	52017
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0609032-001-8-1	Invoice	07/11/2019	SHORT TERM DIS. 8-19	0.00	112.64	
	100-5200-5014		LIFE, LTD & STD		6.14	
	100-5400-5014		LIFE, LTD & STD		34.81	
	100-5410-5014		LIFE, LTD & STD		2.05	
	100-5420-5014		CE LIFE, LTD & STD		2.05	
	100-5617-5014		LIFE, LTD & STD		2.05	
	100-5620-5014		LIFE, LTD & STD		4.10	
	100-5700-5014		LIFE, LTD & STD		2.05	
	102-5400-5014		LIFE, LTD & STD		6.14	
	269-6303-5014		LIFE, LTD & STD		28.67	
	273-6200-5014		LIFE, LTD & STD		2.05	
	277-5400-5014		LIFE, LTD & STD		2.05	
	400-5300-5014		LIFE, LTD & STD		4.10	
	400-5600-5014		LIFE, LTD & STD		8.19	
	401-5600-5014		LIFE, LTD & STD		8.19	
AGU04	AGUSTIN'S REMODELING INC.	07/18/2019	Regular	0.00	4,170.00	52018
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1-02012019-1	Invoice	06/30/2019	CC ELECTRICAL REPAIRS	0.00	2,350.00	
	100-5700-6520		PROFESSIONAL SERVICES/		2,350.00	
1-020-12019-2	Invoice	06/30/2019	CC ELECTRICAL REPAIRS	0.00	1,820.00	
	100-5700-6520		PROFESSIONAL SERVICES/		1,820.00	
AT&09	AT&T	07/18/2019	Regular	0.00	221.89	52019
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
000013187606	Invoice	06/30/2019	SERVICES 5/13-6/12/19	0.00	124.00	
	400-5300-6510		TELEPHONE/DATA & PAG		20.63	
	400-5600-6510		TELEPHONE/DATA/PAGER		20.63	
	401-5600-6510		TELEPHONE/DATA/PAGER		20.85	
	401-5600-6510		TELEPHONE/DATA/PAGER		20.63	
	401-5600-6510		TELEPHONE/DATA/PAGER		20.63	
	401-5600-6510		TELEPHONE/DATA/PAGER		20.63	
000013187951	Invoice	06/30/2019	PA SVCS 5/13-6/12/19	0.00	87.26	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	<u>269-6303-6510</u>	TELEPHONE/DATA/PAGER	PA SVCS 5/13-6/12/19		87.26	
<u>000013187952</u>	Invoice	06/30/2019	WELL 2A SVCS 5/13-6/12/19	0.00	10.63	
	<u>400-5600-6510</u>	TELEPHONE/DATA/PAGER	WELL 2A SVCS 5/13-6/12/19		10.63	
CIT22	CITY OF PARLIER	07/18/2019	Regular	0.00	541.63	52020
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>5/3 - 6/3</u>	Invoice	06/30/2019	UTILITIES SVCS 5/3 -6/3	0.00	541.63	
	<u>269-6303-6514</u>	UTILITIES - WATER	UTILITIES SVCS 5/3 -6/3		541.63	
DEP01	DEPARTMENT OF CONSERVATION	07/18/2019	Regular	0.00	240.42	52021
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>JAN-MARCH</u>	Invoice	06/30/2019	SMI FEES 1ST QTR	0.00	240.42	
	<u>100-5700-6520</u>	PROFESSIONAL SERVICES/	SMI FEES 1ST QTR		240.42	
NAN01	NANCY UU	07/18/2019	Regular	0.00	200.00	52022
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>6-22-19</u>	Invoice	06/30/2019	SC RENTAL DEPOSIT REIMB	0.00	200.00	
	<u>100-23101</u>	COMMUNITY CENTER RE	SC RENTAL DEPOSIT REIMB		200.00	
PRI05	PRIETO, RAUL	07/18/2019	Regular	0.00	280.00	52023
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>6-28-19</u>	Invoice	06/30/2019	SC RENTAL DEPOSIT	0.00	280.00	
	<u>100-23101</u>	COMMUNITY CENTER RE	SC RENTAL DEPOSIT		200.00	
	<u>100-5617-45200</u>	COMMUNITY CENTER RE	SC RENTAL REIMB		80.00	
SEL01	SELECT BUSINESS SYSTEMS INC.	07/18/2019	Regular	0.00	724.36	52024
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>283960</u>	Invoice	06/30/2019	COPY MACHINES SUPPLIES	0.00	10.00	
	<u>100-5100-6002</u>	PARTS SUPPLIES	COPY MACHINES SUPPLIES		10.00	
<u>284578</u>	Invoice	06/30/2019	COPY MACHINES SVCS 6-19	0.00	714.36	
	<u>100-5100-6520</u>	PROFESSIONAL SERVICES/	CITY COUNCIL 6-19		89.36	
	<u>100-5200-6520</u>	PROFESSIONAL SERVICES/	CITY HALL ADMIN 6-19		150.00	
	<u>100-5400-6520</u>	PROFESSIONAL SERVICES/	POLICE DEPT 6-19		200.00	
	<u>100-5615-6520</u>	PROFESSIONAL SERVICES/	SENIOR CTR 6-19		20.00	
	<u>100-5700-6520</u>	PROFESSIONAL SERVICES/	COMM DEV DEPT 2619		30.00	
	<u>231-5700-6545</u>	Contractors	GRANTS DEPT 6-19		8.00	
	<u>269-6303-6520</u>	PROFESSIONAL SERVICES/	PAO DEPT 6-19		75.00	
	<u>400-5300-6520</u>	PROFESSIONAL SERVICES/	CH FINANCE 6-19		70.00	
	<u>400-5600-6520</u>	PROFESSIONAL SERVICES/	PW DEPT 6-19		1.00	
	<u>401-5300-6520</u>	PROFESSIONAL SERVICES/	CH FINANCE 619		70.00	
	<u>401-5600-6520</u>	PROFESSIONAL SERVICES	PW DEPT 6-19		1.00	
SEQ01	SEQUOIA WHITE	07/18/2019	Regular	0.00	534.48	52025
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>3-28-19</u>	Invoice	06/30/2019	REIMB FOR PORTA POTTYS	0.00	534.48	
	<u>100-5200-6537</u>	SPECIAL EVENT EXPENSE	REIMB FOR PORTA POTTYS		534.48	
ID00	VANESSA A. EINERSON	07/18/2019	Regular	0.00	80.98	52026

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>16374</u>	Invoice	06/30/2019	SC & FINANCE BUS. CARDS	0.00	80.98	
	<u>100-5615-6002</u>		PARTS SUPPLIES		27.00	
	<u>400-5300-6000</u>		OFFICE SUPPLIES - FIN		27.00	
	<u>401-5300-6000</u>		OFFICE SUPPLIES		26.98	
AGU04	AGUSTIN'S REMODELING INC.	07/18/2019	Regular	0.00	4,100.00	52027
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>01-06122015</u>	Invoice	06/30/2019	PAINTING FENCE	0.00	4,100.00	
	<u>269-6303-6531</u>		REPAIRS & MAINTENANC		4,100.00	
ADT01	ADT SECURITY SERVICES	07/19/2019	Regular	0.00	46.79	52028
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>6109-7-19</u>	Invoice	07/15/2019	CC2 SVCS 7/22-8/21/19	0.00	46.79	
	<u>100-5620-6520</u>		PROFESSIONAL SERVICES/		46.79	
			CC2 SVCS 7/22-8/21/19			
ASI01	ASI	07/19/2019	Regular	0.00	3,384.63	52029
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>17-JUL-19</u>	Invoice	07/17/2019	2019 MEDICAL FUNDING	0.00	3,384.63	
	<u>100-5400-5011</u>		INSURANCE-MED,DEN,VIS		3,245.48	
	<u>269-6303-5011</u>		INSURANCE-MED,DEN,VIS		139.15	
BRE14	BRENTAG PACIFIC, INC.	07/19/2019	Regular	0.00	642.83	52030
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>BPI961078</u>	Invoice	07/18/2019	CHLORINE WELL #9	0.00	642.83	
	<u>400-5600-6002</u>		PARTS & SUPPLIES		642.83	
CAN05	CANON FINANCIAL SERVICES, INC.	07/19/2019	Regular	0.00	149.24	52031
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>20316841</u>	Invoice	07/18/2019	CONTRACT CHRQ-PRINTER	0.00	149.24	
	<u>100-5700-6520</u>		PROFESSIONAL SERVICES/		149.24	
			CONTRACT CHRQ-PRINTER			
CIN01	CINTAS CORPORATION NO. 2	07/19/2019	Regular	0.00	164.02	52032
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>4025563252</u>	Invoice	07/18/2019	WEEKLY ROUTINE SVCS	0.00	164.02	
	<u>100-5200-6520</u>		PROFESSIONAL SERVICES/		16.82	
	<u>100-5617-6520</u>		PROFESSIONAL SERVICES/		30.12	
	<u>400-5600-6520</u>		PROFESSIONAL SERVICES/		58.54	
	<u>401-5600-6520</u>		PROFESSIONAL SERVICES		58.54	
COM05	COMCAST	07/19/2019	Regular	0.00	327.70	52033
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>0121293-7-19</u>	Invoice	07/15/2019	PA SVCS 7/8-8/7/19	0.00	163.85	
	<u>269-6303-6510</u>		TELEPHONE/DATA/PAGER		163.85	
<u>0121665-7-19</u>	Invoice	07/15/2019	PD SVCS 7/8-8/7/19	0.00	163.85	
	<u>100-5400-6510</u>		TELEPHONE/DATA/PAGER		163.85	
DIA11	DIAMOND COMMUNICATIONS	07/19/2019	Regular	0.00	865.00	52034

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>223351</u>	Invoice	07/18/2019	CC FIRE ALARM INSP SVC	0.00	865.00	
	<u>100-5617-6520</u>		PROFESSIONAL SERVICES/ CC FIRE ALARM INSP SVC		865.00	
DIR01	DIRECTV	07/19/2019	Regular	0.00	78.24	52035
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>36475585555</u>	Invoice	07/18/2019	SC SVCS 7/9 - 8/8	0.00	78.24	
	<u>100-5615-6520</u>		PROFESSIONAL SERVICES/ SC SVCS 7/9 - 8/8		78.24	
EWI01	EWING IRRIGATION PRODUCTS	07/19/2019	Regular	0.00	191.06	52036
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>7816127</u>	Invoice	07/18/2019	LANDSCAPE SUPPLIES	0.00	191.06	
	<u>213-5600-6002</u>		PARTS SUPPLIES LANDSCAPE SUPPLIES		191.06	
FIR06	FIRST AMERICAN TITLE CO.	07/19/2019	Regular	0.00	15,000.00	52037
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>60380022</u>	Invoice	07/18/2019	CDBG-13358 CHERRY ST	0.00	15,000.00	
	<u>231-5700-8100</u>		HOMEOWNER ASST CDBG-13358 CHERRY ST		15,000.00	
CAN03	JAVIER G. CANTU	07/19/2019	Regular	0.00	12,011.00	52038
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>1054</u>	Invoice	07/18/2019	PHASE 5-SAN JUANITA PRJT	0.00	12,011.00	
	<u>231-5700-6545</u>		Contractors PHASE 5-SAN JUANITA PRJT		12,011.00	
OFF01	OFFICE DEPOT	07/19/2019	Regular	0.00	116.39	52039
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>337676454001</u>	Invoice	07/18/2019	FINANCE OFFICE SUPPLS	0.00	116.39	
	<u>400-5300-6000</u>		OFFICE SUPPLIES - FIN FINANCE OFFICE SUPPLS		58.20	
	<u>401-5300-6000</u>		OFFICE SUPPLIES FINANCE OFFICE SUPPLS		58.19	
PIO01	PIONEER EQUIPMENT CO.	07/19/2019	Regular	0.00	326.46	52040
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>AP55717</u>	Invoice	07/18/2019	UNIT #129 REPAIRS	0.00	326.46	
	<u>401-5600-6532</u>		VEHICLE MAINTENANCE UNIT #129 REPAIRS		326.46	
RLB01	REEDLEY LUMBER & BUILDING	07/19/2019	Regular	0.00	75.91	52041
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>PAOE</u>	Invoice	07/17/2019	REPAIR ITEMS	0.00	75.91	
	<u>269-6303-6004</u>		TOOLS & MINOR EQUIPM BATHROOM & FAUCETS		75.91	
SEL01	SELECT BUSINESS SYSTEMS INC.	07/19/2019	Regular	0.00	10.00	52042
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>284083</u>	Invoice	07/18/2019	16-CDBG-MAGENTA TONER	0.00	10.00	
	<u>231-5700-6002</u>		PARTS & SUPPLIES 16-CDBG-MAGENTA TONER		10.00	
SYS00	SYSO OF CENTRAL CALIFORNIA	07/19/2019	Regular	0.00	1,733.33	52043
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>284071160</u>	Invoice	07/17/2019	MEAL SUPPLIES/PRESCL	0.00	500.80	
	<u>269-6303-6504</u>		FOOD SERVICES MEAL SUPPLIES/PRESCL		500.80	
<u>284074135</u>	Invoice	07/17/2019	MEAL SUPPLIES/PRESCL	0.00	702.36	

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	<u>269-6303-6504</u>	FOOD SERVICES	MEAL SUPPLIES/PRESCL		702.36	
<u>284081687</u>	Invoice	07/18/2019	MEAL SUPPLIES/PRESCL	0.00	530.17	
	<u>269-6303-6504</u>	FOOD SERVICES	MEAL SUPPLIES/PRESCL		530.17	
USM01	U-SAVE MARKET	07/19/2019	Regular	0.00	718.10	52044
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>7/1/2019</u>	Invoice	07/17/2019	MEAL SUPPLIES/PRESCL	0.00	190.69	
	<u>269-6303-6504</u>	FOOD SERVICES	MEAL SUPPLIES/PRESCL		190.69	
<u>7/10/2019</u>	Invoice	07/17/2019	MEAL SUPPLIES/PRESCL	0.00	147.55	
	<u>269-6303-6504</u>	FOOD SERVICES	MEAL SUPPLIES/PRESCL		147.55	
<u>7/2/2019</u>	Invoice	07/17/2019	MEAL SUPPLIES/PRESCL	0.00	172.05	
	<u>269-6303-6504</u>	FOOD SERVICES	MEAL SUPPLIES/PRESCL		172.05	
<u>7/8/2019</u>	Invoice	07/17/2019	MEAL SUPPLIES/PRESCL	0.00	171.96	
	<u>269-6303-6504</u>	FOOD SERVICES	MEAL SUPPLIES/PRESCL		171.96	
<u>7/9/2019</u>	Invoice	07/17/2019	MEAL SUPPLIES/PRESCL	0.00	35.85	
	<u>269-6303-6504</u>	FOOD SERVICES	MEAL SUPPLIES/PRESCL		35.85	
BEL03	ALMA M. BELTRAN	07/19/2019	Regular	0.00	550.00	52045
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>7/15-19/19</u>	Invoice	07/19/2019	PER DIEM JULY 15-19	0.00	550.00	
	<u>100-5100-6503</u>	TRAVEL, MEETINGS & TR	PER DIEM JULY 15-19		550.00	
ENE00	CHOICE PARTNERS, INC.	07/22/2019	Regular	0.00	927.00	52046
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>70900</u>	Invoice	06/30/2019	ENERGY SVCS 4-19	0.00	927.00	
	<u>401-5600-6520</u>	PROFESSIONAL SERVICES	ENERGY SVCS 4-19		927.00	
CIT22	CITY OF PARLIER	07/22/2019	Regular	0.00	3,333.33	52047
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>POA-6-19</u>	Invoice	06/30/2019	ADMIN FEES - JUNE 2019	0.00	3,333.33	
	<u>269-6303-6542</u>	ADMIN FEES - CITY OF PA	ADMIN FEES - JUNE 2019		3,333.33	
CIT22	CITY OF PARLIER	07/22/2019	Regular	0.00	1,916.67	52048
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>PAO-6-19</u>	Invoice	06/30/2019	BUILDING RENT- JUNE 2019	0.00	1,916.67	
	<u>269-6303-6536</u>	DAYCARE USE ALLOWANC	BUILDING RENT- JUNE 2019		1,916.67	
ELE00	ELECTRIC MOTOR SHOP & SUP	07/22/2019	Regular	0.00	127.50	52049
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>RS-RI23022</u>	Invoice	06/30/2019	REPAIR INSPECTION FEE	0.00	127.50	
	<u>401-5600-7002</u>	PLANT REPAIRS	REPAIR INSPECTION FEE		127.50	
EOC01	EOC - FOOD PREPARATION CENTER	07/22/2019	Regular	0.00	3,582.03	52050
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>001179</u>	Invoice	06/30/2019	APRIL MEALS	0.00	1,773.17	
	<u>100-5615-6504</u>	FOOD SERVICES	APRIL MEALS		1,773.17	
<u>001284</u>	Invoice	06/30/2019	MAY SITE SUPPLIES	0.00	35.69	
	<u>100-5615-6002</u>	PARTS SUPPLIES	MAY SITE SUPPLIES		35.69	
<u>001291</u>	Invoice	06/30/2019	MAY MEALS	0.00	1,773.17	
	<u>100-5615-6504</u>	FOOD SERVICES	MAY MEALS		1,773.17	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
ONT00	ON TRAC	07/22/2019	Regular	0.00	11.98	52051
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
8949076	Invoice	06/30/2019	CHARGES STMNT-6/19	0.00	11.98	
	<u>231-5700-6012</u>		POSTAGE, SHIPPING & FR CHARGES STMNT-JUNE 19		11.98	
PRO01	PROVOST & PRITCHARD CONSULTING GROUP	07/22/2019	Regular	0.00	7,952.40	52052
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
74258	Invoice	06/30/2019	TRACT 6038 SCHAFFER 6-19	0.00	2,450.69	
	<u>100-5700-6520</u>		PROFESSIONAL SERVICES/ TRACT 6038 SCHAFFER 6-19		2,450.69	
74259	Invoice	06/30/2019	TRACT 5615 AVILA 6-19	0.00	288.00	
	<u>100-5700-6520</u>		PROFESSIONAL SERVICES/ TRACT 5615 AVILA 6-19		288.00	
74260	Invoice	06/30/2019	PLANNING SVCS 6-19	0.00	3,659.41	
	<u>100-5700-6520</u>		PROFESSIONAL SERVICES/ PLANNING SVCS 6-19		3,659.41	
74261	Invoice	06/30/2019	TENTATIVE PARCEL MAP	0.00	1,554.30	
	<u>100-5700-6520</u>		PROFESSIONAL SERVICES/ TENTATIVE PARCEL MAP		1,554.30	
SO 01	THE GAS CO.	07/22/2019	Regular	0.00	151.18	52053
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
60374-6-19	Invoice	06/30/2019	PA SVCS 6/6-7/8/19	0.00	40.40	
	<u>269-6303-6513</u>		GAS PA SVCS 6/6-7/8/19		40.40	
64009-6-19	Invoice	06/30/2019	PD SVCS 6/6-7/8/19	0.00	36.27	
	<u>100-5400-6513</u>		GAS PD SVCS 6/6-7/8/19		36.27	
69006-6-19	Invoice	06/30/2019	CH CC SVCS 6/6-7/8/19	0.00	21.11	
	<u>100-5617-6513</u>		GAS CH CC SVCS 6/6-7/8/19		21.11	
70525-6-19	Invoice	06/30/2019	SC SVCS 6/6-7/8/19	0.00	3.07	
	<u>100-5615-6513</u>		GAS SC SVCS 6/6-7/8/19		3.07	
73229-6-19	Invoice	06/30/2019	TC SVCS 6/6-7/8/19	0.00	19.98	
	<u>100-5620-6513</u>		GAS TC SVCS 6/6-7/8/19		19.98	
73791-6-19	Invoice	06/30/2019	CC2 SVCS 6/6-7/8/19	0.00	10.40	
	<u>100-5620-6513</u>		GAS CC2 SVCS 6/6-7/8/19		10.40	
73985-6-19	Invoice	06/30/2019	CC1 SVCS 6/6-7/8/19	0.00	19.95	
	<u>100-5620-6513</u>		GAS CC1 SVCS 6/6-7/8/19		19.95	
TOW02	TOWNSEND PUBLIC AFFAIRS, INC.	07/22/2019	Regular	0.00	5,000.00	52054
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
14535	Invoice	06/30/2019	2/19 GRANT WRITING SVCS	0.00	2,500.00	
	<u>100-5700-6520</u>		PROFESSIONAL SERVICES/ 2/19 GRANT WRITING SVCS		2,500.00	
14790	Invoice	06/30/2019	CONSULTING SVCS 5/19	0.00	2,500.00	
	<u>100-5700-6520</u>		PROFESSIONAL SERVICES/ CONSULTING SVCS 5/19		2,500.00	
UNIO5	UNITY IT	07/22/2019	Regular	0.00	1,734.98	52055

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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		
MSP-24686	Invoice	06/30/2019	IT BILLING SVCS 6-19	0.00	1,734.98	
	<u>100-5200-6520</u>		PROFESSIONAL SERVICES/ IT BILLING SVCS 6-19		123.93	
	<u>100-5400-6520</u>		PROFESSIONAL SERVICES/ IT BILLING SVCS 6-19		123.93	
	<u>100-5615-6520</u>		PROFESSIONAL SERVICES/ IT BILLING SVCS 6-19		123.93	
	<u>100-5700-6520</u>		PROFESSIONAL SERVICES/ IT BILLING SVCS 6-19		123.93	
	<u>200-5600-6520</u>		PROFESSIONAL SERVICES/ IT BILLING SVCS 6-19		123.93	
	<u>203-5600-6520</u>		PROFESSIONAL SERVICES/ IT BILLING SVCS 6-19		123.93	
	<u>206-5600-6520</u>		PROFESSIONAL SERVICES/ IT BILLING SVCS 6-19		123.93	
	<u>231-5700-6545</u>		Contractors IT BILLING SVCS 6-19		123.93	
	<u>269-6303-6520</u>		PROFESSIONAL SERVICES/ IT BILLING SVCS 6-19		123.93	
	<u>400-5300-6520</u>		PROFESSIONAL SERVICES/ IT BILLING SVCS 6-19		123.93	
	<u>400-5600-6520</u>		PROFESSIONAL SERVICES/ IT BILLING SVCS 6-19		123.92	
	<u>401-5300-6520</u>		PROFESSIONAL SERVICES/ IT BILLING SVCS 6-19		123.92	
	<u>401-5600-6520</u>		PROFESSIONAL SERVICES IT BILLING SVCS 6-19		123.92	
	<u>602-8100-6520</u>		PROFESSIONAL SERVICES/ IT BILLING SVCS 6-19		123.92	
ID00	VANESSA A. EINERSON	07/22/2019	Regular	0.00	456.98	52056
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>16393</u>	Invoice	06/30/2019	PRINT/SHIP INSPCTN FORM	0.00	456.98	
	<u>100-5700-6000</u>		OFFICE SUPPLIES PRINT/SHIP INSPCTN FORM		456.98	
VER08	VERIZON WIRELESS	07/22/2019	Regular	0.00	1,161.77	52057
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>9833567834</u>	Invoice	06/30/2019	CELL PHONE SVCS 6-19	0.00	1,161.77	
	<u>100-5100-6510</u>		TELEPHONE/DATA/PAGER CELL PHONE SVCS 6-19		307.01	
	<u>100-5200-6510</u>		TELEPHONE/DATA/PAGER CELL PHONE SVCS 6-19		108.90	
	<u>100-5400-6510</u>		TELEPHONE/DATA/PAGER CELL PHONE SVCS 6-19		163.35	
	<u>100-5410-6510</u>		TELEPHONE/DATA/PAGER CELL PHONE SVCS 6-19		54.45	
	<u>100-5420-6510</u>		CE TELEPHONE/DATA/PA CELL PHONE SVCS 6-19		54.45	
	<u>400-5600-6510</u>		TELEPHONE/DATA/PAGER CELL PHONE SVCS 6-19		255.81	
	<u>401-5600-6510</u>		TELEPHONE/DATA/PAGER CELL PHONE SVCS 6-19		217.80	
WIL06	WILLDAN ENGINEERING	07/22/2019	Regular	0.00	1,375.00	52058
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>329968</u>	Invoice	06/30/2019	PROFESSIONAL SVCS TO 6/30	0.00	1,375.00	
	<u>100-5700-6520</u>		PROFESSIONAL SERVICES/ PROFESSIONAL SVCS TO 6/30		1,375.00	
YAM01	YAMABE & HORN ENGINEERING INC.	07/22/2019	Regular	0.00	40,229.25	52059
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>42649</u>	Invoice	06/30/2019	TRACT 5607-PHASE 2	0.00	342.50	
	<u>100-5700-6520</u>		PROFESSIONAL SERVICES/ TRACT 5607-PHASE 2		342.50	
<u>42650</u>	Invoice	06/30/2019	TRACT 5615	0.00	545.00	
	<u>100-5700-6520</u>		PROFESSIONAL SERVICES/ TRACT 5615		545.00	
<u>42651</u>	Invoice	06/30/2019	2015-16 GEN. FUND ACCT	0.00	400.00	
	<u>100-5200-6519</u>		ENGINEERING FEES 2015-16 GEN. FUND ACCT		400.00	
<u>42652</u>	Invoice	06/30/2019	2015-16 P.W. ACCT.	0.00	1,792.50	
	<u>100-5600-6519</u>		ENGINEERING FEES 2015-16 P.W. ACCT.		1,792.50	
<u>42653</u>	Invoice	06/30/2019	2015-16 COMM DEV ACCT	0.00	1,380.00	
	<u>100-5700-6519</u>		ENGINEERING FEES 2015-16 COMM DEV ACCT		1,380.00	
<u>42654</u>	Invoice	06/30/2019	2015-16 GEN. WTR ACCT	0.00	682.50	
	<u>400-5600-6519</u>		ENGINEERING FEES 2015-16 GEN. WTR ACCT		682.50	
<u>42655</u>	Invoice	06/30/2019	2015-16 GEN. SWR ACCT	0.00	60.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	<u>401-5600-6519</u>	ENGINEERING FEES	2015-16 GEN. SWR ACCT		60.00	
<u>42656</u>	Invoice	06/30/2019	HERITAGE PARK ADMIN	0.00	3,639.75	
	<u>211-5600-6519</u>	ENGINEERING FEES	HERITAGE PARK ADMIN		3,639.75	
<u>42657</u>	Invoice	06/30/2019	MANNING-ZEDIKER INTERX	0.00	13,967.00	
	<u>219-5600-7021</u>	MANNING AVE/ZEDIKER	MANNING-ZEDIKER INTERX		13,967.00	
<u>42658</u>	Invoice	06/30/2019	TRACT 5607-PHASE 3	0.00	570.00	
	<u>100-5700-6519</u>	ENGINEERING FEES	TRACT 5607-PHASE 3		570.00	
<u>42659</u>	Invoice	06/30/2019	TRACT 6038-SCHAFFER	0.00	1,122.50	
	<u>100-5700-6519</u>	ENGINEERING FEES	TRACT 6038-SCHAFFER		1,122.50	
<u>42660</u>	Invoice	06/30/2019	FHA OAK GROVE APTS	0.00	1,780.00	
	<u>100-5700-6519</u>	ENGINEERING FEES	FHA OAK GROVE APTS		1,780.00	
<u>42661</u>	Invoice	06/30/2019	MANNING ATP CYCLE 2	0.00	1,875.00	
	<u>224-5600-7025</u>	MANNING AVE ATP CYCLE	MANNING ATP CYCLE 2		1,875.00	
<u>42662</u>	Invoice	06/30/2019	JPA(GSA)-TECH ADV. COMM	0.00	1,100.00	
	<u>400-5600-6519</u>	ENGINEERING FEES	JPA(GSA)-TECH ADV. COMM		1,100.00	
<u>42663</u>	Invoice	06/30/2019	TCP WATER WELL GAC	0.00	5,870.00	
	<u>400-5600-6519</u>	ENGINEERING FEES	TCP WATER WELL GAC		5,870.00	
<u>42664</u>	Invoice	06/30/2019	CMAQ MERCED-TUOLUMNE	0.00	230.00	
	<u>225-5600-7019</u>	CMAQ MERCED/TUOLUMNE	CMAQ MERCED-TUOLUMNE		230.00	
<u>42665</u>	Invoice	06/30/2019	CMAQ MANNING SDWLK PRJ	0.00	120.00	
	<u>226-5600-7019</u>	CMAQ MANNING AVE. SI	CMAQ MANNING SDWLK PRJ		120.00	
<u>42666</u>	Invoice	06/30/2019	RSPT ZEDIKER- RECONS.	0.00	442.50	
	<u>227-5600-7019</u>	RSTP-5252(027) ZEDIKER	RSPT ZEDIKER- RECONS.		442.50	
<u>42667</u>	Invoice	06/30/2019	SEWER SAMPLING STATION	0.00	1,455.00	
	<u>401-5600-6519</u>	ENGINEERING FEES	SEWER SAMPLING STATION		1,455.00	
<u>42668</u>	Invoice	06/30/2019	KASH DISPOSAL SITE	0.00	60.00	
	<u>100-5600-6519</u>	ENGINEERING FEES	KASH DISPOSAL SITE		60.00	
<u>42669</u>	Invoice	06/30/2019	ORCHARD APTS-PLAN CHK	0.00	1,140.00	
	<u>100-5700-6519</u>	ENGINEERING FEES	ORCHARD APTS-PLAN CHK		1,140.00	
<u>42670</u>	Invoice	06/30/2019	GREENBRIAR FCLTY-PLAN CHK	0.00	120.00	
	<u>100-5700-6519</u>	ENGINEERING FEES	GREENBRIAR FCLTY-PLAN CHK		120.00	
<u>42671</u>	Invoice	06/30/2019	CUSTOM PRODUCE-PLAN CHK	0.00	675.00	
	<u>100-5700-6519</u>	ENGINEERING FEES	CUSTOM PRODUCE-PLAN CHK		675.00	
<u>42672</u>	Invoice	06/30/2019	2019 LLMD ASSMNTS	0.00	740.00	
	<u>213-5700-6519</u>	ENGINEERING FEES	2019 LLMD ASSMNTS		740.00	
<u>42673</u>	Invoice	06/30/2019	P.W. WELL PROJECT	0.00	120.00	
	<u>100-5600-6519</u>	ENGINEERING FEES	P.W. WELL PROJECT		120.00	
Void						
BEA01	BEATWEAR, INC.	07/22/2019	Regular	0.00	0.00	52060
		07/25/2019	Regular	0.00	162.73	52061
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>5956</u>	Invoice	06/30/2019	UNIFORM PURCHASE	0.00	162.73	
	<u>100-5400-5013</u>	UNIFORM	UNIFORM PURCHASE		162.73	
HOM01						
HOME DEPOT CREDIT SERVICE		07/25/2019	Regular	0.00	1,179.85	52062
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>1113259</u>	Credit Memo	06/30/2019	SC SUPPLIES	0.00	-95.09	
	<u>100-5615-6002</u>	PARTS SUPPLIES	SC SUPPLIES		-95.09	
<u>3141346</u>	Invoice	06/30/2019	SC SUPPLIES	0.00	189.33	
	<u>100-5620-6002</u>	PARTS SUPPLIES	SC SUPPLIES		189.33	
<u>5014667</u>	Invoice	06/30/2019	SC SUPPLIES	0.00	294.92	
	<u>100-5615-6002</u>	PARTS SUPPLIES	SC SUPPLIES		294.92	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>6015419</u>	Invoice	06/30/2019	CC SUPPLIES	0.00	195.15	
	<u>100-5617-6002</u>		PARTS SUPPLIES		195.15	
<u>7020119</u>	Invoice	06/30/2019	CH SUPPLIES	0.00	42.52	
	<u>100-5200-6002</u>		PARTS SUPPLIES		42.52	
<u>7024955</u>	Invoice	06/30/2019	ZEDIKER LIFT STATION	0.00	45.43	
	<u>400-5600-6002</u>		PARTS & SUPPLIES		45.43	
<u>8014381</u>	Invoice	06/30/2019	CC SUPPLIES	0.00	184.33	
	<u>100-5617-6002</u>		PARTS SUPPLIES		184.33	
<u>9023766</u>	Invoice	06/30/2019	SWIMMING PL SUPPLS	0.00	323.26	
	<u>100-5616-6002</u>		PARTS SUPPLIES		323.26	
MAN03	MANNING MINI MART, INC.	07/25/2019	Regular	0.00	5,458.35	52063
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>5-19</u>	Invoice	06/30/2019	PW FUEL 5-19	0.00	2,118.49	
	<u>100-5620-6011</u>		FUEL - REC.		91.00	
	<u>400-5600-6011</u>		FUEL		2,027.49	
<u>6-19</u>	Invoice	06/30/2019	PD FUEL 6-19	0.00	1,515.72	
	<u>100-5400-6011</u>		FUEL		1,515.72	
<u>PW 6-19</u>	Invoice	06/30/2019	PW FUEL 6-19	0.00	1,824.14	
	<u>100-5620-6011</u>		FUEL - REC.		94.00	
	<u>400-5600-6011</u>		FUEL		1,730.14	
VAL03	MATTHEW STACY KNIFFIN	07/25/2019	Regular	0.00	550.00	52064
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>6109</u>	Invoice	06/30/2019	PA SVCS 6/2019	0.00	50.00	
	<u>269-6303-6520</u>		PROFESSIONAL SERVICES/		50.00	
<u>6110</u>	Invoice	06/30/2019	CC2 SVCS 6/2019	0.00	50.00	
	<u>100-5620-6520</u>		PROFESSIONAL SERVICES/		50.00	
<u>6111</u>	Invoice	06/30/2019	PW SVCS 6/2019	0.00	50.00	
	<u>400-5600-6520</u>		PROFESSIONAL SERVICES/		50.00	
<u>6112</u>	Invoice	06/30/2019	CC SVCS 6/2019	0.00	50.00	
	<u>100-5618-6520</u>		PROFESSIONAL SERVICES		50.00	
<u>6113</u>	Invoice	06/30/2019	CC1 SVCS 6/2019	0.00	50.00	
	<u>100-5620-6520</u>		PROFESSIONAL SERVICES/		50.00	
<u>6114</u>	Invoice	06/30/2019	TC SVCS 6/19	0.00	50.00	
	<u>100-5620-6520</u>		PROFESSIONAL SERVICES/		50.00	
<u>6115</u>	Invoice	06/30/2019	SC SVCS 6/2019	0.00	50.00	
	<u>100-5615-6520</u>		PROFESSIONAL SERVICES/		50.00	
<u>6116</u>	Invoice	06/30/2019	PD SVCS 6/2019	0.00	50.00	
	<u>100-5400-6520</u>		PROFESSIONAL SERVICES/		50.00	
<u>6117</u>	Invoice	06/30/2019	CH SVCS 6/2019	0.00	50.00	
	<u>100-5620-6520</u>		PROFESSIONAL SERVICES/		50.00	
<u>6118</u>	Invoice	06/30/2019	CC SVCS 6/2019	0.00	50.00	
	<u>100-5617-6520</u>		PROFESSIONAL SERVICES/		50.00	
<u>6119</u>	Invoice	06/30/2019	WWTP SVCS 6/2019	0.00	50.00	
	<u>401-5600-6520</u>		PROFESSIONAL SERVICES		50.00	
O'B01	NEIL O'BRIEN	07/25/2019	Regular	0.00	23.25	52065
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>6-29-19</u>	Invoice	06/30/2019	UNIFORM REIMB.	0.00	23.25	
	<u>100-5400-5013</u>		UNIFORM		23.25	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
P.G01	PACIFIC GAS & ELECTRIC	07/25/2019	Regular	0.00	201.80	52066
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>50754-3-6-19</u>	Invoice	06/30/2019	STREET LIGHT TR 6038	0.00	106.82	
<u>200-5600-6512</u>	ELECTRICITY	STREET LIGHT TR 6038			106.82	
<u>80980-1-6-19</u>	Invoice	06/30/2019	TRAFFIC LIGHTS 6-19	0.00	94.98	
<u>200-5600-6512</u>	ELECTRICITY	TRAFFIC LIGHTS 6-19			94.98	
RLB01	REEDLEY LUMBER & BUILDING	07/25/2019	Regular	0.00	332.90	52067
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>191937</u>	Invoice	06/30/2019	SC SUPPLIES	0.00	133.11	
<u>100-5615-6002</u>	PARTS SUPPLIES	SC SUPPLIES			133.11	
<u>203352</u>	Invoice	06/30/2019	PW SUPPLIES	0.00	67.98	
<u>400-5600-6002</u>	PARTS & SUPPLIES	PW SUPPLIES			67.98	
<u>203747</u>	Invoice	06/30/2019	PW SHOP SUPPLIES	0.00	41.55	
<u>400-5600-6002</u>	PARTS & SUPPLIES	PW SHOP SUPPLIES			41.55	
<u>203780</u>	Invoice	06/30/2019	WATER LEAK SUPPLIES	0.00	57.38	
<u>400-5600-6002</u>	PARTS & SUPPLIES	WATER LEAK SUPPLIES			57.38	
<u>204072</u>	Invoice	06/30/2019	WATER LEAK SUPPLIES	0.00	32.88	
<u>400-5600-6002</u>	PARTS & SUPPLIES	WATER LEAK SUPPLIES			32.88	
BET02	XL HEATING AND AIR CONDITIONING	07/25/2019	Regular	0.00	100.00	52068
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>2084</u>	Invoice	06/30/2019	A/C SERVICE	0.00	100.00	
<u>100-5400-6520</u>	PROFESSIONAL SERVICES/	A/C SERVICE			100.00	
YAM01	YAMABE & HORN ENGINEERING INC.	07/25/2019	Regular	0.00	64,266.00	52069
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>42471</u>	Invoice	06/30/2019	TRACT 5607-PHASE 2	0.00	510.00	
<u>100-5700-6520</u>	PROFESSIONAL SERVICES/	TRACT 5607-PHASE 2			510.00	
<u>42472</u>	Invoice	06/30/2019	2015-16 COMM. DEV. ACCT	0.00	1,880.00	
<u>100-5700-6519</u>	ENGINEERING FEES	2015-16 COMM. DEV. ACCT			1,880.00	
<u>42473</u>	Invoice	06/30/2019	2015-16 GEN. WATER FUND	0.00	300.00	
<u>400-5600-6519</u>	ENGINEERING FEES	2015-16 GEN. WATER FUND			300.00	
<u>42474</u>	Invoice	06/30/2019	HERITAGE PARK ADMIN	0.00	7,786.00	
<u>211-5600-6519</u>	ENGINEERING FEES	HERITAGE PARK ADMIN			7,786.00	
<u>42475</u>	Invoice	06/30/2019	MANNING ZEDIKER INTERX	0.00	10,570.00	
<u>219-5600-7021</u>	MANNING AVE/ZEDIKER	MANNING ZEDIKER INTERX			10,570.00	
<u>42476</u>	Invoice	06/30/2019	TRACT 5607-PHASE 3	0.00	352.50	
<u>100-5700-6519</u>	ENGINEERING FEES	TRACT 5607-PHASE 3			352.50	
<u>42477</u>	Invoice	06/30/2019	TRACT 6038-SCHAFFER	0.00	2,900.00	
<u>100-5700-6519</u>	ENGINEERING FEES	TRACT 6038-SCHAFFER			2,900.00	
<u>42478</u>	Invoice	06/30/2019	FHA OAK GROVE APTS	0.00	1,475.00	
<u>100-5700-6519</u>	ENGINEERING FEES	FHA OAK GROVE APTS			1,475.00	
<u>42479</u>	Invoice	06/30/2019	MANNING ATP CYCLE 2	0.00	26,455.00	
<u>224-5600-7025</u>	MANNING AVE ATP CYCLE	MANNING ATP CYCLE 2			26,455.00	
<u>42480</u>	Invoice	06/30/2019	JPA(GSA) TECH. ADV. COMM.	0.00	60.00	
<u>400-5600-6519</u>	ENGINEERING FEES	JPA(GSA) TECH. ADV. COMM.			60.00	
<u>42481</u>	Invoice	06/30/2019	TCP WATER WELL GAC	0.00	240.00	
<u>400-5600-6519</u>	ENGINEERING FEES	TCP WATER WELL GAC			240.00	
<u>42482</u>	Invoice	06/30/2019	CMAQ MERCED-TUOLUMNE	0.00	690.00	
<u>225-5600-7019</u>	CMAQ MERCED/TUOLUMNE	CMAQ MERCED-TUOLUMNE			690.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>42483</u>	Invoice	06/30/2019	CMAQ MANNING SDWLK PRJ	0.00	652.50	
	<u>226-5600-7019</u>		CMAQ MANNING AVE. SI CMAQ MANNING SDWLK PRJ		652.50	
<u>42484</u>	Invoice	06/30/2019	RSPT ZEDIKER-RECON. PRJ	0.00	690.00	
	<u>227-5600-7019</u>		RSTP-5252(027) ZEDIKER RSPT ZEDIKER-RECON. PRJ		690.00	
<u>42485</u>	Invoice	06/30/2019	SEWER SAMPLING STN	0.00	3,375.00	
	<u>401-5600-6519</u>		ENGINEERING FEES SEWER SAMPLING STN		3,375.00	
<u>42486</u>	Invoice	06/30/2019	ORCHARD APTS PLAN CHK	0.00	1,425.00	
	<u>100-5700-6519</u>		ENGINEERING FEES ORCHARD APTS PLAN CHK		1,425.00	
<u>42487</u>	Invoice	06/30/2019	2019 ENCROACHMENT PERMIT	0.00	360.00	
	<u>100-5600-6519</u>		ENGINEERING FEES 2019 ENCROACHMENT PERMIT		360.00	
<u>42488</u>	Invoice	06/30/2019	2019 LLMD ASSESSMENTS	0.00	420.00	
	<u>213-5700-6519</u>		ENGINEERING FEES 2019 LLMD ASSESSMENTS		420.00	
<u>42489</u>	Invoice	06/30/2019	P.W. WELL PROJECT	0.00	3,510.00	
	<u>100-5600-6519</u>		ENGINEERING FEES P.W. WELL PROJECT		3,510.00	
<u>42490</u>	Invoice	06/30/2019	2019-2020 SBI FUNDING	0.00	615.00	
	<u>200-5600-6519</u>		ENGINEERING FEES 2019-2020 SBI FUNDING		615.00	
ADP00	**Void**	07/25/2019	Regular	0.00	0.00	52070
	ADP, INC.	07/25/2019	Regular	0.00	562.60	52071
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>538809388</u>	Invoice	07/22/2019	PAYROLL PROCESS 7/05	0.00	562.60	
	<u>100-5100-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		42.77	
	<u>100-5200-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		14.24	
	<u>100-5400-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		170.92	
	<u>100-5410-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		7.12	
	<u>100-5420-6520</u>		CE PROFESSIONAL SERVIC PAYROLL PROCESS 7/05		7.12	
	<u>100-5610-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		14.24	
	<u>100-5615-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		7.12	
	<u>100-5616-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		28.49	
	<u>100-5617-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		14.24	
	<u>100-5620-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		21.36	
	<u>100-5700-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		7.12	
	<u>102-5400-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		21.36	
	<u>203-5600-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		7.12	
	<u>206-5600-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		7.12	
	<u>213-5600-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		7.12	
	<u>269-6303-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		99.70	
	<u>400-5300-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		14.24	
	<u>400-5600-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		21.36	
	<u>401-5300-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		14.24	
	<u>401-5600-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		14.24	
	<u>402-5300-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		14.24	
	<u>602-8100-6520</u>		PROFESSIONAL SERVICES/ PAYROLL PROCESS 7/05		7.12	
AET00	**Void**	07/25/2019	Regular	0.00	0.00	52072
	AETNA	07/25/2019	Regular	0.00	14,092.87	52073

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>H7739541</u>	Invoice	07/22/2019	HEALTH INS. 8-19	0.00	14,092.87	
	<u>100-22197</u>		EMPLOYEE MEDICAL INS.		1,132.88	
	<u>100-5100-5011</u>		INSURANCE-MED,DEN,VIS		84.79	
	<u>100-5200-5011</u>		INSURANCE-MED,DEN,VIS		78.19	
	<u>100-5400-5011</u>		INSURANCE-MED,DEN,VIS		4,632.95	
	<u>100-5420-5011</u>		CE INSURANCE, MED,DEN		396.70	
	<u>100-5610-5011</u>		INSURANCE-MED,DEN,VIS		21.53	
	<u>102-5400-5011</u>		INSURANCE-MED,DEN,VIS		238.14	
	<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		5,248.48	
	<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		136.84	
	<u>400-5300-5011</u>		INSURANCE- MED, DEN, V		14.39	
	<u>400-5600-5011</u>		INSURANCE- MED, DEN, V		342.78	
	<u>401-5100-5011</u>		INSURANCE-MED,DEN,VIS		84.79	
	<u>401-5200-5011</u>		INSURANCE-MED,DEN,VIS		136.84	
	<u>401-5300-5011</u>		INSURANCE-MED,DEN,VIS		14.39	
	<u>401-5600-5011</u>		INSURANCE-MED,DEN,VIS		342.77	
	<u>402-5300-5011</u>		INSURANCE-MED, DEN,VI		7.18	
	<u>602-8100-5011</u>		INSURANCE-MED,DEN,VIS		39.10	
	Void	07/25/2019	Regular	0.00	0.00	52074
ALE01	ALERT-O-LITE, INC.	07/25/2019	Regular	0.00	1,559.82	52075
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>0045997-IN</u>	Invoice	07/25/2019	STREET SUPPLIES	0.00	1,559.82	
	<u>200-5600-6002</u>		PARTS & SUPPLIES		1,559.82	
ALT01	ALTA MONTCLAIR/ESBA	07/25/2019	Regular	0.00	200.00	52076
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>6/22 - 7/06</u>	Invoice	07/24/2019	457 DEFERRED COMP 7/11	0.00	100.00	
	<u>100-22210</u>		457 DEFERRED COMPENS		100.00	
<u>7/6 - 7/19</u>	Invoice	07/24/2019	457 DEFERRED COMP 7/25	0.00	100.00	
	<u>100-22210</u>		457 DEFERRED COMPENS		100.00	
ASI01	ASI	07/25/2019	Regular	0.00	719.30	52077
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>23-JUL-19</u>	Invoice	07/24/2019	2019 MEDICAL FUNDING	0.00	719.30	
	<u>100-5400-5011</u>		INSURANCE-MED,DEN,VIS		542.29	
	<u>269-6303-5011</u>		INSURANCE-MED,DEN,VIS		177.01	
BET05	BETHANEY LAWREN CUEVAS	07/25/2019	Regular	0.00	50.00	52078
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>7-09-19</u>	Invoice	07/22/2019	BLOOD DRAW	0.00	50.00	
	<u>100-5400-6520</u>		PROFESSIONAL SERVICES/		50.00	
BIG01	BIG VAL'S AUTO PARTS, INC	07/25/2019	Regular	0.00	215.37	52079
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>770579</u>	Invoice	07/25/2019	UNIT # 512 REPAIRS	0.00	215.37	
	<u>401-5600-6531</u>		REPAIRS & MAINTENANC		215.37	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
BRE01	BRECO FIREARMS, INC.	07/25/2019	Regular	0.00	2,740.41	52080
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>13151</u>	Invoice	07/22/2019	PD AMMO	0.00	2,740.41	
<u>100-5400-6005</u>	SAFETY EQUIPMENT	PD AMMO			2,740.41	
BRE14	BRENTAG PACIFIC, INC.	07/25/2019	Regular	0.00	642.83	52081
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>BPI964959</u>	Invoice	07/25/2019	CHLORINE SWIMMING PL	0.00	642.83	
<u>100-5616-6002</u>	PARTS SUPPLIES	CHLORINE SWIMMING PL			642.83	
DELOO	DE LAGE LANDEN FINANCIAL	07/25/2019	Regular	0.00	166.18	52082
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>64278597</u>	Invoice	07/23/2019	COPY MCHN SVCS 7-19	0.00	166.18	
<u>100-5400-6520</u>	PROFESSIONAL SERVICES/	COPY MCHN SVCS 7-19			166.18	
GRO01	FERGUSON ENTERPRISES INC.	07/25/2019	Regular	0.00	610.55	52083
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>1475442</u>	Invoice	07/25/2019	WATER METER REPAIRS	0.00	673.38	
<u>400-5600-6531</u>	REPAIRS & MAINTENANC	WATER METER REPAIRS			673.38	
<u>1475867</u>	Invoice	07/25/2019	WATER METER REPAIRS	0.00	87.72	
<u>400-5600-6531</u>	REPAIRS & MAINTENANC	WATER METER REPAIRS			87.72	
<u>1477004</u>	Invoice	07/25/2019	WATER METER REPAIRS	0.00	354.68	
<u>400-5600-6531</u>	REPAIRS & MAINTENANC	WATER METER REPAIRS			354.68	
<u>CM125395</u>	Credit Memo	07/25/2019	CR INV # 1475442	0.00	-505.23	
<u>400-5600-6531</u>	REPAIRS & MAINTENANC	CR INV # 1475442			-505.23	
GRA01	GRANTED SOLUTIONS	07/25/2019	Regular	0.00	13,240.55	52084
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>1675</u>	Invoice	07/23/2019	TECH ASSTN & ADMIN 7/1-14	0.00	6,855.30	
<u>231-5700-6545</u>	Contractors	TECH ASST & ADMIN 7/1-14			4,107.80	
<u>277-5400-6520</u>	PROFESSIONAL SERVICES	TECH ASSTN & ADMIN 7/1-14			766.50	
<u>400-5200-6520</u>	PROFESSIONAL SERVICES/	TECH ASSTN & ADMIN 7/1-14			1,981.00	
<u>1676</u>	Invoice	07/23/2019	COMM DEV SVCS 7/1- 7/14	0.00	6,035.25	
<u>100-5700-6520</u>	PROFESSIONAL SERVICES/	COMM DEV SVCS 7/1- 7/14			6,035.25	
<u>1677</u>	Invoice	07/23/2019	REIMB. FOR A/C SVCS	0.00	350.00	
<u>100-5200-6520</u>	PROFESSIONAL SERVICES/	REIMB. FOR A/C SVCS			350.00	
HUM01	HUMANA INSURANCE CO.	07/25/2019	Regular	0.00	5,265.23	52085

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>433030664</u>	Invoice	07/24/2019	LIFE, DENTAL AND VISION 8-19	0.00	5,265.23	
<u>100-22106</u>	LIFE, LTD & STD PAYABLE	LIFE, DENTAL AND VISION 8-19	377.10			
<u>100-22194</u>	EMPLOYEE DENTAL INS W	LIFE, DENTAL AND VISION 8-19	1,930.30			
<u>100-22195</u>	EMPLOYEE VISION INS. W	LIFE, DENTAL AND VISION 8-19	253.20			
<u>100-5100-5011</u>	INSURANCE-MED,DEN,VIS	LIFE, DENTAL AND VISION 8-19	21.94			
<u>100-5200-5011</u>	INSURANCE-MED,DEN,VIS	LIFE, DENTAL AND VISION 8-19	38.34			
<u>100-5400-5011</u>	INSURANCE-MED,DEN,VIS	LIFE, DENTAL AND VISION 8-19	789.66			
<u>100-5410-5011</u>	INSURANCE-MED, DEN, V	LIFE, DENTAL AND VISION 8-19	28.22			
<u>100-5420-5011</u>	CE INSURANCE, MED,DEN	LIFE, DENTAL AND VISION 8-19	69.72			
<u>100-5610-5011</u>	INSURANCE-MED,DEN,VIS	LIFE, DENTAL AND VISION 8-19	50.08			
<u>102-5400-5011</u>	INSURANCE-MED,DEN,VIS	LIFE, DENTAL AND VISION 8-19	177.47			
<u>160-5400-5011</u>	INSURANCE-MED,DEN,VIS	LIFE, DENTAL AND VISION 8-19	69.72			
<u>203-5600-5011</u>	INSURANCE-MED,DEN,VIS	LIFE, DENTAL AND VISION 8-19	31.48			
<u>206-5600-5011</u>	INSURANCE-MED,DEN,VIS	LIFE, DENTAL AND VISION 8-19	31.47			
<u>213-5600-5011</u>	INSURANCE-MED,DEN,VIS	LIFE, DENTAL AND VISION 8-19	33.98			
<u>269-6303-5011</u>	INSURANCE-MED,DEN,VIS	LIFE, DENTAL AND VISION 8-19	718.13			
<u>273-6200-5011</u>	INSURANCE-MED,DEN,VIS	LIFE, DENTAL AND VISION 8-19	32.84			
<u>277-5400-5011</u>	INSURANCE-MED,DEN,VIS	LIFE, DENTAL AND VISION 8-19	69.72			
<u>400-5100-5011</u>	INSURANCE, MED, DEN, V	LIFE, DENTAL AND VISION 8-19	21.94			
<u>400-5200-5011</u>	INSURANCE MED, DEN, VI	LIFE, DENTAL AND VISION 8-19	24.41			
<u>400-5300-5011</u>	INSURANCE- MED, DEN, V	LIFE, DENTAL AND VISION 8-19	42.15			
<u>400-5600-5011</u>	INSURANCE- MED, DEN, V	LIFE, DENTAL AND VISION 8-19	166.98			
<u>401-5100-5011</u>	INSURANCE-MED,DEN,VIS	LIFE, DENTAL AND VISION 8-19	21.93			
<u>401-5200-5011</u>	INSURANCE-MED,DEN,VIS	LIFE, DENTAL AND VISION 8-19	24.41			
<u>401-5300-5011</u>	INSURANCE-MED,DEN,VIS	LIFE, DENTAL AND VISION 8-19	42.15			
<u>401-5600-5011</u>	INSURANCE-MED,DEN,VIS	LIFE, DENTAL AND VISION 8-19	145.45			
<u>402-5300-5011</u>	INSURANCE-MED, DEN,VI	LIFE, DENTAL AND VISION 8-19	21.06			
<u>602-8100-5011</u>	INSURANCE-MED,DEN,VIS	LIFE, DENTAL AND VISION 8-19	31.38			
	Void	07/25/2019	Regular	0.00	0.00	52086
RUE02	JESSE RUELAS	07/25/2019	Regular	0.00	94.36	52087
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>7-11-19</u>	Invoice	07/22/2019	BOOTS REIMB.	0.00	94.36	
<u>100-5400-5013</u>	UNIFORM	BOOTS REIMB.	94.36			
LYN01	LYNN PEAVEY COMPANY	07/25/2019	Regular	0.00	89.50	52088
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>359788</u>	Invoice	07/22/2019	EVIDENCE TAPE	0.00	89.50	
<u>100-5400-6002</u>	PARTS SUPPLIES	EVIDENCE TAPE	89.50			
MET02	METLIFE - GROUP BENEFITS	07/25/2019	Regular	0.00	426.79	52089

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>TS05946702 8-19</u>	Invoice	07/22/2019	LONG TERM DIS 8-19	0.00	426.79	
	<u>100-5200-5014</u>		LIFE, LTD & STD		4.43	
	<u>100-5400-5014</u>		LIFE, LTD & STD		140.40	
	<u>100-5410-5014</u>		LIFE, LTD & STD		5.10	
	<u>100-5420-5014</u>		CE LIFE, LTD & STD		7.29	
	<u>100-5610-5014</u>		LIFE, LTD & STD		5.87	
	<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		86.05	
	<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		3.79	
	<u>400-5300-5014</u>		LIFE, LTD & STD		8.15	
	<u>400-5600-5014</u>		LIFE, LTD & STD		35.02	
	<u>401-5200-5014</u>		LIFE, LTD & STD		3.79	
	<u>401-5300-5014</u>		LIFE, LTD & STD		8.15	
	<u>401-5600-5014</u>		LIFE, LTD & STD		31.53	
	<u>402-5300-5014</u>		LIFE, LTD & STD		4.06	
	<u>602-8100-5014</u>		LIFE, LTD & STD		3.33	
	Void	07/25/2019	Regular	0.00	0.00	52090
COR11	MILTON CORTEZ	07/25/2019	Regular	0.00	15.00	52091
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>7-23-19</u>	Invoice	07/25/2019	UNIT # 109	0.00	15.00	
	<u>400-5600-6532</u>		VEHICLE MAINTENANCE		15.00	
OFF01	OFFICE DEPOT	07/25/2019	Regular	0.00	507.15	52092
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>340611087001</u>	Invoice	07/25/2019	FINANCE OFFICE SUPPLS	0.00	507.15	
	<u>400-5300-6000</u>		OFFICE SUPPLIES - FIN		169.05	
	<u>401-5300-6000</u>		OFFICE SUPPLIES		169.05	
	<u>402-5300-6000</u>		OFFICE SUPPLIES		169.05	
PRO04	PROPRINTING SYSTEMS	07/25/2019	Regular	0.00	33.47	52093
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>2853</u>	Invoice	07/22/2019	ROAD MEDIA/ CANNON PTR	0.00	33.47	
	<u>100-5700-6002</u>		PARTS SUPPLIES		33.47	
QUI02	QUILL CORPORATION	07/25/2019	Regular	0.00	221.28	52094
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>8668291</u>	Invoice	07/25/2019	PW & PARK SUPPLIES	0.00	221.28	
	<u>100-5610-6002</u>		PARTS & SUPPLIES		141.28	
	<u>400-5600-6002</u>		PARTS & SUPPLIES		80.00	
RLB01	REEDLEY LUMBER & BUILDING	07/25/2019	Regular	0.00	1,002.78	52095
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>204895</u>	Invoice	07/25/2019	WWTP SUPPLIES	0.00	40.98	
	<u>401-5600-6002</u>		PARTS SUPPLIES		40.98	
<u>204897</u>	Invoice	07/25/2019	WWTP SUPPLIES	0.00	38.11	
	<u>401-5600-6002</u>		PARTS SUPPLIES		38.11	

Check Report

Date Range: 07/12/2019 - 07/25/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<u>204898</u>	Invoice	07/25/2019	WWTP SUPPLIES	0.00	27.81	
	<u>401-5600-6002</u>		PARTS SUPPLIES		27.81	
<u>204983</u>	Invoice	07/25/2019	PW SHOP SUPPLIES	0.00	46.52	
	<u>400-5600-6002</u>		PARTS & SUPPLIES		46.52	
<u>205052</u>	Invoice	07/25/2019	PAOE REPAIRS	0.00	75.91	
	<u>269-6303-6531</u>		REPAIRS & MAINTENANC		75.91	
<u>205149</u>	Invoice	07/25/2019	LANDSCAPE SUPPLIES	0.00	42.47	
	<u>213-5600-6002</u>		PARTS SUPPLIES		42.47	
<u>205441</u>	Invoice	07/25/2019	SWIMMING POOL SPLYS	0.00	34.94	
	<u>100-5616-6002</u>		PARTS SUPPLIES		34.94	
<u>205442</u>	Invoice	07/25/2019	PARK SUPPLIES	0.00	37.08	
	<u>100-5610-6002</u>		PARTS & SUPPLIES		37.08	
<u>205568</u>	Invoice	07/25/2019	SC REPAIRS	0.00	10.01	
	<u>100-5615-6531</u>		REPAIRS & MAINTENANC		10.01	
<u>205569</u>	Invoice	07/25/2019	SC REPAIRS	0.00	5.33	
	<u>100-5615-6531</u>		REPAIRS & MAINTENANC		5.33	
<u>205607</u>	Invoice	07/25/2019	SC REPAIRS	0.00	11.57	
	<u>100-5615-6531</u>		REPAIRS & MAINTENANC		11.57	
<u>205608</u>	Invoice	07/25/2019	PW SHOP SUPPLIES	0.00	49.44	
	<u>400-5600-6002</u>		PARTS & SUPPLIES		49.44	
<u>205770</u>	Invoice	07/25/2019	WWTP SUPPLIES	0.00	85.40	
	<u>401-5600-6002</u>		PARTS SUPPLIES		85.40	
<u>205803</u>	Invoice	07/25/2019	741 TULARE REPAIRS	0.00	379.85	
	<u>100-5617-6531</u>		REPAIRS & MAINTENANC		379.85	
<u>205804</u>	Invoice	07/25/2019	741 TULARE REPAIRS	0.00	64.39	
	<u>100-5617-6531</u>		REPAIRS & MAINTENANC		64.39	
<u>205808</u>	Invoice	07/25/2019	741 TULARE REPAIRS	0.00	22.40	
	<u>100-5617-6531</u>		REPAIRS & MAINTENANC		22.40	
<u>206103</u>	Invoice	07/25/2019	PARK SUPPLIES	0.00	30.57	
	<u>100-5610-6002</u>		PARTS & SUPPLIES		30.57	
	Void	07/25/2019	Regular	0.00	0.00	52096
SHR00	SHRED-IT USA - FRESNO	07/25/2019	Regular	0.00	167.54	52097
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
<u>8127666588</u>	Invoice	07/22/2019	DOCUMENT SHREDDING	0.00	167.54	
	<u>100-5400-6000</u>		OFFICE SUPPLIES		167.54	
		07/25/2019	Regular	0.00	180.91	52098
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
<u>IN-1587507</u>	Invoice	07/22/2019	PD OFFICE SUPPLIES	0.00	180.91	
	<u>100-5400-6000</u>		OFFICE SUPPLIES		180.91	
		07/25/2019	Regular	0.00	186.34	52099
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
<u>025-266970</u>	Invoice	07/25/2019	SCANNER MAINT 19/20	0.00	186.34	
	<u>400-5300-6520</u>		PROFESSIONAL SERVICES/		62.11	
	<u>401-5300-6520</u>		PROFESSIONAL SERVICES/		62.11	
	<u>402-5300-6520</u>		PROFESSIONAL SERVICES		62.12	
UN 01	unWIRED BROADBAND, INC.	07/25/2019	Regular	0.00	74.99	52100

Check Report

Date Range: 07/12/2019 - 07/25/2019

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>INV00705231</u>	Invoice	07/22/2019	SC DATA 7/28 - 8/27/19	0.00	74.99	
	<u>100-5615-6510</u>		TELEPHONE/DATA/PAGER		74.99	
VUL00	VULCAN MATERIALS CO.	07/25/2019	Regular	0.00	79.04	52101
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>72269911</u>	Invoice	07/25/2019	ROAD MATERIALS	0.00	79.04	
	<u>200-5600-6006</u>		ROAD MATERIALS P.W.		79.04	
PER01	CALPERS	07/17/2019	Bank Draft	0.00	5,625.46	DFT0000256
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>6/22 - 7/5/19</u>	Invoice	06/30/2019	PERS CONTRIBUTION-JUNE	0.00	5,625.46	
	<u>100-5200-5010</u>		PERS-PENSION		57.99	
	<u>100-5400-5010</u>		PERS-PENSION		2,226.50	
	<u>100-5410-5010</u>		PERS-PENSION		83.99	
	<u>100-5420-5010</u>		CE PERS-PENSION		90.59	
	<u>100-5610-5010</u>		PERS-PENSION		27.06	
	<u>100-5610-5010</u>		PERS-PENSION		44.43	
	<u>100-5617-5010</u>		PERS-PENSION		7.94	
	<u>100-5620-5010</u>		PERS-PENSION		47.26	
	<u>102-5400-5010</u>		PERS-PENSION		359.46	
	<u>160-5400-5010</u>		PERS-PENSION		290.97	
	<u>203-5600-5010</u>		PERS-PENSION		61.02	
	<u>206-5600-5010</u>		PERS-PENSION		61.02	
	<u>213-5600-5010</u>		PERS-PENSION		45.34	
	<u>269-6303-5010</u>		PERS-PENSION		853.90	
	<u>273-6200-5010</u>		PERS-PENSION		115.96	
	<u>277-5400-5010</u>		PERS-PENSION		121.75	
	<u>400-5200-5010</u>		PERS PENSION		54.13	
	<u>400-5300-5010</u>		PERS PENSION		128.93	
	<u>400-5600-5010</u>		PERS PENSION		351.65	
	<u>401-5200-5010</u>		PERS PENSION		54.13	
	<u>401-5300-5010</u>		PERS PENSION		128.93	
	<u>401-5600-5010</u>		PERS PENSION		309.38	
	<u>402-5300-5010</u>		PERS PENSION		64.47	
	<u>602-8100-5010</u>		PERS-PENSION		38.66	
PER01	CALPERS	07/17/2019	Bank Draft	0.00	10,834.77	DFT0000257

Check Report

Date Range: 07/12/2019 - 07/25/2019

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>JULY 05-19</u>	Invoice	07/05/2019	PERS CONTRIBUTION	0.00	10,834.77	
	<u>100-22104</u>	PERS PAYABLE	PERS CONTRIBUTION		7,670.45	
	<u>100-5200-5010</u>	PERS-PENSION	PERS CONTRIBUTION		32.62	
	<u>100-5400-5010</u>	PERS-PENSION	PERS CONTRIBUTION		1,252.41	
	<u>100-5410-5010</u>	PERS- PENSION	PERS CONTRIBUTION		47.24	
	<u>100-5420-5010</u>	CE PERS-PENSION	PERS CONTRIBUTION		50.96	
	<u>100-5610-5010</u>	PERS-PENSION	PERS CONTRIBUTION		15.22	
	<u>100-5610-5010</u>	PERS-PENSION	PERS CONTRIBUTION		24.99	
	<u>100-5617-5010</u>	PERS-PENSION	PERS CONTRIBUTION		4.47	
	<u>100-5620-5010</u>	PERS-PENSION	PERS CONTRIBUTION		26.58	
	<u>102-5400-5010</u>	PERS-PENSION	PERS CONTRIBUTION		202.20	
	<u>160-5400-5010</u>	PERS-PENSION	PERS CONTRIBUTION		163.67	
	<u>203-5600-5010</u>	PERS-PENSION	PERS CONTRIBUTION		34.33	
	<u>206-5600-5010</u>	PERS-PENSION	PERS CONTRIBUTION		34.33	
	<u>213-5600-5010</u>	PERS-PENSION	PERS CONTRIBUTION		25.51	
	<u>269-6303-5010</u>	PERS-PENSION	PERS CONTRIBUTION		480.30	
	<u>273-6200-5010</u>	PERS-PENSION	PERS CONTRIBUTION		65.23	
	<u>277-5400-5010</u>	PERS-PENSION	PERS CONTRIBUTION		68.49	
	<u>400-5200-5010</u>	PERS PENSION	PERS CONTRIBUTION		30.45	
	<u>400-5300-5010</u>	PERS PENSION	PERS CONTRIBUTION		72.52	
	<u>400-5600-5010</u>	PERS PENSION	PERS CONTRIBUTION		197.80	
	<u>401-5200-5010</u>	PERS PENSION	PERS CONTRIBUTION		30.45	
	<u>401-5300-5010</u>	PERS PENSION	PERS CONTRIBUTION		72.52	
	<u>401-5600-5010</u>	PERS PENSION	PERS CONTRIBUTION		174.02	
	<u>402-5300-5010</u>	PERS PENSION	PERS CONTRIBUTION		36.26	
	<u>602-8100-5010</u>	PERS-PENSION	PERS CONTRIBUTION		21.75	
ASI01	ASI	07/16/2019	Bank Draft	0.00	2,273.47	DFT0000258
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>7/15/2019</u>	Invoice	07/17/2019	MEDICAL CARD FUNDING	0.00	2,273.47	
	<u>102-5400-5011</u>	INSURANCE-MED,DEN,VIS	MEDICAL CARD FUNDING		49.00	
	<u>400-5300-5011</u>	INSURANCE- MED, DEN. V	MEDICAL CARD FUNDING		884.17	
	<u>400-5600-5011</u>	INSURANCE- MED, DEN, V	MEDICAL CARD FUNDING		7.03	
	<u>401-5300-5011</u>	INSURANCE-MED,DEN,VIS	MEDICAL CARD FUNDING		884.17	
	<u>401-5600-5011</u>	INSURANCE-MED,DEN,VIS	MEDICAL CARD FUNDING		7.02	
	<u>402-5300-5011</u>	INSURANCE-MED, DEN,VI	MEDICAL CARD FUNDING		442.08	
ASI01	ASI	07/23/2019	Bank Draft	0.00	30.80	DFT0000259
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>7/15-7/21</u>	Invoice	07/22/2019	MEDICAL CARD FUNDING	0.00	30.80	
	<u>400-5300-5011</u>	INSURANCE- MED, DEN. V	MEDICAL CARD FUNDING		15.40	
	<u>401-5300-5011</u>	INSURANCE-MED,DEN,VIS	MEDICAL CARD FUNDING		15.40	
PER01	CALPERS	07/23/2019	Bank Draft	0.00	5,556.26	DFT0000260

Check Report

Date Range: 07/12/2019 - 07/25/2019

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>15712587</u>	Invoice	07/23/2019	MISC. UA LIABILITY 7-19	0.00	5,556.26	
<u>100-5200-5010</u>	PERS-PENSION	MISC. UA LIABILITY 7-19			214.64	
<u>100-5610-5010</u>	PERS-PENSION	MISC. UA LIABILITY 7-19			212.21	
<u>100-5617-5010</u>	PERS-PENSION	MISC. UA LIABILITY 7-19			82.95	
<u>100-5620-5010</u>	PERS-PENSION	MISC. UA LIABILITY 7-19			82.94	
<u>203-5600-5010</u>	PERS-PENSION	MISC. UA LIABILITY 7-19			227.30	
<u>206-5600-5010</u>	PERS-PENSION	MISC. UA LIABILITY 7-19			227.30	
<u>213-5600-5010</u>	PERS-PENSION	MISC. UA LIABILITY 7-19			212.21	
<u>269-6303-5010</u>	PERS-PENSION	MISC. UA LIABILITY 7-19			1,050.07	
<u>400-5200-5010</u>	PERS PENSION	MISC. UA LIABILITY 7-19			375.62	
<u>400-5300-5010</u>	PERS PENSION	MISC. UA LIABILITY 7-19			419.75	
<u>400-5600-5010</u>	PERS PENSION	MISC. UA LIABILITY 7-19			818.91	
<u>401-5200-5010</u>	PERS PENSION	MISC. UA LIABILITY 7-19			375.62	
<u>401-5300-5010</u>	PERS PENSION	MISC. UA LIABILITY 7-19			419.75	
<u>401-5600-5010</u>	PERS PENSION	MISC. UA LIABILITY 7-19			519.80	
<u>402-5300-5010</u>	PERS PENSION	MISC. UA LIABILITY 7-19			209.88	
<u>602-8100-5010</u>	PERS-PENSION	MISC. UA LIABILITY 7-19			107.31	

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	208	93	0.00	250,731.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	0.00
Bank Drafts	5	5	0.00	24,320.76
EFT's	0	0	0.00	0.00
	213	106	0.00	275,051.95

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	208	93	0.00	250,731.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	0.00
Bank Drafts	5	5	0.00	24,320.76
EFT's	0	0	0.00	0.00
	213	106	0.00	275,051.95

Fund Summary

Fund	Name	Period	Amount
999	POOL FUND	7/2019	275,051.95
			275,051.95



MINUTES

CITY COUNCIL OF PARLIER REGULAR MEETING

Thursday, July 18, 2019

CALL TO ORDER/WELCOME:

THE Parlier City Council regular meeting was held in the Council Chambers located at 1100 E. Parlier Avenue in Parlier, California 93648. Mayor Alma Beltran called the meeting to order at 6:30 p.m.

ROLL CALL:

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

Staff Present: Sonia Hall community Development, City Attorney Neal Constanzo, and Administrative Assistant/Deputy City Clerk Bertha Augustine.

FLAG SALUTE: Mayor Alma M. Beltran

INVOCATION: Susan Bachera

ADDITIONS/DELETIONS TO THE AGENDA

PRESENTATIONS/INFORMATIONAL:

1. Grant Sources Referral California Consulting, Inc., Presented by Mario Santoyo.

There are 33 team members across the state including Grant writers, Grant managers, Regional Directors and Administrative support staff. Their services include assessment needs, Grant research and identification, finding the right grant that fits the needs of the City. They meet the clients projects, needs, objectives and tangible goals. Grant writing, have generated 1.5 billion from state and federal funds. Grant Administration, addressing post award compliance

PUBLIC COMMENT:

At this time any citizen may address the City Council on matters not appearing on the agenda that are within the jurisdiction of the City of Parlier. Speakers shall limit their comments to three (3) minutes unless extended by the Mayor. Please begin your comments by stating your name and City of residence.

The City Council is prohibited by law from taking any action on matters discussed that are not on the agenda. No adverse conclusion should be drawn if the City Council does not respond to any particular public comment. The Council may refer the matter to the City Manager or staff or request that it be placed on a future agenda.

Raquel White of CIFAC a Public agency construction Compliance Agency. She is the Regional Compliance Manager. She just wanted to introduce herself to the Council and let them know she is available if they need to meet with her.

CONSENT CALENDAR:

All Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of items appearing on the Consent Calendar unless requested to be removed for separate discussion and acted on by separate vote.

City Council:

2. Approved the Check Reports dated June 28, 2019 to July 11, 2019.
3. Approved and accepted the minutes dated May 16, 2019 and amended minutes for July 3, 2019. ***Note:** (Minutes of July 03, 2019 was amended due to reference that was made naming Sonia Hall as acting City Manager which was amended to Sonia Hall of Community development.)

M/S/C: Motion to approve items 2 & 3 of the consent calendar by Pimentel, 2nd by Maldonado, Vote: 5 – 0 and carried.

REGULAR BUSINESS:

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

PUBLIC HEARING:

- a. Mayor Beltran opened the Public Hearing at 6:58 p.m.
- b. Public input/testimony for or against.
Roger Wilson asked do you have a projected revenue.
City Attorney Neal Constanzo answered yes \$400,000
Humberto Gomez suggested a community meeting.
Kathy solorio mentioned that Chief Garza spoke with the committee about Measure Q.
Lucy Pimentel commented that this council is cleaning up a mess from the Pays.
- c. Mayor Beltran closed the Public Hearing at 7:19 p.m.

The city Council adopted, by unanimous vote, **Resolution 2019-30** setting special election for November 5, 2019; conducted a public hearing, waived second reading and adopt ordinance imposing transactions and Use Tax by no less than a four-fifths vote.

M/S/C: Motion to adopt Resolution 2019-30 by roll call vote: Escoto- yes, Rodriguez – yes, Maldonado – yes, Pimentel – yes, Mayor Beltran - yes, vote: 5- 0 and carried,

- 5. SUBJECT:** Introduction and First Reading of Amendment to Chapter 18.55 of the Parlier Municipal Code, the Cannabis.

The city council Introduced and waived the first reading of Ordinance amending Chapter 18.55 of the Parlier Municipal Code, the Cannabis Control Ordinance, adding “hemp” to the definition.

M/S/C: Motion to introduce and waive the first reading of Ordinance by Maldonado, 2nd by Rodriguez, vote: 5-0 and carried.

- 6. SUBJECT:** Consideration and Necessary Action on Social Vocational Services Contract Amendment.

The city Council authorized the Mayor to sign a new Contract Amendment adding two (2) hours per day five (5) days a week at a fee of \$4,575.00

M/S/C: Motion to authorize the mayor to sign a new contract amendment by Pimentel, 2nd by Maldonado , Vote: 5 -0 and carried..

***Note:** This item is tabled.

- 7. SUBJECT:** Consideration and Necessary Action on Site Plan approval for coffee shop.

Council to approve the Site plan for the coffee shop.

M/S/C: Motion to table this item by Maldonado, 2nd by Rodriguez, vote: 5-0 and carried.

BRIEF COMMENTS: COUNCIL COMMUNICATIONS/COMMENTS:

CITY MANAGER – None.

CITY ATTORNEY – None.

POLICE CHIEF - None.

CITY COUNCIL

Rodriguez upcoming events should be ready.

PUBLIC COMMENT ON CLOSED SESSION

None,

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 SHALL LIMIT THEIR COMMENTS TO THREE (3) MINUTES.

CLOSED SESSION: **(8:07 p.m. to 9:15 p.m.)**

8. Government Code Section 54957

Public Employee Performance Evaluations

Titles:

City Manager
Finance Director/Controller
Police Chief
Community Development Director
Director of Maintenance & Operations
Wastewater Treatment Plant Operator/Superintendent
City Engineer
City Planner
Preschool Director
Facilities Manager
Building Inspector/Code Enforcement
Events Coordinator

9. Government Code Section 54956.9

Potential Litigation, Two (2) Cases

ACTION ON CLOSED SESSION

There was nothing to report.

ADJOURNMENT

Mayor Beltran adjourned the meeting at 9:15 p.m.

Dorothy Garza – city clerk

Resolutions adopted – 2019-30.

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>.



AGENDA ITEM: 6
MEETING DATE: 08/01/2019
DEPARTMENT: Engineering

REPORT TO CITY COUNCIL

SUBJECT:

Tract 5706, Phase 2 – Improvement Plans
Vanguard Construction Services, Inc.

RECOMMENDATION:

Staff recommends the City Council approve the Final Acceptance of Work for Tract 5607, Phase 2 and adopt Resolution 2019- 31, “Authorizing Final Acceptance and Notice of Completion” and authorize the City Engineer to record the Notice of Completion.

EXECUTIVE SUMMARY:

Vanguard Construction Services, Inc. has completed the offsite work required for Tract 5607, Phase 2 project. The work has been inspected by our Public Works Inspector and found to be in compliance with the plans and specifications.

BACKGROUND:

The project included the construction of offsite facilities along Fifth Street, Poppy Street, Iris Street, Lilly Street, Foothill Avenue, Gardenia Avenue and Azalea Avenue that included pavement, curb and gutter, sidewalk, ADA ramps, drive approaches, sewer facilities, water facilities, storm drain facilities, street lights and landscaping.

FISCAL IMPACT:

No Fiscal Impact to the City.

Prepared By:

Philip L. Romero

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

Attachments: Resolution 2019-____, Authorizing Final Acceptance and Notice of Completion
Notice of Completion

RESOLUTION NO. 19-__

CITY OF PARLIER

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARLIER, CALIFORNIA,
AUTHORIZING FINAL ACCEPTANCE AND NOTICE OF COMPLETION
FOR TRACT 5607, PHASE 2**

WHEREAS, Vanguard Construction Services, Inc. has completed the offsite work for Tract 5607, Phase 2, north of Fifth Street and east of Foothill Avenue and;

WHEREAS, the City Public Works Inspector has inspected the offsite improvements required by the City and all improvements required by the City have been completed; and

WHEREAS, the City Engineer recommends acceptance of Tract 5607, Phase 2 and requests Council to authorize the City Engineer to record the Notice of Completion for the project.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Parlier hereby ACCEPTS Tract 5607, Phase 2 and authorizes the City Engineer to record the Notice of Completion.

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 1st day of August 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Alma M. Beltran, Mayor

ATTEST:

Bertha Augustine, Deputy City Clerk

WHEN RECORDED RETURN TO:
AND RECORDING REQUESTED BY:

City of Parlier
1100 E. Parlier Avenue
Parlier, CA 93648

No Fee – Gov't. Code Sections 6103 & 27383

NOTICE OF ACCEPTANCE
OF COMPLETION OF PUBLIC WORK
BY CITY OF PARLIER

STREET AND UTILITY IMPROVEMENTS FOR
TRACT 5607, PHASE 2

The City of Parlier, a municipal corporation, hereby gives notice that certain work of improvement was completed and accepted by the City Council of the City of Parlier on the 1st day of August, 2019, by Resolution 2019-___; that said work consisted of the following:

The project consisted of the construction of offsite facilities along Fifth Street, Poppy Street, Iris Street, Lilly Street, Foothill Avenue, Gardenia Avenue and Azalea Avenue that included pavement, curb and gutter, sidewalk, ADA ramps, drive approaches, sewer facilities, water facilities, storm drain facilities, street lights and landscaping within the City of Parlier, that the contractor that completed said work was Vanguard Construction Services, Inc. and that the name of the surety for said contractor was Liberty Mutual Insurance Company.

CITY OF PARLIER, a municipal corporation

Philip Romero, City Engineer Date

Verification

Philip Romero, being duly sworn, deposes and says: That he is the City Engineer of the City of Parlier, and makes this verification for and on behalf of said City; that he has read the foregoing notice and knows the contents thereof and the facts thereon stated are true.

Philip Romero Date



AGENDA ITEM: 7
MEETING DATE: 08/01/2019
DEPARTMENT: Engineering

REPORT TO CITY COUNCIL

SUBJECT:

Tract 6169 (Monte Vista Estates, Phase 3) – Improvement Plans
Highlands Diversified, Inc.

RECOMMENDATION:

Staff recommends the City Council approve the Final Acceptance of Work for Tract 6169 and adopt Resolution 2019-32, “Authorizing Final Acceptance and Notice of Completion” and authorize the City Engineer to record the Notice of Completion.

EXECUTIVE SUMMARY:

Highlands Diversified, Inc. has completed the offsite work required for Tract 6169 project. The work has been inspected by our Public Works Inspector and found to be in compliance with the plans and specifications.

BACKGROUND:

The project included the construction of offsite facilities along South Avenue, Scott Street, Foothill Avenue, Gardenia Street and Azalea Avenue that included pavement, curb and gutter, sidewalk, ADA ramps, drive approaches, sewer facilities, water facilities, storm drain facilities, street lights and landscaping.

FISCAL IMPACT:

No Fiscal Impact to the City.

Prepared By:

Philip L. Romero

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

Attachments: Resolution 2019-___, Authorizing Final Acceptance and Notice of Completion
Notice of Completion

RESOLUTION NO. 19-____

CITY OF PARLIER

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARLIER, CALIFORNIA,
AUTHORIZING FINAL ACCEPTANCE AND NOTICE OF COMPLETION
FOR TRACT 6169**

WHEREAS, Highlands Diversified, Inc. has completed the offsite work for Tract 6169, south of South Avenue and east of Foothill Avenue and;

WHEREAS, the City Public Works Inspector has inspected the offsite improvements required by the City and all improvements required by the City have been completed; and

WHEREAS, the City Engineer recommends acceptance of Tract 6169 and requests Council to authorize the City Engineer to record the Notice of Completion for the project.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Parlier hereby ACCEPTS Tract 6169 and authorizes the City Engineer to record the Notice of Completion.

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 1st day of August 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Alma M. Beltran, Mayor

ATTEST:

Bertha Augustine, Deputy City Clerk

WHEN RECORDED RETURN TO:
AND RECORDING REQUESTED BY:

City of Parlier
1100 E. Parlier Avenue
Parlier, CA 93648

No Fee – Gov't. Code Sections 6103 & 27383

NOTICE OF ACCEPTANCE
OF COMPLETION OF PUBLIC WORK
BY CITY OF PARLIER

**STREET AND UTILITY IMPROVEMENTS FOR
TRACT 6169**

The City of Parlier, a municipal corporation, hereby gives notice that certain work of improvement was completed and accepted by the City Council of the City of Parlier on the 1st day of August, 2019, by Resolution 2019-___; that said work consisted of the following:

The project consisted of the construction of offsite facilities along South Avenue, Scott Street, Foothill Avenue, Gardenia Avenue and Azalea Avenue that included pavement, curb and gutter, sidewalk, ADA ramps, drive approaches, sewer facilities, water facilities, storm drain facilities, street lights and landscaping within the City of Parlier, that the contractor that completed said work was Highlands Diversified, Inc. and that the name of the surety for said contractor was Liberty Mutual Insurance Company.

CITY OF PARLIER, a municipal corporation

Philip Romero, City Engineer Date

Verification

Philip Romero, being duly sworn, deposes and says: That he is the City Engineer of the City of Parlier, and makes this verification for and on behalf of said City; that he has read the foregoing notice and knows the contents thereof and the facts thereon stated are true.

Philip Romero Date

AGENDA ITEM: 8

MEETING DATE: August 1, 2019

DEPARTMENT: Administration

REPORT TO THE CITY COUNCIL

SUBJECT:

Consideration and Necessary Action on Resolution of the City Council Amending Personnel Policies and Procedures.

DISCUSSION:

On April 18, 2019, the City Council adopted Resolution No. 2019-12 amending certain provisions of the Personnel Policies for Parlier City Employees. The proposed resolution provides for further changes to the Personnel Policies and Procedures in order to correct errors that appear in the policies and to change overtime rules to conform with the Fair Labor Standards Act. The changes made are as follows:

1. On the title page of the Personnel Policies and Procedures they state they apply to all City and Redevelopment Agency Employees other than those subject to a Memorandum of Understanding (MOU). The preface has been changed to read as follows:

“These policies apply to all City Employees except to the extent these policies conflict with a term or condition of a Memorandum of Understanding between the City and an employee organization”.

2. The overtime rules have been changed. Previously, overtime was mandated by the policies to be paid at a rate of 1 and ½ half times the employee’s regular hourly rate for all hours worked in excess of 8 hours per day and 40 hours per week. The state law mandates this rule and the City is not subject to the state law. The City is subject to federal law, the Fair Labor Standards Act which requires the payment of overtime at 1 and ½ time an employee’s hourly rate only for hours worked in excess of 40 hours per week. The policies that have been changed to conform to the FLSA as opposed to state law appear at Section 1(B)(ii) and at Section 5(B).

3. The “Leaves without Pay” provisions which should be but are not numbered Section 36 relating to Family and Medical Leave and Pregnancy Disability Leave have been completely rewritten because the manner in which the policy is written includes a number of what appear to be typographical errors. The substituted policy for the illegible policy, a copy of which is attached which shows how illegible it is, appears as the new Section 36. Other changes to the policy may become necessary to address any undue financial burden

on the City, but as currently written if this resolution is adopted, the policy manual conforms to law.

RECOMMENDATION:

Adopt Resolution Amending Personnel Policies and Procedures.

FISCAL IMPACT:

None.

Prepared by:

Neal E. Costanzo, City Attorney

RESOLUTION NO. 2019-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARLIER
AMENDING PERSONNEL POLICIES FOR PARLIER CITY EMPLOYEES**

WHEREAS, the City of Parlier Personnel Policies applicable to City employees other than those subject to a Memorandum of Understanding or written contract between the City and the employee or recognized employee organization were adopted by Resolution No. 2003-03, in January 2003; and

WHEREAS, at its regular meeting on April 18, 2019, the City Council adopted Resolution No. 2019-12 directing the immediate amendment of certain provisions of the Personnel Policies; and

WHEREAS, the City Council has identified other policies in need of change to conform with law or lessen an unnecessary financial burden on the City.

NOW, THEREFORE, be it resolved by the City Council of the City of Parlier as follows:

1. The foregoing recitals are true and correct.
2. The revised Personnel Policies for Parlier City Employees attached and incorporated by reference as Exhibit A to this Resolution is approved and adopted.
3. The revised Personnel Policies, Exhibit A, change only rules relating to overtime and family and medical leave and applicability of the policies. the number of hours work considered to be a full employment, accrual and use of vacation and sick leave and identification of controlled substances and such changes are effective immediately. The Personnel Policies shall be revised from time to time and shall be evaluated for conformity with law and efficient administration and further amendments proposed to the City Council.

The foregoing Resolution was duly approved this ____ day of _____, 2019 by the following vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Alma Beltran, Mayor, City of Parlier

ATTEST:

Bertha Augustine, City Clerk, City of Parlier

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 EMPLOYEES EXCEPT TO THE
EXTENT THESE POLICIES CONFLICT WITH A TERM OR CONDITION
OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND
AN EMPLOYEE ORGANIZATION~~THESE POLICIES APPLY TO ALL CITY AND~~

Formatted: All caps

~~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 1/11
Administrative Assistant 1/11	Lifeguard
Animal Control Officer	Recreation Specialist 1/11
Associate Planner	Senior Utility Maintenance Worker
Assistant Planner	Utility Maintenance Worker 1/11
Accounting Technician 1/11/111	Building Inspector 1/11
Code Enforcement Officer	Event Custodian
Wastewater Treatment Plant Operator 1/11	
Wastewater Treatment Plant Operator Trainee 1/11	
Police Lieutenant	Reserve Police Officer
Police Sergeant	Police Jailer
Police Corporal	Senior Police Records Technician
Police Officer	Police Records Technician 1/11

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 between thirty-two (32) and forty (40) 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 between thirty-two (32) and forty (40) 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

For employees regularly scheduled for a forty (40) hour work week, the 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 ~~federal~~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 ~~twelve~~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:
- , New Year's Day (January 1)
 - 7 Martin Luther King, Jr. Day (third Monday in January)
 - . President's Day (third Monday in February)
 - LI Caesar Chavez Day (last Friday in March)
 - .; Memorial Day (last Monday in May)
 - r, Independence Day (July 4)
 - 7 Labor Day (first Monday in September)
 - <Z Veterans' Day (November 11)
 - or Thanksgiving (fourth Thursday in November)
 - 1 u Day after Thanksgiving
 - r r Christmas (December 25)
 - 11, -11 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.

<u>Years of Service:</u>	<u>Vacation Accrual Rate:</u>
0 through 4 years	3.69 hours per pay period=8 hours per month
5 through 10 years	5.54 hours per pay period=12 hours per month
11 years plus	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. An employee will cease to earn or accrue any additional paid vacation time upon accruing a total of two hundred forty (240) hours of vacation time which remains unused. Employees who have accrued more than two hundred forty (240) hours of paid vacation leave prior to the adoption of this policy shall retain the vested right to the amount of accrued vacation time earned, but shall not accrue any further vacation time unless and until the amount of accrued time earned falls below two hundred forty (240) hours.
- 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. Permanent Full Time 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. Permanent Full Time employees may use sick leave for an absence due to their own illness or injury, and may use sick leave 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 permanent, part-time or temporary employees who have worked more than 30 days shall receive a lump sum 24 hours (3 days) sick leave at the beginning of each year of employment. There shall be no accrual or carry over of unused sick leave for anyone other than Permanent Full-Time Employees.
- D. 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.
- E. 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.

- F. Sick leave benefits are calculated based on the employee's base pay rate at the time of the absence.
- G. 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).
- H. All employees shall cease to earn or accrue any additional sick leave once the employee accrues 48 hours or 6 days of sick leave that remains unused. Employees who had accrued more than forty-eight (48) hours of sick leave as of the date of the adoption of this policy shall not accrue any further sick leave time until the total of accrued time falls below forty-eight (48) hours. At the end of calendar year 2019, employees with accrued sick leave pay in excess of forty-eight hours, shall be paid for the unused sick leave balance that exceeds forty-eight (48) hours at the rate of 50% of the employee's rate of pay per hour.
- I. Upon termination, the unused sick leave balance is not to be paid to the employee.

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.

Defn Active



36. LEAVES WITHOUT PAY

A. Family Medical Leave/California Family Rights Leave

- (ii) ~~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 (FML) 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.~~
- (iv) ~~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.~~
- (v) ~~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.~~
- (viii) ~~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.~~
- (ix) ~~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.~~
- (x) ~~Employees who take 2 or more FM/CFR Leave will continue participating in the City's benefit plans in which he/she was enrolled the first day of the leave.~~

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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.

- (xiv) 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.

A. ~~Pregnancy Disability Leave~~

- (xvi) ~~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, if the first twelve weeks of s-c-e-g-g governed by 1:MLA 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 or pregnancy disability only, not for time off to bond with a new child.~~
- (xvii) ~~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.~~
- (xviii) ~~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.~~
- (xix) ~~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.~~
- (xx) ~~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.~~
- (xxi) ~~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.~~

(xxii) 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.

(xxiii) 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.

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Family and Medical Leave

1. The purpose of this policy is to clarify how City of Parlier will implement the Family and Medical Leave Act of 1993 (FMLA). The provisions of the employment agreement shall prevail, notwithstanding the contents of this policy, unless said provisions are in conflict with the FMLA.

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2. Eligibility. To be eligible for leave under the FMLA, an employee must have: (1) been employed by City of Parlier for at least 12 months, which need not be consecutive; (2) worked for City of Parlier at least 1,250 hours during the 12 months immediately preceding the commencement of leave; and, (3) be employed at a worksite where the District employs at least fifty (50) employees within seventy-five (75) miles of the worksite.

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3. Leave Benefit.

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Eligible employees will be provided with up to 12 weeks of unpaid leave each year to care for a newborn, adopted, or foster child or for a seriously ill child, parent, or spouse. In addition, employees who are unable to perform the functions of their position because of a serious health condition will also be entitled to 12 weeks of unpaid leave. "Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that entails

(1) inpatient care in a hospital, hospice, or residential medical care facility;
or,

(2) continuing treatment by a health care provider.

To be eligible for leave under the FMLA, the employee will first be required to use applicable accrued paid leaves permitted by the City, including vacation leave and sick leave for the first part of the 12-week statutory leave. Paid leave may not be added to the end of the 12 weeks of unpaid leave without the City Manager's prior approval. If a husband and wife are both employed by City of Parlier, the total number of workweeks of leave to which both may be entitled shall be limited to 12 weeks if leave is taken for the birth, adoption, or foster placement of a child or for the purpose of caring for a seriously ill parent.

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4. Employees on leave who were previously covered by City of Parlier's health benefit shall continue to be covered at the level and under the conditions that coverage would have been provided if the employee were continuing to work.

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5. At the end of the leave the employee will be reinstated to their previous position or to an equivalent job with equivalent pay, benefits, and working conditions. However, the employees will not accrue seniority or employment benefits during the leave period. City of Parlier may also require the employee to obtain medical certification that they are able to resume work.

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6. Employee Obligations

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If an employee requests leave for the birth, adoption, or the foster placement of a child, and the need for leave is foreseeable, the employee must provide his or her division manager with at least 30 days' notice. However, if the date of the birth, adoption, or foster placement requires that leave begin in less than 30 days, the employee must provide the division manager with as much notice as practicable. If the employee requests leave because of a serious health condition, the employee must provide the division manager with 30-days' notice, or with as much notice as practicable.

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7. Employees seeking leave due to a serious health condition must provide the division manager with medical certification regarding their condition. The City Manager may require employees to obtain, at City of Parlier's expense, a second opinion. If the second opinion differs from the first, the City Manager may require a third opinion from a mutually agreed on health care provider.

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8. For most leaves, employees will not be permitted to take their leave intermittently or on a reduced-leave schedule without the City Manager's approval. However, intermittent leave or a reduced-leave schedule may, if medically necessary, be taken by the employee because of a serious health condition. An employee who seeks intermittent leave or leave on reduced-leave schedule because of planned medical treatment may be required to transfer temporarily to a different position, with equivalent working conditions, that accommodates recurring periods of leave better than the employee's regular job.

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B-A. 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.

C.B. 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.

D.C. Family School Partnership Act

An employee who is the parent or guardian of a child K-11h 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.

E.D. 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.

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.

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 harassment.

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:

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 filed, 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.

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 eventholder.

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 MOMA; and (e) cannabis, such as marijuana and hashish; (f) any chemical compound added to federal or state regulations and denoted as a controlled substance, except that marijuana and cannabis shall not be considered 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
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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.

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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.

8. 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.

Signature

Date