

**AGENDA
MCFARLAND CITY COUNCIL
MCFARLAND SUCCESSOR AGENCY
MCFARLAND PUBLIC FINANCE AUTHORITY
MCFARLAND IMPROVEMENT AUTHORITY
MCFARLAND PARKING AUTHORITY
MCFARLAND USA FOUNDATION**

**REGULAR MEETING
CITY COUNCIL CHAMBERS
103 W. SHERWOOD AVE, MCFARLAND, CA**

**May 13, 2021
6:00 PM**

In Person Meeting

How to submit public comments:

- If you have a comment, a statement or question, please submit these in writing to the City Clerk by mail at 401 W. Kern Ave, McFarland, CA 93250, or email at falvarado@mcfarlandcity.org. Such comments must be identified by adding the Agenda Item Number in the subject line of the email. Please include your name and address for the record. In the subject line, please provide “Public Comment Item #” (insert the item number relevant to your comment) or “Public Comment Non-Agenda Item”. All public comments will be read into the record or compiled as part of the record.

- Speakers are limited to two (2) minutes.

Americans with Disabilities Act:

In compliance with the ADA, if you need special assistance to participate in a City meeting or other services offered by the City, please contact the City Clerk’s office, at (661) 792-3091 ext. 2135. Notification of at least 48 hours prior to the meeting, or time when services are needed, will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or services.

CALL TO ORDER: Mayor Sally Gonzalez

ROLL CALL:

Mayor/Chairman, Sally Gonzalez
Mayor Pro Tem, María T. Pérez
Council Member/Board Member, Eric Rodriguez
Council Member/Board Member, Saul Ayon
Council Member/Board Member, Ricardo Cano

INVOCATION

PLEDGE OF ALLEGIANCE

PRESENTATIONS, INTRODUCTIONS AND AWARDS

- National Public Works Week May 16- 22 Proclamation- Per Mayor Sally Gonzalez
- Certificate of Recognition to Jesus G. Pérez- Per Council Member Saul Ayon and Ricardo Cano
- Certificate of Recognition to The Medina Family- Per Chief Kenny Williams
- Appreciation Business Award to Fay Yin Restaurant – Per Council Member Saul Ayon and Ricardo Cano

PUBLIC COMMENT: The public may address the Council/Board Member on items, which do not appear on the agenda. Council/Board Members may respond briefly to statements made or questions posed. They may ask a question for clarification; may refer the item to staff for further study or for placement on a future agenda. **Speakers are limited to two minutes for each person. Please state your name and address for the record prior to making a presentation. Fifteen minutes total will be allowed for any one subject.**

CONSENT AGENDA: The Consent Agenda consists of items that in staff's opinion are routine and non-controversial. These items are approved in one motion unless a Council Member/Board Member removes a particular item.

1. Warrant Register for **\$437,994.17** from April 14, 2021 to April 30, 2021.
2. Payroll Register for **\$206,052.81** for April 2021.
3. Approval of April 22, 2021 Minutes.
4. Approval to Advertise Two Vacant Planning Commission Seats.
5. Approve and Adopt **Resolution No. 2021-0021** Resolution of The City Council Declaring Results of a Special Annexation Election, Determining Validity of Prior Proceedings, And Directing Recording of Amended Notice of Special Tax Lien, City of McFarland Community Facilities District No. 2017-1 (Police Services) Annexation No. 2 (The Geo Group, Inc)
6. Approve and Adopt **Resolution No. 2021-0022** Resolution of The City Council Declaring Results of a Special Annexation Election, Determining Validity of Prior Proceedings, And Directing Recording of Amended Notice of Special Tax Lien, City of McFarland Community Facilities District No. 2017-2 (Landscaping and Street Maintenance) Annexation No. 2 (The Geo Group, Inc.)
7. Approve and Adopt **Resolution No. 2021-0023** Resolution of The City Council Declaring Results of a Special Annexation Election, Determining Validity of Prior Proceedings, And Directing Recording of Amended Notice of Special Tax Lien, City of McFarland Community Facilities District No. 2019-1 (Fire Protection Services) Annexation No. 1 (Tract 7214 Phase 5 & 6 & The Geo Group, Inc)

PUBLIC HEARINGS

None

DEPARTMENTAL REPORTS

- a. Administration
- b. Police Department- April STAT's
- c. Finance Department
- d. Public Works Department
- e. Community Development Department

ADMINISTRATIVE AGENDA

8. Report, Discussion, And Possible Approval of Water Balance and Use Area Management Plan Report for The City of McFarland Wastewater Treatment Facility, Real Property City-Owned (APN: 060-050-24).
9. Report, Discussion, And Possible Approval to Amend Ordinance 5.48 To Allow Garage Sales to Occur No More Than Twice A Year Per Resident.
10. Report, Discussion, And Possible of Proposed Ordinance Update and Increase the Number of Vendors from Ten (10) To Twenty (20) And Allowing Business That Are Non-Food Vending the Ability to Create A Business Within the City. Staff Also Recommends the City Council to Approve the Update for Section 5.04.140 To Address Non-Food Mobile Vendors Rates.
11. Report, Discussion, and Give Direction to The City Manager And/or City Attorney to Prepare A Resolution That Modifies the Public Comment Section /Language on Future Agendas.
12. Report, Discussion, And Possible Approval to Remove Rocio Mosqueda, As the Administrator of The Bank of America Credit Cards. Additionally, Staff Recommends Designating Claudia Ceja As the New Administrator.
13. Council Consideration to Approve the Human Resource Analyst Position and Authorize City Manager to Proceed with Advertising.
14. Report and Discussion of Workplan And Estimate from Clifton Larson Allen LLP For A Limited Scope Forensic Audit for Fiscal Years 2018 And 2019
15. Report, Discussion, And Possible Approval of The **Agreement** with Mr. Bill Walker, Cpa (45382), To Assist with The Completion of Fiscal Year 2019 Comprehensive Annual Financial Report and Single Audit.
16. Report, Discussion, And Possible Approval of The **Employment Agreement** for Finance Director Position, Between the City of McFarlan and Fernando Lara.
17. Staff Recommends the City of McFarland City Council **Award Contract** to Mark Thomas, In the Amount Of \$54,924.00 For the Local Roadway Safety Plan Study funded by CALTRANS Grant.

18. Report, Discussion, And Possible Approval of **Resolution No. 2021-0019** A Resolution of The City of McFarland, California, Establishing A City Council Committee Policy Governing Council Committees
19. Report, Discussion, And Possible Approval of **Resolution No. 2021-0020** A Resolution of The City of McFarland, California, Establishing A City Council Committee to Review City Employee Job Descriptions, City Organizational Structure, And the Current Needs of City Departments
20. Report, Discussion, And Possible Approval of **Resolution 2021-0024** Authorization for The Execution of The Certifications and Assurances and Authorized Agent Forms for The Low Carbon Transit Operations Program (LCTOP) For the Following Project: Free Transit Fares – McFarland Transit-\$14,907.
21. Report, Discussion, And Possible Approval of **Resolution No. 2021-0025** A Resolution of The City Council of The City of McFarland, California Initiating Proceedings for The Levy and Collection of Assessments for Landscaping and Lighting Assessment District No. 1, Fiscal Year 2021/2022, Pursuant to The Provisions of Part 2 Of Division 15 Of the California Streets and Highways Code
22. Report, Discussion, And Possible Approval of **Resolution No. 2021-0026** A Resolution of The City Council of The City of McFarland Authorizing the Federal Funding Under FTA Section 5311 (49 U.S.C. Section 5311) With California Department of Transportation
23. Report, Discussion, And Possible Approval of **Resolution No. 2021-0027** A Resolution of The City Council of The City of McFarland Authorizing the Federal Funding Under FTA Section 5311 (49 U.S.C. Section 5311- FTA C 9040.1f And FTA C 9050.1); With California Department Of Transportation
24. Report, Discussion, And Possible Approval of **Resolution 2021-0028** A Resolution of the City Council of the City of McFarland Designating the Week of May 16 – 22, 2021 “National Public Works Week.”
25. Report, Discussion, And Possible Approval of **Resolution No. 2021-0029** A Resolution of The City Council of The City of McFarland, California, Adopting A Records Retention Policy and Records Retention Schedule
26. Report, Discussion, And Possible Approval of **Resolution No. 2021-0030** A Resolution of The City Council of The City of McFarland, California, Amending the City’s Amended Covid-19 Modified In-Person Meeting Protocols to Address the Covid-19 Pandemic and Adopting Such Protocols for City Council Meetings, City Department Meetings And City Commission Meetings

REPORTS FROM CITY COUNCIL ON COMMITTEE/SPECIAL DISTRICT MEETINGS

- a. Delano Mosquito Abatement District (DMAD) – Council Member Ricardo Cano
- b. Kern Council of Governments (KCOG) – Mayor Sally Gonzalez or Alternate Mayor Pro Tem Maria T. Pérez
- c. McFarland Tri-Agency Partners (MTAP) – Mayor Sally Gonzalez or Alternate Council Member Eric Rodriguez
- d. Kern Economic Development Corp. (KEDC) – Mayor Sally Gonzalez
- e. Kern County Association of Cities (KCAC)
- f. Poso Creek IRWMP

COUNCIL STATEMENTS AND REPORTS

On their own initiative, Council Members may make a brief announcement or a brief report on their own activities. In addition, Council Members may ask a question of staff or the public for clarification on any matter, provide a reference to staff or other resources for information. Alternatively, request staff to report to the City Council at a later meeting concerning any matter. Furthermore, the City Council, or any member thereof, may take action to direct staff to place a matter of business on a future agenda.

ADJOURNMENT

This is to certify this agenda was posted at McFarland City Hall on May 10, 2021.

Francisca Alvarado

Francisca Alvarado, City Clerk

Next Meeting: Regular City Council May 27, 2021.

The City of McFarland does not discriminate based on disability and complies with the provisions of the Americans with Disabilities Act (ADA). If you need special assistance to participate in this meeting, please contact the City Clerk's Office at (661) 792-3091 at least 48 hours prior to the meeting to make reasonable arrangements to ensure accessibility to this meeting.

McFarland Police Department

Monthly Statistics

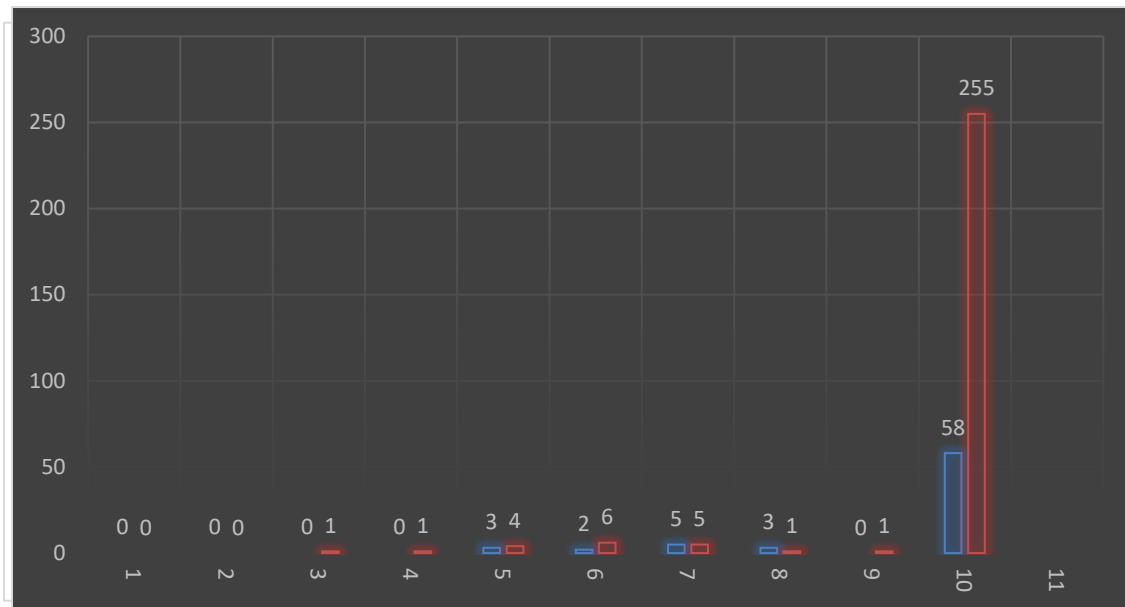
April 2021



Chief Kenny Williams

STATISTICS

April 2020 vs. April 2021



KEY:

Blue denotes 2020 Year

Red denotes 2021 Year

CRIMES	Apr 2020	Apr 2021	% CHANGE
Total Incidents	596	980	64.42%
Calls for Service	439	456	3.87%
Officer Initiated	157	524	233.757%
Felony Arrests	5	23	360%
Misdemeanor Arrests	24	77	220.83%
Citations	38	35	-7.89%
Homicides (1)	0	0	0
Rapes/Sexual Assault's (2)	0	0	0
Robberies (3)	0	1	100%
Assaults (4)	0	1	100%
Domestic Violence (5)	3	4	33.33%
Burglaries (6)	2	6	200%
Thefts (7)	5	5	0%
Vehicle Thefts (8)	3	1	66.66%
Identity Thefts (9)	0	1	100%
Traffic Stops (10)	58	255	339.65%

TOWED

VEHICLES

Month	TOWS	ABAND VEH/EXP Registration	RECOVER STOLEN Veh	NO LICENSE	SUSP/REV LICENSE	DRUGS	DUI	WEAPONS	ARREST/ OTHER	TRAFFIC COLLISION	% of Traffic Stops
Apr	20	3	1	3	4	2	7	1	11	0	7.84%

Some tows may include two options, such as no license or suspended/revoked while committing another crime.

TRAFFIC STOPS

Total: 255 Citations: 35 Warnings: 220 Cases Assigned: 25

WARRANTS SERVED: 25

Felony: 6

Misdemeanor: 19

TRAFFIC COLLISIONS: 9

5th St./W Sherwood

Garzoli Ave/ Hail Ln

367 Browning Rd

E Perkins Ave/Industrial St

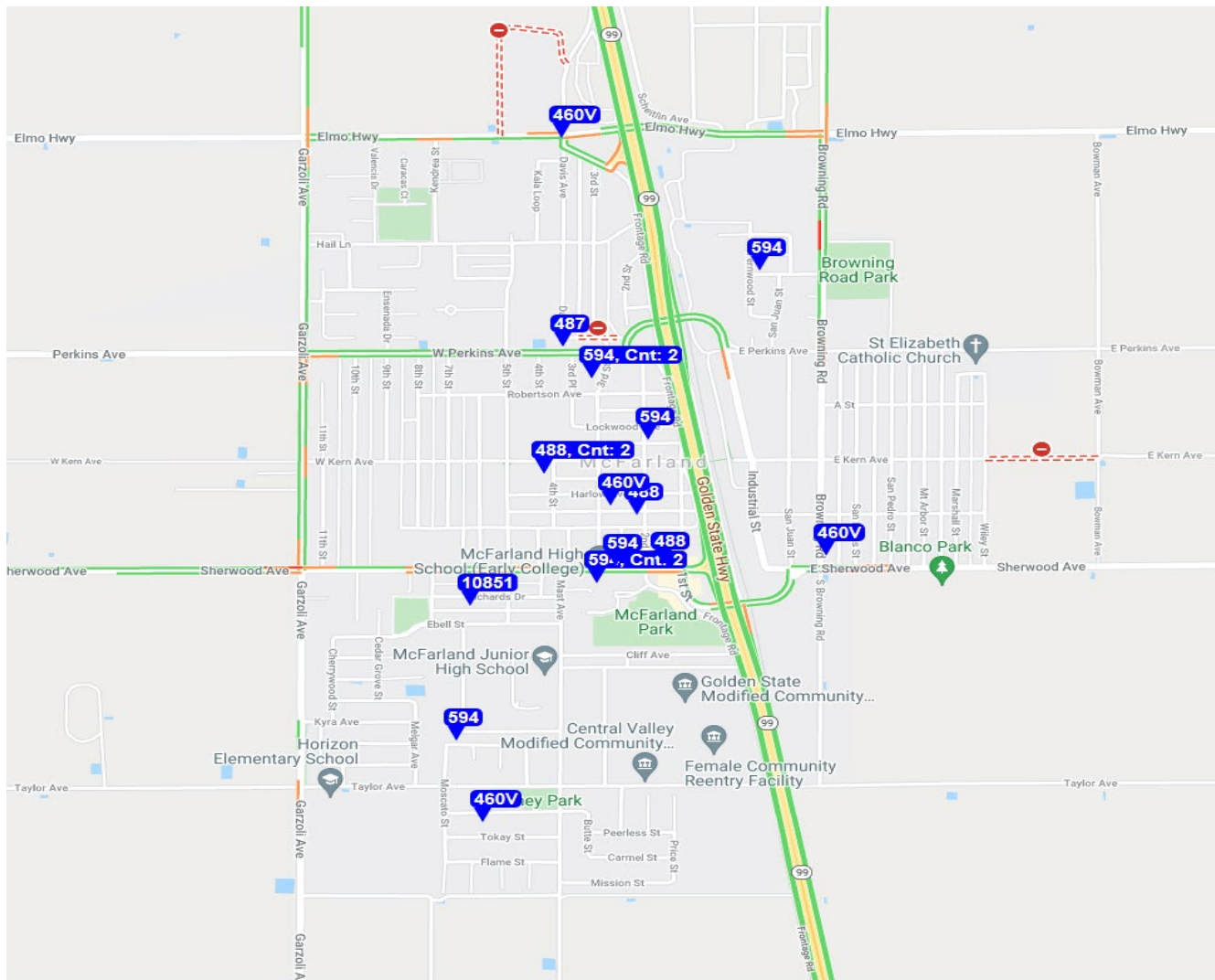
Frontage Rd/W Perkins Ave

2nd St/ W Sherwood Ave

Garzoli Ave/ Hail Ln

Nb 99/ Sherwood

99/Sherwood Bridge





City of McFarland, CA

Expense Approval Report

By Vendor Name

Payable Dates 4/14/2021 - 4/30/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: AbateAWeed - AbateAWeed					
AbateAWeed	921910	04/19/2021	Inv 921910	01-180-57400-0000-1	64.44
Vendor AbateAWeed - AbateAWeed Total:					64.44
Vendor: A-C ELECTRIC COMPANY - A-C ELECTRIC COMPANY					
A-C ELECTRIC COMPANY	BT1434-0004	04/29/2021	Inv BT1434-0004 Bill Thru 03/030-500-56410-0000-1		537.50
Vendor A-C ELECTRIC COMPANY - A-C ELECTRIC COMPANY Total:					537.50
Vendor: Advanced Data Storag - Advanced Data Storage, Inc.					
Advanced Data Storage, Inc.	0122626	04/29/2021	Inv 0122626	01-150-52200-0000-1	41.40
Advanced Data Storage, Inc.	0123864	04/29/2021	Inv 0123864	01-150-52200-0000-1	41.40
Advanced Data Storage, Inc.	0125102	04/29/2021	Inv 0125102	01-150-52200-0000-1	41.40
Advanced Data Storage, Inc.	0126047	04/29/2021	Inv 0126047	01-150-52200-0000-1	41.40
Advanced Data Storage, Inc.	0126430	04/29/2021	Inv 0126430	01-150-52200-0000-1	41.40
Advanced Data Storage, Inc.	0127350	04/29/2021	Inv 0127350	01-130-52200-0000-1	69.00
Advanced Data Storage, Inc.	0127720	04/29/2021	INV 0127720	01-150-52200-0000-1	41.40
Advanced Data Storage, Inc.	INV0018595	04/29/2021	INV 113257	01-150-52200-0000-1	9.00
Vendor Advanced Data Storag - Advanced Data Storage, Inc. Total:					326.40
Vendor: AG Spray - AG Spray Equipment					
AG Spray Equipment	13888	04/19/2021	INV 13888 GUNJET SPRAY GUN 30-500-56410-0000-1		92.79
Vendor AG Spray - AG Spray Equipment Total:					92.79
Vendor: GAL 100-149 - Andrew Galvan					
Andrew Galvan	INV0018629	04/29/2021	Andrew Galvan Reimbursemen01-150-54000-0000-1		25.00
Vendor GAL 100-149 - Andrew Galvan Total:					25.00
Vendor: Banks & Co. - Banks & Co.					
Banks & Co.	320077	04/29/2021	INV 320077	01-150-54000-0000-1	114.30
Banks & Co.	320077	04/29/2021	INV 320077	01-155-54000-0000-1	114.23
Banks & Co.	320077	04/29/2021	INV 320077	01-180-54000-0000-1	114.30
Banks & Co.	320077	04/29/2021	INV 320077	30-500-54000-0000-1	114.23
Banks & Co.	320077	04/29/2021	INV 320077	32-510-54000-0000-1	114.30
Banks & Co.	320077	04/29/2021	INV 320077	34-520-54000-0000-1	114.30
Vendor Banks & Co. - Banks & Co. Total:					685.66
Vendor: Bc Laboratories - Bc Laboratories					
Bc Laboratories	B399291	04/19/2021	B399291 Effluent/ influent	30-500-58200-0000-1	95.00
Bc Laboratories	B399478	04/19/2021	INV B399478	32-510-58200-0000-1	120.00
Bc Laboratories	B399578	04/19/2021	B399578 Effluent/ influent	30-500-58200-0000-1	160.00
Bc Laboratories	B399868	04/19/2021	INV B399868	32-510-58200-0000-1	120.00
Bc Laboratories	B399880	04/19/2021	B399880 Effluent/ influent	30-500-58200-0000-1	95.00
Bc Laboratories	B400147	04/19/2021	INV B400147	32-510-58200-0000-1	120.00
Bc Laboratories	B400901	04/19/2021	B400901 Effluent/ influent	30-500-58200-0000-1	95.00
Bc Laboratories	B401175	04/19/2021	B401175 Effluent/ influent	30-500-58200-0000-1	150.00
Bc Laboratories	B401224	04/19/2021	B401224	32-510-58200-0000-1	80.00
Bc Laboratories	B401395	04/19/2021	INV B401395	32-510-58200-0000-1	60.00
Bc Laboratories	B401604	04/19/2021	B401604 Effluent/ influent	30-500-58200-0000-1	95.00
Bc Laboratories	B401720	04/19/2021	INV B401720	32-510-58200-0000-1	37.50
Bc Laboratories	B409914	04/19/2021	B409914 Effluent/ influent	30-500-58200-0000-1	165.00
Bc Laboratories	B411056	04/19/2021	B411056 Effluent/ influent	30-500-58200-0000-1	95.00
Bc Laboratories	B411603	04/19/2021	INV B411603	32-510-58200-0000-1	80.00
Bc Laboratories	B412364	04/19/2021	INV B412364 Effluent/ influent	30-500-58200-0000-1	95.00
Bc Laboratories	B413015	04/29/2021	B413015 Bacteriological	32-510-58200-0000-1	80.00
Bc Laboratories	B413016	04/29/2021	B413016 Bacteriological	32-510-58200-0000-1	80.00
Vendor Bc Laboratories - Bc Laboratories Total:					1,822.50
Vendor: BHT Engineering, Inc - BHT Engineering, Inc.					
BHT Engineering, Inc.	21-0096	04/19/2021	Inv 21-0096 SB1 West Kern Ref 25-000-52960-8430-1		1,725.00

Expense Approval Report

Payable Dates: 4/14/2021 - 4/30/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BHT Engineering, Inc.	21-0097	04/19/2021	Inv 21-0097 CML 5343-014 - E	25-000-52910-8405-1	275.00
BHT Engineering, Inc.	21-0098	04/29/2021	Inv - 21-0098 Davis Ave. Rehab	25-000-52960-8490-1	3,452.50
BHT Engineering, Inc.	21-0118	04/29/2021	INV 21-0118	25-000-52960-8430-1	550.00
BHT Engineering, Inc.	21-0119	04/29/2021	INV 21-0119	25-000-52910-8405-1	3,747.50
BHT Engineering, Inc.	21-0120	04/29/2021	INV 21-0120	25-000-52960-8490-1	7,152.50
Vendor BHT Engineering, Inc - BHT Engineering, Inc. Total:					16,902.50

Vendor: DEL100 - Brianahi DeLeon

Brianahi DeLeon	INV0018496	04/16/2021	Live Scan Reimbursement	01-140-56000-0000-1	52.00
Vendor DEL100 - Brianahi DeLeon Total:					52.00

Vendor: BSK ASSOCIATES - BSK ASSOCIATES

BSK ASSOCIATES	0094197	04/19/2021	Inv 0094197 Professional Servi	25-000-52960-8080-1	1,005.75
BSK ASSOCIATES	INV0018503	04/19/2021	Professional service from Feb	125-000-52960-8490-1	1,560.00
BSK ASSOCIATES	0094004	04/29/2021	Inv 0094004	25-000-52960-8490-1	7,800.00
Vendor BSK ASSOCIATES - BSK ASSOCIATES Total:					10,365.75

Vendor: Business Card - Business Card

Business Card	INV0018495	04/16/2021	0272 CACEO 4/8/2021 Code Er	01-165-52000-0000-1	95.00
Business Card	INV0018495	04/16/2021	0272 CACEO 4/8/2021 Code Er	01-165-52000-0000-1	299.00
Business Card	INV0018497	04/19/2021	5618 - 04/06/2021 - Subway	25-000-52910-8405-1	100.15
Business Card	INV0018502	04/19/2021	0272 Lara - Gas for City of Adel	01-105-52000-0000-1	14.22
Business Card	INV0018502	04/19/2021	0272 Lara - Gas for City of Adel	01-110-52000-0000-1	14.23
Business Card	5618	04/29/2021	5618 - 03/18/21 San Joaquin V	01-190-56400-0000-1	511.95
Business Card	INV0018599	04/29/2021	5618 - 04/13/21 Amazon	01-180-56600-0000-1	2.77
Business Card	INV0018599	04/29/2021	5618 - 04/13/21 Amazon	30-500-56600-0000-1	5.55
Business Card	INV0018599	04/29/2021	5618 - 04/13/21 Amazon	32-510-56600-0000-1	5.55
Business Card	INV0018603	04/29/2021	6879 Ceja - April 2021 Police Jc	01-150-56000-0000-1	505.35
Business Card	INV0018604	04/29/2021	6879 Ceja - March 2021 Docusi	01-110-53200-0000-1	13.33
Business Card	INV0018604	04/29/2021	6879 Ceja - March 2021 Docusi	30-500-53200-0000-1	13.33
Business Card	INV0018604	04/29/2021	6879 Ceja - March 2021 Docusi	32-510-53200-0000-1	13.34
Business Card	INV0018605	04/29/2021	6879 Ceja - March 2021 AT&T	01-110-57800-0000-1	8.75
Business Card	INV0018605	04/29/2021	6879 Ceja - March 2021 AT&T	30-500-57800-0000-1	13.12
Business Card	INV0018605	04/29/2021	6879 Ceja - March 2021 AT&T	32-510-57800-0000-1	13.12
Business Card	INV0018606	04/29/2021	6879 Ceja - March 2021 Indec	01-150-56000-0000-1	500.43
Business Card	INV0018607	04/29/2021	6879 Ceja - 3.2021 Sgt Position	01-150-56000-0000-1	241.95
Business Card	INV0018608	04/29/2021	6879 Ceja - April 2021 Docusi	01-110-53200-0000-1	13.33
Business Card	INV0018608	04/29/2021	6879 Ceja - April 2021 Docusi	30-500-53200-0000-1	13.33
Business Card	INV0018608	04/29/2021	6879 Ceja - April 2021 Docusi	32-510-53200-0000-1	13.34
Business Card	INV0018609	04/29/2021	6879 Ceja - April 2021 Docusi	01-110-53200-0000-1	1.09
Business Card	INV0018612	04/29/2021	6879 Ceja - April 2021 Docusi	01-110-53200-0000-1	3.30
Business Card	INV0018613	04/29/2021	5618 - 04/05/21 Paniaguas W	26-110-53100-8550-1	920.00
Business Card	INV0018614	04/29/2021	5618 - 04/06/21 LOCK DOC Ser	26-110-53100-8550-1	450.00
Vendor Business Card - Business Card Total:					3,785.53

Vendor: CA Department of Jus - CA Department of Justice

CA Department of Justice	484471	04/29/2021	Inv 484471 Finger Prints/Cust c	01-150-56000-0000-1	158.00
CA Department of Justice	493951	04/29/2021	Inv 493951 Fingerprints, Child	01-150-56000-0000-1	66.00
CA Department of Justice	499232	04/29/2021	Inv 499232 Finger Prints	01-150-56000-0000-1	32.00
CA Department of Justice	504590	04/29/2021	Inv 504590 Finger prints	01-150-56000-0000-1	32.00
Vendor CA Department of Jus - CA Department of Justice Total:					288.00

Vendor: Cannon - Cannon

Cannon	75651	04/19/2021	Inv 75651 Professional Services	30-500-52600-0000-1	213.00
Cannon	75722	04/29/2021	Inv 75722 Services through Fet	30-500-52600-0000-1	120.00
Cannon	75981	04/29/2021	Inv 75981	30-500-52200-0000-1	80.00
Vendor Cannon - Cannon Total:					413.00

Vendor: CenCal Auto & Truck - CenCal Auto & Truck Parts, Inc.

CenCal Auto & Truck Parts, Inc.	800329	04/19/2021	Inv 800329	32-510-57400-0000-1	19.20
CenCal Auto & Truck Parts, Inc.	800469	04/19/2021	INV 800469	32-510-57400-0000-1	21.86
CenCal Auto & Truck Parts, Inc.	800472	04/19/2021	INV 800472	32-510-57400-0000-1	6.91
CenCal Auto & Truck Parts, Inc.	800582	04/19/2021	Inv 800582	30-500-56410-0000-1	176.80
CenCal Auto & Truck Parts, Inc.	801215	04/29/2021	Inv 801215	30-500-56410-0000-1	89.96

Expense Approval Report

Payable Dates: 4/14/2021 - 4/30/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CenCal Auto & Truck Parts, Inc.	801502	04/29/2021	Inv 801502	30-500-56410-0000-1	127.87
Vendor CenCal Auto & Truck - CenCal Auto & Truck Parts, Inc. Total:					442.60
Vendor: HAN100-112 - Charles Hankins II					
Charles Hankins II	INV0018628	04/29/2021	Charles Hankins Reimbursemer	01-150-54000-0000-1	28.01
Vendor HAN100-112 - Charles Hankins II Total:					28.01
Vendor: Code 3 Wear - Code 3 Wear					
Code 3 Wear	I-8517	04/19/2021	Uniform Allowance - Alberto -	101-150-51800-0000-1	1,615.98
Code 3 Wear	1-8794	04/29/2021	Inv 1-8794 Code 3 Wear	01-150-51800-0000-1	141.58
Code 3 Wear	I8692	04/29/2021	Uniform Allowance - Hasnain -	01-150-51800-0000-1	1,798.29
Vendor Code 3 Wear - Code 3 Wear Total:					3,555.85
Vendor: Core & Main LP - Core & Main LP					
Core & Main LP	N961632	04/19/2021	N961632	32-510-57400-0000-1	178.52
Core & Main LP	N865536	04/29/2021	N865536	32-510-57400-0000-1	2,402.07
Core & Main LP	N865551	04/29/2021	N865551	32-510-57400-0000-1	1,155.54
Vendor Core & Main LP - Core & Main LP Total:					3,736.13
Vendor: Crafc, Inc. - Crafc, Inc.					
Crafc, Inc.	9402415733	04/29/2021	Inv 9402415733	01-180-56430-0000-1	5,150.22
Vendor Crafc, Inc. - Crafc, Inc. Total:					5,150.22
Vendor: CSJVRMA - CSJVRMA					
CSJVRMA	RMA2021-0386	04/29/2021	RMA2021-0386 Liability Progra	01-20400-0000-1	17,401.03
CSJVRMA	RMA2021-0386	04/29/2021	RMA2021-0386 Workers Comp	01-20400-0000-1	31,132.40
CSJVRMA	RMA2021-0386	04/29/2021	RMA2021-0386 Liability Progra	20-20400-0000-1	196.41
CSJVRMA	RMA2021-0386	04/29/2021	RMA2021-0386 Workers Comp	20-20400-0000-1	351.43
CSJVRMA	RMA2021-0386	04/29/2021	RMA2021-0386 Liability Progra	30-20400-0000-1	4,102.99
CSJVRMA	RMA2021-0386	04/29/2021	RMA2021-0386 Workers Comp	30-20400-0000-1	7,340.66
CSJVRMA	RMA2021-0386	04/29/2021	RMA2021-0386 Liability Progra	31-20400-0000-1	272.51
CSJVRMA	RMA2021-0386	04/29/2021	RMA2021-0386 Workers Comp	31-20400-0000-1	487.38
CSJVRMA	RMA2021-0386	04/29/2021	RMA2021-0386 Liability Progra	32-20400-0000-1	4,499.11
CSJVRMA	RMA2021-0386	04/29/2021	RMA2021-0386 Workers Comp	32-20400-0000-1	8,049.47
CSJVRMA	RMA2021-0386	04/29/2021	RMA2021-0386 Workers Comp	34-20400-0000-1	463.66
CSJVRMA	RMA2021-0386	04/29/2021	RMA2021-0386 Liability Progra	34-20400-0000-1	258.95
Vendor CSJVRMA - CSJVRMA Total:					74,556.00
Vendor: Cummins Pacific LLC - Cummins Pacific LLC					
Cummins Pacific LLC	Y8-3292	04/29/2021	Y8-3292	01-190-56400-0000-1	2,625.46
Vendor Cummins Pacific LLC - Cummins Pacific LLC Total:					2,625.46
Vendor: DC Frost - DC Frost Associates, Inc					
DC Frost Associates, Inc	42669	04/19/2021	Inv 42669	30-500-56410-0000-1	251.88
DC Frost Associates, Inc	42724	04/29/2021	Inv 42724	26-110-53100-8550-1	66,387.75
Vendor DC Frost - DC Frost Associates, Inc Total:					66,639.63
Vendor: De Lage Landen - De Lage Landen					
De Lage Landen	71883493	04/29/2021	Inv 71883493 Copier Contract !	01-150-52200-0000-1	229.52
Vendor De Lage Landen - De Lage Landen Total:					229.52
Vendor: Dee Jaspar - Dee Jaspar					
Dee Jaspar	21-01017 123 TCP	04/29/2021	Inv 21-01017 123 TCP	32-510-56000-0000-1	3,547.56
Vendor Dee Jaspar - Dee Jaspar Total:					3,547.56
Vendor: Douglas Environmenta - Douglas Keith Brown					
Douglas Keith Brown	INV0018598	04/29/2021	Invoice March1-31	01-140-55500-8224-1	6,901.84
Vendor Douglas Environmenta - Douglas Keith Brown Total:					6,901.84
Vendor: EVIDENT - EVIDENT					
EVIDENT	178709A	04/29/2021	INV 178709A SUPPLIES 03/31/	01-150-57400-0000-1	122.55
Vendor EVIDENT - EVIDENT Total:					122.55
Vendor: EWING - Ewing Irrigation Products Inc.					
Ewing Irrigation Products Inc.	6442289	04/29/2021	Inv 6442289	01-180-57400-0000-1	272.96
Vendor EWING - Ewing Irrigation Products Inc. Total:					272.96

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: Flo-System Inc. - Flo-System Inc.					
Flo-System Inc.	INV0018500	04/19/2021	Quote M05838	30-500-52950-0000-1	7,005.57
Vendor Flo-System Inc. - Flo-System Inc. Total:					7,005.57
Vendor: Alwa-100 - George Alwaw					
George Alwaw	INV0018493	04/16/2021	Travel Expenditure Alwaw. G	01-150-52000-0000-1	1,554.30
George Alwaw	INV0018510	04/19/2021	Reimbursement George Alwaw	01-150-56600-0000-1	21.76
Vendor Alwa-100 - George Alwaw Total:					1,576.06
Vendor: Golden Empire - Golden Empire					
Golden Empire	1162	04/19/2021	Inv 1162 Services for March 20	32-510-50100-0000-1	1,432.00
Vendor Golden Empire - Golden Empire Total:					1,432.00
Vendor: Granite Construction - Granite Construction					
Granite Construction	1994107	04/29/2021	Inv - 1994107	01-180-56500-0000-1	965.63
Vendor Granite Construction - Granite Construction Total:					965.63
Vendor: HDWBC - High Desert Wireless Broadband Communications LLC					
High Desert Wireless Broadban	INV0018594	04/29/2021	IT Contract Services November	01-150-52200-0000-1	1,202.50
High Desert Wireless Broadban	INV0018594	04/29/2021	IT Contract Services June 2020	01-150-52200-0000-1	3,425.00
High Desert Wireless Broadban	INV0018594	04/29/2021	IT Contract Services May 2020	01-150-52200-0000-1	5,337.63
High Desert Wireless Broadban	INV0018594	04/29/2021	IT Contract Services September	01-150-52200-0000-1	1,396.25
High Desert Wireless Broadban	INV0018594	04/29/2021	IT Contract Services August 2020	01-150-52200-0000-1	1,844.38
High Desert Wireless Broadban	INV0018594	04/29/2021	IT Contract Services July 2020	01-150-52200-0000-1	1,276.25
High Desert Wireless Broadban	INV0018594	04/29/2021	IT Contract Services October 2020	01-150-52200-0000-1	4,388.75
Vendor HDWBC - High Desert Wireless Broadband Communications LLC Total:					18,870.76
Vendor: Home Depot - Home Depot					
Home Depot	3532635	04/19/2021	03/30/21 - Inv 3532635	32-510-57400-0000-1	241.91
Home Depot	4532543	04/19/2021	Inv 4532543	01-180-57400-0000-1	132.76
Home Depot	5065030	04/19/2021	Inv - 5065030	32-510-57400-0000-1	215.89
Home Depot	5511288	04/19/2021	Inv 5511288 - 04/07/2021	01-190-57400-0000-1	26.41
Home Depot	INV0018498	04/19/2021	03/17/21	01-150-57400-0000-1	767.91
Home Depot	7013565	04/29/2021	Inv - 7013565	30-500-57400-0000-1	233.61
Home Depot	7534755	04/29/2021	Inv 7534755	01-180-57400-0000-1	163.29
Home Depot	7534755	04/29/2021	Inv 7534755	01-190-56400-0000-1	128.81
Home Depot	8101573	04/29/2021	Inv 8101573	01-180-57400-0000-1	181.38
Vendor Home Depot - Home Depot Total:					2,091.97
Vendor: Irrigation Concepts - Irrigation Concepts					
Irrigation Concepts	43951	04/29/2021	Inv 43951	30-500-56410-0000-1	449.90
Vendor Irrigation Concepts - Irrigation Concepts Total:					449.90
Vendor: LOP125 - Jessica Lopez					
Jessica Lopez	INV0018623	04/29/2021	Training & Travel Reimbursement	01-150-52000-0000-1	793.12
Vendor LOP125 - Jessica Lopez Total:					793.12
Vendor: Jim's Supply - Jim's Supply					
Jim's Supply	312937	04/19/2021	Inv 312937	01-180-57400-0000-1	911.63
Vendor Jim's Supply - Jim's Supply Total:					911.63
Vendor: Jose Medina - Jose R. Medina					
Jose R. Medina	INV0018501	04/19/2021	Reimbursement WESTEC, MED	30-500-53250-0000-1	35.00
Vendor Jose Medina - Jose R. Medina Total:					35.00
Vendor: K.C. Waste - K.C. Waste					
K.C. Waste	INV0018615	04/29/2021	March 2021 Gate Fees	31-505-52800-0000-1	4,341.66
Vendor K.C. Waste - K.C. Waste Total:					4,341.66
Vendor: Kenneth - Kenneth Williams					
Kenneth Williams	INV0018509	04/19/2021	Reimbursement Power Cord Ev	01-150-52930-0000-1	64.35
Kenneth Williams	INV0018625	04/29/2021	Oil Change Reimbursement	01-150-56600-0000-1	69.68
Kenneth Williams	INV0018626	04/29/2021	Kenny Williams 6 Flash Drives	01-150-57400-0000-1	32.00
Kenneth Williams	INV0018630	04/29/2021	Kenneth Williams Shelving for	01-150-57400-0000-1	194.96
Kenneth Williams	INV0018633	04/29/2021	Kenny Williams U-Haul Reimbu	01-150-56000-0000-1	80.84
Vendor Kenneth - Kenneth Williams Total:					441.83

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: District Attorney - Kern County District Attorney's Office					
Kern County District Attorney's	INV0018620	04/29/2021	Toxicological Testing	01-150-56000-0000-1	12,684.21
Vendor District Attorney - Kern County District Attorney's Office Total:					12,684.21
Vendor: KOEFRAN - Koefran Industries, Inc.					
Koefran Industries, Inc.	447999 Feb 2021	04/16/2021	Animal Disposal- Invoice 44799	01-155-51100-0000-1	220.50
Vendor KOEFRAN - Koefran Industries, Inc. Total:					220.50
Vendor: HER100-128 - Leticia Hernandez					
Leticia Hernandez	INV0018627	04/29/2021	Leticia Hernandez Reimburse	01-150-54000-0000-1	25.00
Vendor HER100-128 - Leticia Hernandez Total:					25.00
Vendor: Mario Sanchez - Mario Sanchez					
Mario Sanchez	INV0018602	04/29/2021	Regular City Council Agenda &	01-105-56000-0000-1	300.00
Mario Sanchez	INV0018610	04/29/2021	03.25.2021 Regular CC Agenda	01-105-56000-0000-1	150.00
Mario Sanchez	INV0018611	04/29/2021	04.22.2021 Regular CC Agenda	01-105-56000-0000-1	300.00
Vendor Mario Sanchez - Mario Sanchez Total:					750.00
Vendor: McFarland Tire - McFarland Tire					
McFarland Tire	19454	04/19/2021	Inv 19454 Repairs Street Sweep	01-180-56440-0000-1	60.00
McFarland Tire	19571	04/29/2021	INV 19571 MPD VECH REPAIRS	01-150-56600-0000-1	180.00
McFarland Tire	20076	04/29/2021	INV 20076 MPD VECH REPAIRS	01-150-56600-0000-1	756.00
Vendor McFarland Tire - McFarland Tire Total:					996.00
Vendor: NexTier Leasing - NexTier Leasing					
NexTier Leasing	INV0018618	04/29/2021	Street Sweeper Payment Rema	01-180-59900-0000-1	163.23
Vendor NexTier Leasing - NexTier Leasing Total:					163.23
Vendor: Office Depot - Office Depot					
Office Depot	167791333	04/16/2021	Order# 167791333-001-Toner	01-155-57200-0000-1	28.27
Office Depot	167791333	04/16/2021	Order# 167791333-001-Toner	01-160-57200-0000-1	28.28
Office Depot	167791333	04/16/2021	Order# 167791333-001-Toner	01-175-57200-0000-1	28.27
Office Depot	167796078	04/16/2021	Order# 167796078-01-Toner	01-155-57200-0000-1	28.27
Office Depot	167796078	04/16/2021	Order# 167796078-01-Toner	01-160-57200-0000-1	28.28
Office Depot	167796078	04/16/2021	Order# 167796078-01-Toner	01-175-57200-0000-1	28.27
Office Depot	167799327	04/16/2021	Order# 167799327-001-Toner	01-155-57200-0000-1	18.39
Office Depot	167799327	04/16/2021	Order# 167799327-001-Toner	01-160-57200-0000-1	18.39
Office Depot	167799327	04/16/2021	Order# 167799327-001-Toner	01-175-57200-0000-1	18.39
Office Depot	167800669	04/16/2021	Order# 167800669-001-Toner	01-155-57200-0000-1	28.27
Office Depot	167800669	04/16/2021	Order# 167800669-001-Toner	01-160-57200-0000-1	28.28
Office Depot	167800669	04/16/2021	Order# 167800669-001-Toner	01-175-57200-0000-1	28.27
Office Depot	165200721-001	04/19/2021	Order #165200721-001 - Busin	01-105-57200-0000-1	68.62
Office Depot	165201547-001	04/19/2021	Order #165201547-001 - Certif	01-105-57200-0000-1	5.95
Vendor Office Depot - Office Depot Total:					384.20
Vendor: Petty Cash - Petty Cash					
Petty Cash	INV0018600	04/29/2021	03/31/2021 - Dollar General -	F01-190-56400-0000-1	11.80
Vendor Petty Cash - Petty Cash Total:					11.80
Vendor: PITNEY BOWES - PITNEY BOWES					
PITNEY BOWES	INV0018512	04/19/2021	Acct#3103994180 Postage Mar	01-105-55600-0000-1	14.43
PITNEY BOWES	INV0018512	04/19/2021	Acct#3103994180 Postage Mar	01-110-55600-0000-1	14.43
PITNEY BOWES	INV0018512	04/19/2021	Acct#3103994180 Postage Mar	01-115-55600-0000-1	14.43
PITNEY BOWES	INV0018512	04/19/2021	Acct#3103994180 Postage Mar	01-130-55600-0000-1	14.43
PITNEY BOWES	INV0018512	04/19/2021	Acct#3103994180 Postage Mar	01-140-55600-0000-1	14.43
PITNEY BOWES	INV0018512	04/19/2021	Acct#3103994180 Postage Mar	01-150-55600-0000-1	14.43
PITNEY BOWES	INV0018512	04/19/2021	Acct#3103994180 Postage Mar	01-155-55600-0000-1	14.43
PITNEY BOWES	INV0018512	04/19/2021	Acct#3103994180 Postage Mar	01-160-55600-0000-1	14.43
PITNEY BOWES	INV0018512	04/19/2021	Acct#3103994180 Postage Mar	01-165-55600-0000-1	14.43
PITNEY BOWES	INV0018512	04/19/2021	Acct#3103994180 Postage Mar	01-175-55600-0000-1	14.43
PITNEY BOWES	INV0018512	04/19/2021	Acct#3103994180 Postage Mar	30-500-55600-0000-1	14.43
PITNEY BOWES	INV0018512	04/19/2021	Acct#3103994180 Postage Mar	31-505-55600-0000-1	14.43
PITNEY BOWES	INV0018512	04/19/2021	Acct#3103994180 Postage Mar	32-510-55600-0000-1	14.45
PITNEY BOWES	INV0018513	04/19/2021	Acct#3103994180 Postage Mar	01-105-55600-0000-1	14.43
PITNEY BOWES	INV0018513	04/19/2021	Acct#3103994180 Postage Mar	01-110-55600-0000-1	14.43
PITNEY BOWES	INV0018513	04/19/2021	Acct#3103994180 Postage Mar	01-115-55600-0000-1	14.43

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PITNEY BOWES	INV0018513	04/19/2021	Acct#3103994180 Postage Mar	01-130-55600-0000-1	14.43
PITNEY BOWES	INV0018513	04/19/2021	Acct#3103994180 Postage Mar	01-140-55600-0000-1	14.43
PITNEY BOWES	INV0018513	04/19/2021	Acct#3103994180 Postage Mar	01-150-55600-0000-1	14.43
PITNEY BOWES	INV0018513	04/19/2021	Acct#3103994180 Postage Mar	01-155-55600-0000-1	14.43
PITNEY BOWES	INV0018513	04/19/2021	Acct#3103994180 Postage Mar	01-160-55600-0000-1	14.43
PITNEY BOWES	INV0018513	04/19/2021	Acct#3103994180 Postage Mar	01-165-55600-0000-1	14.43
PITNEY BOWES	INV0018513	04/19/2021	Acct#3103994180 Postage Mar	01-175-55600-0000-1	14.43
PITNEY BOWES	INV0018513	04/19/2021	Acct#3103994180 Postage Mar	30-500-55600-0000-1	14.43
PITNEY BOWES	INV0018513	04/19/2021	Acct#3103994180 Postage Mar	31-505-55600-0000-1	14.43
PITNEY BOWES	INV0018513	04/19/2021	Acct#3103994180 Postage Mar	32-510-55600-0000-1	14.45
Vendor PITNEY BOWES - PITNEY BOWES Total:					375.22

Vendor: Pitney Bowes - Pitney Bowes

Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Feb 5, 2021	01-110-55600-0000-1	8.23
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Apr 5, 2021	01-110-55600-0000-1	1.38
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Dec 6, 2020	01-110-55600-0000-1	97.30
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Jan 5, 2021	01-110-55600-0000-1	3.28
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Dec 6, 2020	01-115-55600-0000-1	23.59
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Mar 5, 2021	01-115-55600-0000-1	196.88
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Feb 5, 2021	01-115-55600-0000-1	133.13
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Apr 5, 2021	01-115-55600-0000-1	47.48
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Jan 5, 2021	01-115-55600-0000-1	75.50
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Feb 5, 2021	01-140-55600-0000-1	1.37
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Apr 5, 2021	01-140-55600-0000-1	0.92
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Mar 5, 2021	01-140-55600-0000-1	72.92
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Dec 6, 2020	01-150-55600-0000-1	27.52
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Apr 5, 2021	01-150-55600-0000-1	18.44
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Jan 5, 2021	01-150-55600-0000-1	33.92
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Mar 5, 2021	01-150-55600-0000-1	41.93
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Feb 5, 2021	01-150-55600-0000-1	78.23
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Feb 5, 2021	01-165-55600-0000-1	1.37
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Mar 5, 2021	01-165-55600-0000-1	1.82
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Apr 5, 2021	01-165-55600-0000-1	0.46
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Dec 6, 2020	01-175-55600-0000-1	1.97
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Feb 5, 2021	01-175-55600-0000-1	1.37
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Mar 5, 2021	01-175-55600-0000-1	129.43
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Feb 5, 2021	01-180-55600-0000-1	13.72
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Mar 5, 2021	32-510-55600-0000-1	492.20
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Feb 5, 2021	32-510-55600-0000-1	13.74
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Dec 6, 2020	32-510-55600-0000-1	8.84
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Apr 5, 2021	32-510-55600-0000-1	5.54
Pitney Bowes	INV0018514	04/19/2021	Postage Stmt. Jan 5, 2021	32-510-55600-0000-1	3.29
Vendor Pitney Bowes - Pitney Bowes Total:					1,535.77

Vendor: Premier Access - Premier Access

Premier Access	April 2021	04/30/2021	Premier Access April 2021	01-105-50550-0000-1	147.04
Premier Access	April 2021	04/30/2021	Premier Access April 2021	01-110-50550-0000-1	60.24
Premier Access	April 2021	04/30/2021	Premier Access April 2021	01-115-50550-0000-1	(75.71)
Premier Access	April 2021	04/30/2021	Premier Access April 2021	01-140-50550-0000-1	28.05
Premier Access	April 2021	04/30/2021	Premier Access April 2021	01-150-50550-0000-1	1,124.51
Premier Access	April 2021	04/30/2021	Premier Access April 2021	01-155-50550-0000-1	201.52
Premier Access	April 2021	04/30/2021	Premier Access April 2021	01-160-50550-0000-1	28.04
Premier Access	April 2021	04/30/2021	Premier Access April 2021	01-165-50550-0000-1	56.08
Premier Access	April 2021	04/30/2021	Premier Access April 2021	01-175-50550-0000-1	128.79
Premier Access	April 2021	04/30/2021	Premier Access April 2021	01-180-50550-0000-1	415.08
Premier Access	April 2021	04/30/2021	Premier Access April 2021	20-200-50550-0000-1	18.65
Premier Access	April 2021	04/30/2021	Premier Access April 2021	30-500-50550-0000-1	545.09
Premier Access	April 2021	04/30/2021	Premier Access April 2021	31-505-50550-0000-1	86.90
Premier Access	April 2021	04/30/2021	Premier Access April 2021	32-510-50550-0000-1	530.58
Premier Access	April 2021	04/30/2021	Premier Access April 2021	34-520-50550-0000-1	140.21
Premier Access	March 2021	04/30/2021	Premier Access March 2021	01-105-50550-0000-1	94.55
Premier Access	March 2021	04/30/2021	Premier Access March 2021	01-110-50550-0000-1	60.24

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Premier Access	March 2021	04/30/2021	Premier Access March 2021	01-115-50550-0000-1	74.26
Premier Access	March 2021	04/30/2021	Premier Access March 2021	01-140-50550-0000-1	28.04
Premier Access	March 2021	04/30/2021	Premier Access March 2021	01-150-50550-0000-1	1,124.51
Premier Access	March 2021	04/30/2021	Premier Access March 2021	01-155-50550-0000-1	201.52
Premier Access	March 2021	04/30/2021	Premier Access March 2021	01-160-50550-0000-1	28.04
Premier Access	March 2021	04/30/2021	Premier Access March 2021	01-165-50550-0000-1	56.08
Premier Access	March 2021	04/30/2021	Premier Access March 2021	01-175-50550-0000-1	128.79
Premier Access	March 2021	04/30/2021	Premier Access March 2021	01-180-50550-0000-1	415.08
Premier Access	March 2021	04/30/2021	Premier Access March 2021	20-200-50550-0000-1	46.69
Premier Access	March 2021	04/30/2021	Premier Access March 2021	30-500-50550-0000-1	616.07
Premier Access	March 2021	04/30/2021	Premier Access March 2021	31-505-50550-0000-1	71.46
Premier Access	March 2021	04/30/2021	Premier Access March 2021	32-510-50550-0000-1	601.56
Premier Access	March 2021	04/30/2021	Premier Access March 2021	34-520-50550-0000-1	140.22
Premier Access	May 2021	04/30/2021	Premier Access May 2021	01-105-50550-0000-1	107.67
Premier Access	May 2021	04/30/2021	Premier Access May 2021	01-110-50550-0000-1	60.24
Premier Access	May 2021	04/30/2021	Premier Access May 2021	01-115-50550-0000-1	92.70
Premier Access	May 2021	04/30/2021	Premier Access May 2021	01-140-50550-0000-1	28.04
Premier Access	May 2021	04/30/2021	Premier Access May 2021	01-150-50550-0000-1	1,124.51
Premier Access	May 2021	04/30/2021	Premier Access May 2021	01-155-50550-0000-1	201.52
Premier Access	May 2021	04/30/2021	Premier Access May 2021	01-160-50550-0000-1	28.04
Premier Access	May 2021	04/30/2021	Premier Access May 2021	01-165-50550-0000-1	56.08
Premier Access	May 2021	04/30/2021	Premier Access May 2021	01-175-50550-0000-1	247.17
Premier Access	May 2021	04/30/2021	Premier Access May 2021	01-180-50550-0000-1	415.08
Premier Access	May 2021	04/30/2021	Premier Access May 2021	20-200-50550-0000-1	39.68
Premier Access	May 2021	04/30/2021	Premier Access May 2021	30-500-50550-0000-1	654.26
Premier Access	May 2021	04/30/2021	Premier Access May 2021	31-505-50550-0000-1	93.96
Premier Access	May 2021	04/30/2021	Premier Access May 2021	32-510-50550-0000-1	639.76
Premier Access	May 2021	04/30/2021	Premier Access May 2021	34-520-50550-0000-1	140.22
Premier Access	December 2020	04/30/2021	Premier Access Dec 2020	01-105-50550-0000-1	64.73
Premier Access	December 2020	04/30/2021	Premier Access Dec 2020	01-110-50550-0000-1	60.24
Premier Access	December 2020	04/30/2021	Premier Access Dec 2020	01-115-50550-0000-1	74.26
Premier Access	December 2020	04/30/2021	Premier Access Dec 2020	01-140-50550-0000-1	66.64
Premier Access	December 2020	04/30/2021	Premier Access Dec 2020	01-150-50550-0000-1	985.16
Premier Access	December 2020	04/30/2021	Premier Access Dec 2020	01-155-50550-0000-1	201.52
Premier Access	December 2020	04/30/2021	Premier Access Dec 2020	01-160-50550-0000-1	28.04
Premier Access	December 2020	04/30/2021	Premier Access Dec 2020	01-165-50550-0000-1	56.08
Premier Access	December 2020	04/30/2021	Premier Access Dec 2020	01-175-50550-0000-1	128.79
Premier Access	December 2020	04/30/2021	Premier Access Dec 2020	01-180-50550-0000-1	415.08
Premier Access	December 2020	04/30/2021	Premier Access Dec 2020	20-200-50550-0000-1	46.69
Premier Access	December 2020	04/30/2021	Premier Access Dec 2020	30-500-50550-0000-1	587.13
Premier Access	December 2020	04/30/2021	Premier Access Dec 2020	31-505-50550-0000-1	71.46
Premier Access	December 2020	04/30/2021	Premier Access Dec 2020	32-510-50550-0000-1	572.64
Premier Access	December 2020	04/30/2021	Premier Access Dec 2020	34-520-50550-0000-1	140.22
Vendor Premier Access - Premier Access Total:					14,549.79

Vendor: Proffitt Constructio - Proffitt Construction Inc

Proffitt Construction Inc	INV0018596	04/29/2021	EV Charging Station Invoice 1	25-000-52910-8405-1	16,613.60
Proffitt Construction Inc	INV0018597	04/29/2021	Superior Construction Inv 7	25-000-52960-8080-1	100,645.14
Vendor Proffitt Constructio - Proffitt Construction Inc Total:					117,258.74

Vendor: PROFORCE LAW - PROFORCE LAW

PROFORCE LAW	INV0018504	04/19/2021	432695 Sales Tax	01-150-56800-0000-1	310.66
PROFORCE LAW	INV0018505	04/19/2021	437425 Sales Tax	01-150-56800-0000-1	29.58
PROFORCE LAW	INV0018506	04/19/2021	438147 Sales Tax	01-150-56800-0000-1	608.31
PROFORCE LAW	INV0018507	04/19/2021	432645 Sales Tax	01-150-56800-0000-1	943.58
Vendor PROFORCE LAW - PROFORCE LAW Total:					1,892.13

Vendor: Provost & Pritchard - Provost & Pritchard

Provost & Pritchard	83663	04/16/2021	Inv 83663 1/1/ to 1/31 2021	01-140-55500-0000-1	1,250.00
Vendor Provost & Pritchard - Provost & Pritchard Total:					1,250.00

Expense Approval Report

Payable Dates: 4/14/2021 - 4/30/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: Quinn Co. - Quinn Co.					
Quinn Co.	NB10663	04/29/2021	NB10663	32-510-56400-0000-1	1,821.04
Vendor Quinn Co. - Quinn Co. Total:					1,821.04
Vendor: R&F Disposal - R&F Disposal					
R&F Disposal	33906611	04/16/2021	Inv#33906611	30-500-58050-0000-1	143.56
R&F Disposal	33906610	04/19/2021	Inv 33906610 Community Buildir	01-185-58050-0000-1	93.72
R&F Disposal	33906612	04/29/2021	Inv 33906612 Blanco Park 3 yd	01-180-58050-0000-1	143.56
R&F Disposal	INV0018621	04/29/2021	Inv# 12025 & 33906613 R&F D	01-155-58050-0000-1	287.12
Vendor R&F Disposal - R&F Disposal Total:					667.96
Vendor: Raymond's Trophy - Raymond's Trophy					
Raymond's Trophy	76612	04/29/2021	INV 76612	01-105-57100-0000-1	107.22
Raymond's Trophy	76612	04/29/2021	INV 76612	01-110-55200-0000-1	45.67
Raymond's Trophy	76612	04/29/2021	INV 76612	01-140-53250-0000-1	70.27
Raymond's Trophy	76885	04/29/2021	INV 76885 10" Oak Desk Wedg	01-105-57100-0000-1	36.64
Raymond's Trophy	77172	04/29/2021	INV 77172 Acrylic Award Tacos	01-105-57100-0000-1	71.77
Raymond's Trophy	77223	04/29/2021	INV 77223 Cherry Wood Plaque	01-105-57100-0000-1	107.49
Raymond's Trophy	77334	04/29/2021	INV 77334 Sublimated Plate Pe	01-105-55800-0000-1	10.83
Raymond's Trophy	77431	04/29/2021	INV 77431 Cherry Wood Plaque	01-105-55800-0000-1	661.19
Vendor Raymond's Trophy - Raymond's Trophy Total:					1,111.08
Vendor: Richard A. Blak - Richard A. Blak PhD					
Richard A. Blak PhD	INV0018508	04/19/2021	Post Pre Employment - Psych E	01-150-56000-0000-1	450.00
Vendor Richard A. Blak - Richard A. Blak PhD Total:					450.00
Vendor: 661 Communications - Rodger C. Goodman JR					
Rodger C. Goodman JR	INV0018511	04/19/2021	Telephone & Communication I	26-110-53100-8223-1	1,372.24
Rodger C. Goodman JR	INV0018511	04/19/2021	Telephone and Communicatio	26-110-53100-8223-1	1,494.33
Vendor 661 Communications - Rodger C. Goodman JR Total:					2,866.57
Vendor: SC SITES Services - SC SITES Services					
SC SITES Services	INV0018632	04/29/2021	Repeater Rental - March - April	01-150-52200-0000-1	190.00
Vendor SC SITES Services - SC SITES Services Total:					190.00
Vendor: Smart & Final - Smart & Final					
Smart & Final	INV0018499	04/19/2021	EV Charging Station Ground Bri	25-000-52910-8405-1	52.09
Vendor Smart & Final - Smart & Final Total:					52.09
Vendor: South Bay Regional - South Bay Regional					
South Bay Regional	221447	04/29/2021	Inv 221447 George Alwaw Fiel	01-150-56000-0000-1	154.00
Vendor South Bay Regional - South Bay Regional Total:					154.00
Vendor: SPD - SPD					
SPD	175981	04/16/2021	Correction Notice - invoice #17	01-160-57400-0000-1	49.69
SPD	176027	04/29/2021	Invoice 176027	01-165-55800-0000-1	60.62
Vendor SPD - SPD Total:					110.31
Vendor: Spectrum - Spectrum					
Spectrum	063799301033021	04/19/2021	Inv 063799301033021 Acct#00	01-185-57800-0000-1	85.01
Spectrum	092769301032624	04/29/2021	Inv 092769301032621 Acct# 0	01-185-57800-0000-1	238.98
Spectrum	INV0018622	04/29/2021	Internet Services CH Acct#005	01-190-57800-0000-1	372.31
Vendor Spectrum - Spectrum Total:					696.30
Vendor: Statewide Saftey - Statewide Saftey					
Statewide Saftey	12013853	04/19/2021	Inv 12013853	01-180-56410-0000-1	1,265.16
Vendor Statewide Saftey - Statewide Saftey Total:					1,265.16
Vendor: Stinson Stationers, - Stinson Stationers, Inc.					
Stinson Stationers, Inc.	988467-0	04/29/2021	Inv 988467-0	01-150-57200-0000-1	99.41
Stinson Stationers, Inc.	988562-0	04/29/2021	Inv 988562-0	01-150-57200-0000-1	15.00
Stinson Stationers, Inc.	992458-0	04/29/2021	INV 992458-0	01-150-57200-0000-1	316.48
Vendor Stinson Stationers, - Stinson Stationers, Inc. Total:					430.89
Vendor: Sun Badge Company - Sun Badge Company					
Sun Badge Company	404518	04/29/2021	Inv 404518 Badges MPD 01/18	01-150-51800-0000-1	735.33
Vendor Sun Badge Company - Sun Badge Company Total:					735.33

Expense Approval Report

Payable Dates: 4/14/2021 - 4/30/2021

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: Sun Ridge Systems, - Sun Ridge Systems,					
Sun Ridge Systems,	INV0018619	04/29/2021	Annual RIMS Services - CAD, M	01-150-54800-0000-1	19,793.00
Vendor Sun Ridge Systems, - Sun Ridge Systems, Total:					19,793.00
Vendor: Telstar Instruments - Telstar Instruments					
Telstar Instruments	107226	04/29/2021	Inv107226	30-500-56410-0000-1	1,259.25
Vendor Telstar Instruments - Telstar Instruments Total:					1,259.25
Vendor: THE BANCORP - THE BANCORP BANK					
THE BANCORP BANK	504481	04/29/2021	Inv. 504481 April-2021 Lease P	01-150-58900-0000-1	7,227.09
Vendor THE BANCORP - THE BANCORP BANK Total:					7,227.09
Vendor: Ultrex Business - Ultrex Business					
Ultrex Business	322610	04/29/2021	Inv 322610 Contract Services	01-150-52200-0000-1	582.76
Vendor Ultrex Business - Ultrex Business Total:					582.76
Vendor: USA Blue Book - USA Blue Book					
USA Blue Book	537436	04/29/2021	Inv 537436	30-500-57400-0000-1	3,638.94
Vendor USA Blue Book - USA Blue Book Total:					3,638.94
Vendor: Vernon C. Sorenson - Vernon C. Sorenson					
Vernon C. Sorenson	00452590-00	04/29/2021	Inv 00452590-00 Pre-Employm	01-150-56000-0000-1	632.00
Vendor Vernon C. Sorenson - Vernon C. Sorenson Total:					632.00
Vendor: WestAir - WestAir Gases & Equipment, Inc.					
WestAir Gases & Equipment, Ir	80362123	04/19/2021	Inv 80362123	30-500-53800-0000-1	63.28
Vendor WestAir - WestAir Gases & Equipment, Inc. Total:					63.28
Vendor: Will-100-141 - William Donald					
William Donald	INV0018631	04/29/2021	Donald Williams Fuel Reimburs	01-150-54000-0000-1	66.00
Vendor Will-100-141 - William Donald Total:					66.00
Grand Total:					437,994.17

Report Summary

Fund Summary

Fund	Payment Amount
01 - GENERAL FUND	158,115.29
20 - LIGHTING & LANDSCAPING-DISTRICT 1	699.55
25 - CAPITAL IMPROVEMENTS PROJECTS	144,679.23
26 - MISCELLANEOUS GRANTS	70,624.32
30 - SEWER	29,598.53
31 - REFUSE/RECYCLING	5,454.19
32 - WATER	27,425.28
34 - PUBLIC TRANSPORTATION	1,397.78
Grand Total:	437,994.17

Account Summary

Account Number	Account Name	Payment Amount
01-105-50550-0000-1	Dental/Vision Premiums	413.99
01-105-52000-0000-1	Conferences/Meetings/Tr	14.22
01-105-55600-0000-1	Postage	28.86
01-105-55800-0000-1	Printing & Legal Notices	672.02
01-105-56000-0000-1	Professional Services - Otl	750.00
01-105-57100-0000-1	Special Activities	323.12
01-105-57200-0000-1	Supplies - Office	74.57
01-110-50550-0000-1	Dental/Vision Premiums	240.96
01-110-52000-0000-1	Conferences/Meetings/Tr	14.23
01-110-53200-0000-1	Dues & Subscriptions	31.05
01-110-55200-0000-1	Miscellaneous	45.67
01-110-55600-0000-1	Postage	139.05
01-110-57800-0000-1	Telephone & Communica	8.75
01-115-50550-0000-1	Dental/Vision Premiums	165.51
01-115-55600-0000-1	Postage	505.44
01-130-52200-0000-1	Contract Services	69.00
01-130-55600-0000-1	Postage	28.86
01-140-50550-0000-1	Dental/Vision Premiums	150.77
01-140-53250-0000-1	Permits & Certificates	70.27
01-140-55500-0000-1	Special Studies/Master Pl	1,250.00
01-140-55500-8224-1	Special Studies San Joaqu	6,901.84
01-140-55600-0000-1	Postage	104.07
01-140-56000-0000-1	Professional Services - Otl	52.00
01-150-50550-0000-1	Dental/Vision Premiums	4,358.69
01-150-51800-0000-1	Clothing Allowance	4,291.18
01-150-52000-0000-1	Conferences/Meetings/Tr	2,347.42
01-150-52200-0000-1	Contract Services	20,130.44
01-150-52930-0000-1	Computer Hardware/Soft	64.35
01-150-54000-0000-1	Fuel	258.31
01-150-54800-0000-1	Maintenance Agreements	19,793.00
01-150-55600-0000-1	Postage	228.90
01-150-56000-0000-1	Professional Services - Otl	15,536.78
01-150-56600-0000-1	Repairs & Maintenance - '	1,027.44
01-150-56800-0000-1	Safety Equipment	1,892.13
01-150-57200-0000-1	Supplies - Office	430.89
01-150-57400-0000-1	Supplies - Operating	1,117.42
01-150-58900-0000-1	Debt Principal	7,227.09
01-155-50550-0000-1	Dental/Vision Premiums	806.08
01-155-51100-0000-1	Animal Disposal	220.50
01-155-54000-0000-1	Fuel	114.23
01-155-55600-0000-1	Postage	28.86
01-155-57200-0000-1	Supplies - Office	103.20
01-155-58050-0000-1	Utilities Other	287.12
01-160-50550-0000-1	Dental/Vision Premiums	112.16
01-160-55600-0000-1	Postage	28.86

Account Summary

Account Number	Account Name	Payment Amount
01-160-57200-0000-1	Supplies - Office	103.23
01-160-57400-0000-1	Supplies - Operating	49.69
01-165-50550-0000-1	Dental/Vision Premiums	224.32
01-165-52000-0000-1	Conferences/Meetings/Tr	394.00
01-165-55600-0000-1	Postage	32.51
01-165-55800-0000-1	Printing & Legal Notices	60.62
01-175-50550-0000-1	Dental/Vision Premiums	633.54
01-175-55600-0000-1	Postage	161.63
01-175-57200-0000-1	Supplies - Office	103.20
01-180-50550-0000-1	Dental/Vision Premiums	1,660.32
01-180-54000-0000-1	Fuel	114.30
01-180-55600-0000-1	Postage	13.72
01-180-56410-0000-1	Repairs & Maintenance E	1,265.16
01-180-56430-0000-1	Repairs & Maintenance - I	5,150.22
01-180-56440-0000-1	Repairs & Maintenance-S	60.00
01-180-56500-0000-1	Repairs/Maintenance Str	965.63
01-180-56600-0000-1	Repairs/Maintenance - Ve	2.77
01-180-57400-0000-1	Supplies - Operating	1,726.46
01-180-58050-0000-1	Utilities Other	143.56
01-180-59900-0000-1	Transfer Out - Facilities M	163.23
01-185-57800-0000-1	Telephone & Communica	323.99
01-185-58050-0000-1	Utilities Other	93.72
01-190-56400-0000-1	Repairs & Maint - Build &	3,278.02
01-190-57400-0000-1	Supplies - Operating	26.41
01-190-57800-0000-1	Telephone & Communica	372.31
01-20400-0000-1	Intergovernmental Payab	48,533.43
20-200-50550-0000-1	Dental/Vision Premiums	151.71
20-20400-0000-1	Intergovernmental Payab	547.84
25-000-52910-8405-1	Buildings & Improvement	20,788.34
25-000-52960-8080-1	Streets & Roads Capital	101,650.89
25-000-52960-8430-1	Streets & Roads (Capital)	2,275.00
25-000-52960-8490-1	Streets & Roads Capital SI	19,965.00
26-110-53100-8223-1	Grant Expenditures- Cour	2,866.57
26-110-53100-8550-1	Grant Expenditure - ARPA	67,757.75
30-20400-0000-1	Intergovernmental Payab	11,443.65
30-500-50550-0000-1	Dental/Vision Premiums	2,402.55
30-500-52200-0000-1	Contract Services	80.00
30-500-52600-0000-1	Contract Services - Sewer	333.00
30-500-52950-0000-1	Equipment - Other (Capit	7,005.57
30-500-53200-0000-1	Dues & Subscriptions	26.66
30-500-53250-0000-1	Permits & Certificates	35.00
30-500-53800-0000-1	Equipment Rental	63.28
30-500-54000-0000-1	Fuel	114.23
30-500-55600-0000-1	Postage	28.86
30-500-56410-0000-1	Repairs & Maintenance E	2,985.95
30-500-56600-0000-1	Repairs & Maintenance - '	5.55
30-500-57400-0000-1	Supplies - Operating	3,872.55
30-500-57800-0000-1	Telephone & Communica	13.12
30-500-58050-0000-1	Utilities Other	143.56
30-500-58200-0000-1	Water/Soil/Other Analysi	1,045.00
31-20400-0000-1	Intergovernmental Payab	759.89
31-505-50550-0000-1	Dental/Vision Premiums	323.78
31-505-52800-0000-1	County Waste Managemen	4,341.66
31-505-55600-0000-1	Postage	28.86
32-20400-0000-1	Intergovernmental Payab	12,548.58
32-510-50100-0000-1	Salaries - Permanent Emp	1,432.00
32-510-50550-0000-1	Dental/Vision Premiums	2,344.54
32-510-53200-0000-1	Dues & Subscriptions	26.68

Account Summary

Account Number	Account Name	Payment Amount
32-510-54000-0000-1	Fuel	114.30
32-510-55600-0000-1	Postage	552.51
32-510-56000-0000-1	Professional Services - Otl	3,547.56
32-510-56400-0000-1	Repairs & Maint - Build &	1,821.04
32-510-56600-0000-1	Repairs & Maintenance - '	5.55
32-510-57400-0000-1	Supplies - Operating	4,241.90
32-510-57800-0000-1	Telephone & Communica	13.12
32-510-58200-0000-1	Water/Soil/Other Analysi	777.50
34-20400-0000-1	Intergovernmental Payab	722.61
34-520-50550-0000-1	Dental/Vision Premiums	560.87
34-520-54000-0000-1	Fuel	114.30
Grand Total:		437,994.17

Project Account Summary

Project Account Key	Payment Amount
None	437,994.17
Grand Total:	437,994.17



City of McFarland, CA

Pay Code Report

Summary By Employee

4/1/2021 - 4/30/2021

Payroll Set: City-City of McFarland

Employee Number	Pay Code	# of Payments	Units	Pay Amount
ALB100-142	Hourly - Hourly	2	156	4,187.04
	OT - Overtime	2	17	684.42
	Sick - Sick Pay	1	5.49	147.35
	Vacation - Vacation Pay	1	6.51	174.73
	ALB100-142 - Total:		185	5,193.54
ALV100	Hourly - Hourly	2	160	3,986.96
	ALV100 - Total:		160	3,986.96
ALW100-145	Hourly - Hourly	1	84	2,254.56
	OT - Overtime	1	12	483.12
	PD On-Call - PD On-Call	1	12	240.00
	Workers Comp - Workers	1	84	2,254.56
	ALW100-145 - Total:		192	5,232.24
Ayo100	Salary - Elected - Salary - E	1	0	200.00
	Ayo100 - Total:		0	200.00
Brau100	EPSL - Emergency Paid Sic	1	25	380.25
	Hourly - Hourly	2	122	1,855.62
	OT - Overtime	2	17	387.86
	Brau100 - Total:		164	2,623.73
Cano100	Salary - Elected - Salary - E	1	0	200.00
	Cano100 - Total:		0	200.00
CEJ100	Hourly - Hourly	2	144	4,593.60
	Sick - Sick Pay	2	16	510.40
	CEJ100 - Total:		160	5,104.00
CHA100	EPSL - Emergency Paid Sic	1	28.16	496.74
	Hourly - Hourly	2	147	2,593.08
	Sick - Sick Pay	2	13	229.32
	CHA100 - Total:		188.16	3,319.14
DEL100	Hourly - Hourly	1	80	1,944.80
	Salary - Salary	1	80	1,944.80
	DEL100 - Total:		160	3,889.60
DEW100-147	Hourly - Hourly	2	168	5,228.16
	OT - Overtime	2	39	1,820.52
	PD On-Call - PD On-Call	2	80.5	1,610.00
	DEW100-147 - Total:		287.5	8,658.68

Employee Number	Pay Code	# of Payments	Units	Pay Amount
DIN100-96	Hourly - Hourly	2	160	3,038.40
	OT - Overtime	2	70.75	2,118.26
	DIN100-96 - Total:		230.75	5,156.66
ESP100	Hourly - Hourly	2	135.5	2,165.29
	OT - Overtime	1	3	71.91
	Sick - Sick Pay	1	24.5	391.51
	ESP100 - Total:		163	2,628.71
ESQ100	Hourly - Hourly	2	151	2,412.98
	OT - Overtime	1	17	407.49
	Vacation - Vacation Pay	1	9	143.82
	ESQ100 - Total:		177	2,964.29
GAL100-149	Hourly - Hourly	2	168	4,977.84
	OT - Overtime	2	18.5	822.24
	GAL100-149 - Total:		186.5	5,800.08
GAR100-146	Hourly - Hourly	2	156	4,187.04
	OT - Overtime	2	22	885.72
	Sick - Sick Pay	1	12	322.08
	GAR100-146 - Total:		190	5,394.84
GAR200	Hourly - Hourly	1	67	1,628.77
	Notary - Notary	2	0	27.70
	Salary - Salary	1	80	1,944.80
	Vacation - Vacation Pay	1	13	316.03
	GAR200 - Total:		160	3,917.30
GAR100-114	Hourly - Temp - Hourly Te	1	17	322.83
	GAR100-114 - Total:		17	322.83
GOM100	Comp Time Earned - Com	1	15	-
	Comp Time Taken - Comp	1	9	151.11
	Hourly - Hourly	2	128	2,149.12
	OT - Overtime	1	11	277.04
	Sick - Sick Pay	2	7.38	123.92
	Vacation - Vacation Pay	2	15.62	262.25
	GOM100 - Total:		186	2,963.44
GON200	Auto Allowance - Auto All	2	0	323.08
	Salary - Salary	2	160	7,876.48
	GON200 - Total:		160	8,199.56
GON400	Hourly - Hourly	2	160	5,104.00
	OT - Overtime	1	2	95.70
	PW Cert - Grade 3 - Public	2	0	69.24
	GON400 - Total:		162	5,268.94
GON300	Salary - Elected - Salary - E	1	0	200.00
	GON300 - Total:		0	200.00

Employee Number	Pay Code	# of Payments	Units	Pay Amount
GUE100	Comp Time Taken - Comp	1	30.51	723.70
	Hourly - Hourly	2	142	3,368.24
	OT - Overtime	1	4	142.32
	Sick - Sick Pay	1	18	426.96
	GUE100 - Total:		194.51	4,661.22
HAN100-112	Hourly - Hourly	2	168	5,631.36
	OT - Overtime	2	33.5	1,684.38
	PD On-Call - PD On-Call	2	128	2,560.00
	HAN100-112 - Total:		329.5	9,875.74
HAS100-143	Hourly - Hourly	2	160	2,620.80
	OT - Overtime	2	42	1,031.94
	HAS100-143 - Total:		202	3,652.74
HEL100-128	Hourly - Hourly	2	168	5,912.44
	OT - Overtime	2	57	3,009.01
	PD On-Call - PD On-Call	2	156	3,120.00
	HEL100-128 - Total:		381	12,041.45
HER100-144	Comp Time Earned - Comp	2	30	-
	Hourly - Hourly	2	168	4,509.12
	HER100-144 - Total:		198	4,509.12
HER100-130	Bachelor's Degree - Bache	2	0	18.46
	Comp Time Taken - Comp	1	3	84.60
	Hourly - Hourly	2	165	4,653.00
	OT - Overtime	2	13	549.90
	HER100-130 - Total:		181	5,305.96
LARA100	Comp Time Taken - Comp	1	20.5	563.96
	Hourly - Hourly	2	142	3,906.42
	OT - Overtime	2	5.5	226.96
	LARA100 - Total:		168	4,697.34
LAR100	Auto Allowance - Auto All	2	0	323.08
	Hourly - Hourly	2	107	5,509.47
	Sick - Sick Pay	2	13	669.37
	Vacation - Vacation Pay	1	40	2,059.61
	LAR100 - Total:		160	8,561.53
LOP125	Hourly - Hourly	2	158	2,856.64
	OT - Overtime	2	26	705.12
	Sick - Sick Pay	1	2	36.16
	LOP125 - Total:		186	3,597.92
MAR100	EPSL - Emergency Paid Sic	1	9	140.31
	Hourly - Hourly	2	142	2,213.78
	Sick - Sick Pay	1	7.38	115.05
	Vacation - Vacation Pay	1	1.62	25.26
	MAR100 - Total:		160	2,494.40

Employee Number	Pay Code	# of Payments	Units	Pay Amount
MAY100	Bachelor's Degree - Bache	2	0	18.46
	Hourly - Hourly	2	109.92	2,739.21
	Sick - Sick Pay	1	3	74.76
	Vacation - Vacation Pay	2	49.5	1,233.54
	MAY100 - Total:		162.42	4,065.97
MED100	Holiday - Holiday Pay	1	71	1,134.58
	Hourly - Hourly	1	80	1,278.40
	OT - Overtime	1	14	335.58
	Vacation - Vacation Pay	1	9	143.82
	MED100 - Total:		174	2,892.38
MOR100	Comp Time Taken - Comp	1	12	196.56
	Hourly - Hourly	2	137	2,244.06
	Sick - Sick Pay	1	1	16.38
	Vacation - Vacation Pay	1	10	163.80
	MOR100 - Total:		160	2,620.80
MUN100	Hourly - Hourly	2	128.45	2,002.54
	MUN100 - Total:		128.45	2,002.54
New100-148	Hourly - Hourly	2	132	4,107.84
	OT - Overtime	2	29.5	1,377.06
	PD On-Call - PD On-Call	2	54	1,080.00
	Sick - Sick Pay	1	24.9	774.89
	New100-148 - Total:		240.4	7,339.79
NIE100-34	Military - Military Leave W	2	0	-
	NIE100-34 - Total:		0	-
PEN300	Hourly - Hourly	2	147	2,407.86
	Sick - Sick Pay	2	13	212.94
	PEN300 - Total:		160	2,620.80
PER100	Salary - Elected - Salary - E	1	0	200.00
	PER100 - Total:		0	200.00
RIV100-120	Hourly - Hourly	2	152	4,869.28
	OT - Overtime	2	23	1,128.15
	PD On-Call - PD On-Call	2	86	1,720.00
	RIV100-120 - Total:		261	7,717.43
ROD200	Salary - Elected - Salary - E	1	0	200.00
	ROD200 - Total:		0	200.00
RON100	Hourly - Hourly	2	152	5,222.72
	OT - Overtime	2	14.75	760.22
	Vacation - Vacation Pay	2	8	274.88
	RON100 - Total:		174.75	6,257.82

Employee Number	Pay Code	# of Payments	Units	Pay Amount
<u>SAL100</u>	Hourly - Hourly	2	160	3,273.60
	OT - Overtime	1	4	122.76
	PW Cert - Grade 2 - Public	2	0	46.16
	SAL100 - Total:		164	3,442.52
<u>SHA100</u>	Hourly - Temp - Hourly Te	2	52	1,090.44
	SHA100 - Total:		52	1,090.44
<u>TEL100</u>	Hourly - Hourly	2	142	2,213.78
	Sick - Sick Pay	2	18	280.62
	TEL100 - Total:		160	2,494.40
<u>VAS200</u>	Bilingual - Bilingual	1	0	13.84
	Hourly - Hourly	2	141.75	2,500.47
	Sick - Sick Pay	2	9	158.76
	Vacation - Vacation Pay	2	9.25	163.17
	VAS200 - Total:		160	2,836.24
<u>VAZ-100</u>	Hourly - Hourly	2	160	2,444.80
	VAZ-100 - Total:		160	2,444.80
<u>Will 100- 141</u>	Hourly - Hourly	1	38.5	1,140.76
	OT - Overtime	1	14.5	214.82
	Will 100- 141 - Total:		53	1,355.58
<u>WIL100-150</u>	Hourly - Hourly	1	80	5,769.23
	Salary - Salary	1	80	5,769.23
	WIL100-150 - Total:		160	11,538.46
<u>WIL100-45</u>	Workers Comp - Workers	2	168	4,310.88
	WIL100-45 - Total:		168	4,310.88
Report Total:		7,826.94		206,052.81



Pay Code Report

Account Summary

4/1/2021 - 4/30/2021

Payroll Set: City-City of McFarland

Account	Account Description	Units	Pay Amount
01-105-50100-0000-1	Salaries - Permanent Employees	112	3,465.98
01-110-50100-0000-1	Salaries - Permanent Employees	56	2,570.01
01-110-50800-0000-1	Auto Allowance	0	80.78
01-115-50100-0000-1	Salaries - Permanent Employees	95.79	2,170.91
01-115-50200-0000-1	Overtime	1.38	56.74
01-140-50100-0000-1	Salaries - Permanent Employees	192	4,989.12
01-140-50200-0000-1	Overtime	2.95	152.04
01-150-50100-0000-1	Salaries - Permanent Employees	3209.9	90,853.11
01-150-50150-0000-1	Wages - Temporary Employees	17	322.83
01-150-50200-0000-1	Overtime	391.75	15,809.54
01-150-50350-0000-1	Stipends	0	18.46
01-155-50100-0000-1	Salaries - Permanent Employees	128.96	3,525.01
01-155-50150-0000-1	Wages - Temporary Employees	128.45	2,002.54
01-155-50200-0000-1	Overtime	2.95	152.04
01-160-50100-0000-1	Salaries - Permanent Employees	32	1,099.52
01-160-50200-0000-1	Overtime	2.95	152.04
01-165-50100-0000-1	Salaries - Permanent Employees	97.46	2,740.00
01-165-50150-0000-1	Wages - Temporary Employees	37.96	796.02
01-165-50200-0000-1	Overtime	2.95	152.04
01-175-50100-0000-1	Salaries - Permanent Employees	192	5,016.82
01-175-50200-0000-1	Overtime	2.95	152.06
01-180-50100-0000-1	Salaries - Permanent Employees	680.8	13,421.33
01-180-50200-0000-1	Overtime	3.88	138.05
01-180-50800-0000-1	Auto Allowance	0	64.62
01 - GENERAL FUND Total:		5392.08	149,901.61
20-200-50100-0000-1	Salaries/Permanent Employees	229.72	3,578.13
20-200-50200-0000-1	Overtime	0.12	4.27
20 - LIGHTING & LANDSCAPING-DISTRICT 1 Total:		229.84	3,582.40
30-500-50100-0000-1	Salaries - Permanent Employees	916.6	24,209.35
30-500-50150-0000-1	Wages - Temporary Employees	7.02	147.20
30-500-50200-0000-1	Overtime	35.37	919.24
30-500-50800-0000-1	Auto Allowance	0	274.62
30 - SEWER Total:		958.99	25,550.41
31-505-50100-0000-1	Salaries - Permanent Employees	140.1	3,356.33
31-505-50200-0000-1	Overtime	2.37	80.47
31-505-50800-0000-1	Auto Allowance	0	48.46

Account	Account Description	Units	Pay Amount
31 - REFUSE/RECYCLING Total:		142.47	3,485.26
<u>32-510-50100-0000-1</u>	Salaries - Permanent Employees	857.16	19,672.42
<u>32-510-50150-0000-1</u>	Wages - Temporary Employees	7.02	147.22
<u>32-510-50200-0000-1</u>	Overtime	34.38	868.85
<u>32-510-50350-0000-1</u>	Stipends	0	46.16
<u>32-510-50800-0000-1</u>	Auto Allowance	0	177.68
32 - WATER Total:		898.56	20,912.33
<u>34-520-50100-0000-1</u>	Salaries - Permanent Employees	160	2,620.80
34 - PUBLIC TRANSPORTATION Total:		160	2,620.80
Report Total:		7826.94	206,052.81



Pay Code Report

Pay Code Summary

4/1/2021 - 4/30/2021

Payroll Set: City-City of McFarland

Pay Code	Description	# of Payments	Units	Pay Amount
Auto Allowance - Auto All	Auto Allowance	4	0	646.16
Bachelor's Degree - Bache	Bachelor's Degree	4	0	36.92
Bilingual - Bilingual	Bilingual	1	0	13.84
Comp Time Earned - Com	Compensatory Time Earned	3	45	-
Comp Time Taken - Comp	Compensatory Time Taken	5	75.01	1,719.93
EPSL - Emergency Paid Sic	Emergency Paid Sick Leave	3	62.16	1,017.30
Holiday - Holiday Pay	Holiday Pay	1	71	1,134.58
Hourly - Hourly	Hourly	74	5467.12	135,703.08
Hourly - Temp - Hourly Te	Hourly Temporary Employees	3	69	1,413.27
Military - Military Leave W	Military Leave With Out Pay	2	0	-
Notary - Notary	Notary	2	0	27.70
OT - Overtime	Overtime	39	510	19,342.50
PD On-Call - PD On-Call	PD On-Call	11	516.5	10,330.00
PW Cert - Grade 2 - Public	Public Works Certification - Grade 2	2	0	46.16
PW Cert - Grade 3 - Public	Public Works Certification - Grade 3	2	0	69.24
Salary - Salary	Salary	5	400	17,535.31
Salary - Elected - Salary - E	Salary - Elected Officials	5	0	1,000.00
Sick - Sick Pay	Sick Pay	23	187.65	4,490.47
Vacation - Vacation Pay	Vacation Pay	15	171.5	4,960.91
Workers Comp - Workers	Workers Comp Pay	3	252	6,565.44
Report Total:			7826.94	206,052.81

REGULAR CITY COUNCIL MINUTES
TELECONFERENCE/VIRTUAL MEETING

April 22, 2021

MCFARLAND CITY COUNCIL
MCFARLAND SUCCESSOR AGENCY
MCFARLAND PUBLIC FINANCE AUTHORITY
MCFARLAND IMPROVEMENT AUTHORITY
MCFARLAND PARKING AUTHORITY

CALL TO ORDER

Mayor Gonzalez called the meeting to order at 6:04 p.m.

ROLL CALL

Council Members Present: Gonzalez (Mayor), Ayon, Cano, Pérez

Council Members Absent: Rodriguez

*Councilmember Eric Rodriguez joined the meeting at 6:15 p.m.

OFFICIALS PRESENT

City Manager Lara, Chief of Police Williams, Interim City Attorney Hodges, City Clerk Alvarado, Acting Community Development Director Ronk, Accounting Supervisor Lara, HR Attorney Che Johnson

INVOCATION

Mayor Pro-Tem Pérez

PLEDGE OF ALLEGIANCE

Councilmember Cano

PRESENTATIONS AND PROCLAMATIONS

Certificate of recognition was presented to Margarita Ortega recipient of the “Women of the Year Award” by Senator Melissa Hurtado requested by Mayor Pro-Tem Pérez.

Ms. Ortega stated she felt honored to be here and chosen as women of the year she is very thankful.

Certificate of recognition was presented to Eve Henderson for her outstanding volunteer service to the McFarland animal community requested by Mayor Pro-Tem Pérez.

Ms. Henderson stated she was surprised to have been presented with this award and stated that it was an honor.

PUBLIC COMMENTS

Maria Hernandez- Via email attached (Item # 6 & 7)

Maria Hernandez – Via email attached (Item # 9)

Danny Sanchez- (General Comment) Stated he agrees with the changes in the ordinance. He believes McFarland needs accountability, and that a group of people should make decisions not just one person. Oversight to see what goes on in the city.

Margie Martinez- (Non-Agenda Items- Trash Cans) 212 7th Street – Would like to know what happened to the trash cans by Chevron? Thanked the Mayor and Council Members for helping with the city clean up. Would like to know why R&F trash pick up route is going to change?

City Manager Lara responded to Mrs. Martinez’s question about the R&F stating that it postponed until owner performed a pre assessment from residents to see what the best approach to trash pickup route change would be.

Kathryn M Woods 13053 Garzoli Ave- stated she believes in the past there was an ordinance that prohibited people from turning their garage into a bedroom and that if that ordinance were enforced it would eliminate or help with the problem of cars being parked in alleys and streets.

Acting Community Development Director answered Mrs. Woods concern stating that the city currently does have a zoning ordinance that does prohibited that from happening if they do not have the proper storage for their vehicles.

CONSENT AGENDA

1. Motion was made by: Councilmember Ayon to approve the warrant register for \$ 212,456.27 from April 1, 2021 through April 13, 2021; 2nd by: Mayor Pro-Tem Pérez.

Vote: 3/0

Ayes: Ayon, Pérez, Rodriguez

Nays: None

Absent: None

Abstentions: Gonzalez (Mayor), Cano

***Mayor Gonzalez recused herself from item #1 due to marriage.**

***Councilmember Cano recused himself from item #1 due to conflict of interest.**

2. Motion was made by: Councilmember Ayon to approve minutes of Regular City Council Meeting of April 8, 2021; 2nd by: Mayor Pro-Tem Pérez.

Vote: 5/0

Ayes: Ayon, Pérez, Cano, Rodriguez, Gonzalez (Mayor)

Nays: None

Absent: None

Abstentions: None

3. Motion was made by: Councilmember Ayon to approve the request of The McFarland Greater Chamber of Commerce to waive the business license fee of \$ 84.00 and license tax fee of \$ 25.00 for their firework stand; 2nd by: Mayor Pro-Tem Pérez.

Vote: 5/0

Ayes: Ayon, Pérez, Cano, Rodriguez, Gonzalez (Mayor)

Nays: None

Absent: None

Abstentions: None

4. Motion was made by: Councilmember Ayon to approve the request of The McFarland Lions Club to waive the business license fee of \$ 84.00 and license tax fee of \$ 25.00 for their firework stand; 2nd by: Mayor Pro-Tem Pérez.

Vote: 5/0

Ayes: Ayon, Pérez, Cano, Rodriguez, Gonzalez (Mayor)

Nays: None

Absent: None

Abstentions: None

Closed consent agenda at 6:37 p.m.

PUBLIC HEARINGS

None

DEPARTMENTAL REPORTS

- a. **Administration** – City Manager Lara informed Villa Del Caribe Park project moving along ribbon cutting estimated to be end of May 2021. National Day of Prayer Thursday May 6, 2021.
- b. **Police Department** – Chief Williams introduced New Officer Matthew Dewar and stated Officer Dewar is extremely active, 151 self-initiated activities. Chief Williams gave brief presentation on March statistics. Thanked Mr. Sanchez for his comments. Invited the community to join them for Coffee and Donuts with a Cop Drive Thru Saturday 8-10 am in front of McFarland Police Department. He thanked the Lions for all their help and Starbucks for their donation.
- c. **Finance Department**- Acting Accounting Supervisor Lara informed he is still working on obtaining a more cost-efficient credit card payment company. He also informed that 838 thousand in property tax revenue is scheduled to hit the city bank account tomorrow.
- d. **Public Works Department**- Public Works Director Mario Gonzales was not present at the meeting) City Manager Lara informed Council that the water department has been working on

sidewalk repairs due to water leaks, wastewater is working on installing new aerators, street department working on potholes, street and sidewalk repairs and weed abatement.

- e. **Community Development-** Acting Community Development Director Ronk informed the council that the planning department has been working on reviewing track maps and meeting with developers. Grants completed the project list. Mr. Ronk informed the community business that there is still COVID supplies left for any business that are interested in receiving any contact Diana Garcia or himself. Building in working on plan checks for residential additions. Code Enforcement working on enforcing yard sale permits and non-working vehicles. Animal control working on owner reclaim and surrenders. Seven bags of dog food were donated to the Animal Shelter.

Departmental Reports Closed at 7:11 p.m.

ADMINISTRATIVE AGENDA

- 5. Motion was made by: Councilmember Rodriguez to approve the City of McFarland's Audited Financial Statements for fiscal year ending on June 30, 2018; 2nd by: Councilmember Ayon

Vote: 5/0

Ayes: Rodriguez, Ayon, Cano, Pérez, Gonzalez (Mayor)

Nays: None

Absent: None

Abstentions: None

*Rich Gonzalez Auditor from Clifton Larson Allen was present at the meeting and answered questions.

- 6. Motion was made by: Councilmember Ayon to approve second reading and adoption of Ordinance No. 0001-2021 AN ORDINANCE OF THE CITY OF MCFARLAND REGARDING CITY MANAGER AND AMENDING TITLE 2, CHAPTER 2.16 OF THE MCFARLAND MUNICIPAL CODE TO REPEAL SECTIONS 2.16.120, 2.16.130, 2.16.140, 2.16.150, 2.16.160, 2.16.160, 2.16.170, 2.16.180, 2.16.190, 2.16.200, 2.16.210, 2.16.220, 2.16.230, 2.16.240, 2.16.250, and 2.16.260, AND AMEND SECTIONS 2.16.010, 2.16.020, 2.16.020, 2.16.030, 2.16.040, 2.16.050, 2.16.060, 2.16.070, 2.16.080, 2.16.090, 2.16.100, AND 2.16.110 AS PART OF A NEW TITLE 2, CHAPTER 2.16 OF THE MCFARLAND MUNICIPAL CODE; 2nd by: Mayor Pro-Tem Pérez.

Vote: 5/0

Ayes: Ayon, Pérez, Cano, Rodriguez, Gonzalez (Mayor)

Nays: None

Absent: None

Abstentions: None

*Che Johnson HR Attorney was present to answer questions.

- 7. Motion was made by: Councilmember Ayon to approve second reading and adoption of Ordinance No. 0002-2021 AN ORDINANCE OF THE CITY OF MCFARLAND REGARDING CITY PERSONNEL SYSTEM AND AMENDING TITLE 2, CHAPTER 2.20 OF THE MCFARLAND MUNICIPAL CODE TO AMEND 2.20.010, 2.20.020, 2.20.030, 2.20.040, AND 2.20.050 AS PART OF A NEW TITLE 2, CHAPTER 2.20 OF THE MCFARLAND MUNICIPAL CODE; 2nd by: Councilmember Cano

Vote: 5/0

Ayes: Ayon, Cano, Rodriguez, Pérez, Gonzalez (Mayor)

Nays: None

Absent: None

Abstentions: None

*Che Johnson HR Attorney was present to answer questions.

- 8. Motion was made by: Councilmember Rodriguez to table discussion of employees working a 9/80 schedule per Councilmember Cano; 2nd by: Councilmember Ayon

Vote: 5/0

Ayes: Rodriguez, Ayon, Cano, Pérez, Gonzalez (Mayor)

Nays: None

Absent: None

Abstentions: None

Brianahi De Leon- Commented in favor of 9/80 schedule

Keia Noriega- Commented in favor of 9/80 schedule

Jenny Esparza – Commented in favor of 9/80 schedule

Diana Garcia- Commented in favor of 9/80 schedule (Written Comment)

9. Motion was made by: Councilmember Rodriguez to reject request by Juan Munguia owner of Munguia Heating A/C business to hire a contractor to grade the alley adjacent to his business; 2nd by: Councilmember Ayon

Vote: 3/0

Ayes: Rodriguez, Ayon, Pérez

Nays: None

Absent: None

Abstentions: Cano, Gonzalez (Mayor)

***Mayor Gonzalez recused herself and removed herself from item #9 due to conflict of interest (alley adjacent to where she lives).**

***Councilmember Cano recused himself and removed himself from item #9 due to conflict of interest (works for Munguia Heating & Air).**

10. Motion was made by: Mayor Pro-Tem Pérez to approve Resolution No. 2021-0018 A Resolution of the City Council of the City of McFarland, California, Adopting the Implementation of the City's Covid-19 Modified In-Person Meeting Protocols to Address the Covid-19 Pandemic Related to City Departments and City Commissions Meetings.

2nd by: Councilmember Ayon

Vote: 5/0

Ayes: Pérez, Ayon, Cano, Rodriguez, Gonzalez (Mayor)

Nays: None

Absent: None

Abstentions: None

11. Motion was made by: Councilmember Ayon to approve permission for City Manager Lara to provide a report pursuant to the surplus land act showing whether the property is surplus or not, real property city owned (APN 060-050-24); 2nd by Councilmember Rodriguez.

Vote: 5/0

Ayes: Ayon, Rodriguez, Cano, Pérez, Gonzalez (Mayor)

Nays: None

Absent: None

Abstentions: None

12. Motion was made by: Councilmember Ayon to table possible approval of water balance and use area management plan report for the City of McFarland wastewater treatment facility real property city owned (APN 060-050-24) until council attends a workshop 2nd by: Councilmember Rodriguez

Vote: 5/0

Ayes: Ayon, Rodriguez, Cano, Pérez, Gonzalez (Mayor)

Nays: None

Absent: None

Abstentions: None

13. Motion was made by: Councilmember Cano to approve City Attorneys request to digitize the City's legal files and records and directing city Manager, in her full capacity a McFarland's purchasing agent to pay the expense of digitizing the city's legal files and legal documents; 2nd by: Councilmember Rodriguez

Vote: 5/0

Ayes: Cano, Rodriguez, Ayon, Pérez, Gonzalez (Mayor)

Nays: None

Absent: None

Abstentions: None

Administrative Agenda Closed at 9:09 p.m.

ORAL REPORTS FROM CITY COUNCIL ON COMMITTEES

- a. Delano Mosquito Abatement District (DMAD) – Council Member Cano – Delano Mosquito is asking if anyone has anything to report to go online and fill out the paperwork.
- b. Kern Council of Governments (KCOG) – Construction of freeway 99 to be complete by December 2021.
- c. McFarland Tri-Agency Partners (MTAP) – Mrs. Pérez asked if Tri-Agency was needed? Mayor agreed and said she would speak to Mr. Resendez and report back to Council.
- d. Kern Economic Development Corporation (KEDC) – None to report
- e. Kern County Association of Cities (KCAC) – None to report
- f. Poso Creek IRWMP- Councilmember Ayon- Meeting of Cancelled.

COUNCIL STATEMENTS

Councilmember Rodriguez- Asked Mr. Ronk what happened with the Mobile Vendor Ordinance agenda item? Mr. Ronk replied that it is on the upcoming agenda. Rodriguez asked for notice to be placed on agenda when an item is not going to appear. He thanked the public for coming out and participating. He also appreciated the employees for having the courage to come out and speak on the 9/80 schedule.

Council Member Cano- Thanked the Lions for inviting them to help in the city clean up. Thanked the entire community and everyone watching via Facebook.

Mayor Pro-Tem Pérez- Thanked that community members who attended the meeting. Invited everyone on social media to attend the meeting in person. Thanked Chief Williams and the City Employees who spoke up on the 9/80 schedule.

Council Member Ayon- Thanked city staff and the police officers for keeping everyone safe.

Mayor Gonzalez- Thanked everyone who attended the meeting and all who watched via Facebook. She also thanked the city workers for their opinion, and the City Attorney for his patience with them.

***Motion to adjourn at 9:24 p.m.**

ADJOURNMENT

Meeting adjourned at 9:24 p.m.

Francisca Alvarado, City Clerk

**MEMORANDUM
CITY OF MCFARLAND**

TO: Mayor and City Council

FROM: Maria Lara, City Manager
Larry A Ronk III, Acting Community Development Director

DATE: March 13, 2021

SUBJECT: Discussion to fill a vacancy on the planning commission.

SUMMARY: The McFarland Planning Commission has two (2) positions expiring and will become vacant on June 30, 2021; City staff is requesting approval to advertise the vacant seats on the city's website, post notices around town, and share with other local agencies.

PROJECT ANALYSIS:

The City of McFarland Planning Commission consists of five members, who are appointed by the City Council. The terms of office of all members of the planning commission is four years. The planning commission shall be residents and registered voters of the City.

RECOMMENDATION:

Staff is requesting City Council approval to advertise the vacant Planning Commission seat.

FISCAL IMPACT:

There are no fiscal impacts.

ATTACHMENT **ORDINANCE NO. 052-2016**

ORDINANCE NO. 052-2016

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MCFARLAND
REPLACING ORDINANCE NO. 10 AND ADDING CHAPTER 2.40 TO THE
MCFARLAND MUNICIPAL CODE CONCERNING THE PLANNING
COMMISSION**

**THE CITY COUNCIL OF THE CITY OF McFARLAND DOES ORDAIN AS
FOLLOWS:**

Section 1. AMENDMENTS.

Ordinance No. 10 of the City of McFarland is hereby replaced with Chapter 2.40 of the McFarland Municipal Code attached hereto as Exhibit "A" and by this reference made a part hereof.

Section 2. SEVERABILITY.

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is held to be invalid or unconstitutional such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 3. ENVIRONMENTAL QUALITY ACT.

This ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines and is not a project which has the potential for causing a Significant effect on the environment.

Section 4. EFFECTIVE DATE.

This Ordinance shall take effect 30 days after the date of its passage and within 15 days of its passage shall be published in the newspaper of general circulation, printed and published in the City of McFarland.

INTRODUCED at a regular meeting of the City Council of the City of McFarland on the 12th day of May, 2016.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of McFarland
on the day 25th of August, 2016, by the following votes:

AYES: Cantu (Mayor), McFarland, Coker, Melendez, Santillano

NOES: None

ABSTAIN: None

ABSENT: None



MANUEL CANTU, Mayor of
the City of McFarland, California

ATTEST:



BLANCA REYES-GARZA, City Clerk
of the City of McFarland, California

EXHIBIT A

Chapter 2.40 - PLANNING COMMISSION

Sections:

2.40.010 - Established

2.40.020 - Appointment of members—Organization

2.40.030 - Residence requirements

2.40.040 - City council members not eligible

2.40.050 - Term of office

2.40.060 - Removal from office

2.40.070 - Vacancy filling

2.40.080 - Meetings

2.40.090 - Powers and duties

2.40.010 - Established

A planning commission for the city is established, with membership, terms of office, powers and duties as provided in this chapter and by the statutes, rules and regulations of the state.

2.40.020 - Appointment of members—Organization.

The planning commission shall consist of five members, who shall be appointed by the city council. In addition thereto, the city manager shall be ex officio or advisory member, who shall not have the power to vote.

2.40.030 - Residence requirements.

The members of the planning commission shall be residents and registered voters of the city.

2.40.040 - City council members not eligible.

No member of the city council shall be eligible for membership on the planning commission.

2.40.050 - Term of office.

The terms of office of all members of the planning commission shall be for four years, with staggered terms to be established by minute order of the city council. The terms of office shall commence on July 1st and shall terminate on June 30th. Nothing in this chapter shall preclude the reappointment of any planning commissioner upon the expiration of his or her term of office. All members of the planning commission shall serve at the will of the city council.

2.40.060 - Removal from office.

Any member of the planning commission may be removed as follows:

A. By a majority vote of the city council; or

B. By his or her absence from three consecutive regular meetings of the planning commission without cause which shall be deemed to constitute the resignation of the commissioner, and the position shall be declared vacant, and the secretary of the planning commission shall immediately inform the city council of such termination. An absence due to illness or an unavoidable absence from the city, with notice thereof conveyed to the secretary of the planning commission on or before the day of any regular meeting of the commission shall be deemed an absence for cause.

2.40.070 - Vacancy filling.

If a vacancy occurs otherwise than by expiration of the term, it shall be filled by appointment by the city council for the unexpired portion of the term. The term of the ex officio or advisory members shall correspond to their respective terms of office.

2.40.080 - Meetings.

The planning commission shall establish the times, places and dates of its meetings, and establish rules and regulations for the conduct thereof.

2.40.090 - Powers and duties.

The powers and functions of the city planning commission shall be as follows:

A. To hold hearings and hear all matters as prescribed in the zoning ordinance;

B. To conduct such other hearings as are provided by law, such as, but not limited to, the California Environmental Quality Act and in accordance with its own rules and regulations;

C. To report its decisions, findings and recommendations in writing to the city council;

D. To consider, formulate and propose surveys, maps and plans designed to provide for, regulate and direct the future growth, development and beautification of the city in order to secure to the city and its inhabitants better sanitation, adequate and suitable parks and open spaces, better transportation facilities, improved public service of all kinds, proper location of public buildings, and to secure a permanent and comprehensive plan for the most economic, healthful and harmonious growth of the city;

E. To have prepared and recommend the adoption of a comprehensive long-term general master plan for the physical development of the city;

F. To make in its advisory capacity, any and all recommendations to the city council relating to the above matters, including changes or amendments to the master plan or any portion thereof.

Office Memorandum: CITY OF MCFARLAND

**TO: HONORABLE MAYOR GONZALEZ
AND COUNCIL MEMBERS**

DATE: March 13, 2021

FROM: Francisca Alvarado, CITY CLERK

SUBJECT: Declaring Results of a special annexation election, determining validity of prior proceedings, and directing recording of amended notice of special tax lien, City of McFarland Community Districts.

BACKGROUND

In 1978 Californians enacted Proposition 13, which limited many local public agencies' ability to finance new projects. In 1982, the passage of the Mello-Roos Community Facilities District Act (CFD) authorized local governments to create CFDs for the purpose of collecting special-purpose taxes and selling tax-exempt bonds to fund public improvements and services.

A CFD can be used as a mechanism to finance ongoing maintenance obligations and public safety services. In recent years, public agencies are increasingly opting to use CFDs to finance the maintenance of streets, public landscape areas, and to maintain service levels for police services. CFDs used in this fashion are often referred to as a "Maintenance CFD" and they are more cost-effective to administer than LLMDs. The City of McFarland formed CFD 2017-1 (Police Services) and CFD 2017-2 (Landscaping and Street Maintenance) in 2017 as well as CFD 2019-1 (Fire Protection Services) in 2019.

Staff has determined that it is necessary and desirable to annex property into the Community Facilities Districts (CFDs) pursuant to the terms and provisions of the Mello-Roos Community Facilities Act of 1982 (the "Act") for the purpose of financing police services, street maintenance, and landscaping for new development known as Tract 7214 Phase 5 & 6 and The GEO Group, Inc. (the "Projects") which will develop into single family residential and commercial properties. The annexation of the project into the CFDs is necessary for the City to meet the increased demands placed upon the City as a result of new developments. The Act authorizes the City Council to establish annex property in to the CFDs and levy special taxes within the CFDs.

In 2017, Willdan Financial Services completed a comprehensive special tax analysis that took into account the types of properties proposed for inclusion in the CFDs currently, and in the future through annexations, and the City's maintenance budgets to arrive at the proposed levels of special tax amounts on the various land uses. Data was gathered directly from the City, County and other sources to identify the level to

which properties can be fairly and equitably taxed. The analysis was used as the foundation for the development of the special tax methodology and, ultimately, the setting of the Rate and Method of Apportionment (RMA).

The Resolution is to provide validity of the prior proceeding and direct recording of the amended notice of special tax lien, City of McFarland Community Facilities District No.2019-1 Annexation No.1, Community Facilities District No.2017-2 Annexation No.2, and Community Facilities District No.2017-1 Annexation No.2.

RECOMMENDATION

It is recommended that the City Council adopt:

- (i) RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2017-1 (POLICE SERVICES) ANNEXATION NO. 2 (THE GEO GROUP, INC)

and

- (ii) RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2019-1 (FIRE PROTECTION SERVICES) ANNEXATION NO. 1 (TRACT 7214 PHASE 5 & 6 & THE GEO GROUP, INC)

and

- (iii) RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2017-2 (LANDSCAPING AND STREET MAINTENANCE) ANNEXATION NO. 2 (THE GEO GROUP, INC.)

ATTACHMENTS

Resolution 2021-0021

Resolution 2021-0022

Resolution 2021-0023

RESOLUTION NO.2021-0021

RESOLUTION OF THE CITY COUNCIL DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2017-1 (POLICE SERVICES) ANNEXATION NO. 2 (THE GEO GROUP, INC)

A. Recitals.

- (i) In proceedings heretofore conducted by the City Council pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), this City Council has heretofore adopted a resolution calling a special election of the qualified landowner electors in the territory of land proposed to be annexed to Community Facilities District No. 2017-1 (Police Services) (the "CFD").
- (ii) Pursuant to the terms of the resolution, which is hereby incorporated herein by this reference, the special election has been held and the City Clerk has filed a Canvass and Statement of Results of Election (the "Canvass") a copy of which is attached hereto as Exhibit A.
- (iii) This City Council has reviewed the Canvass and hereby approves it.

B. Resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MCFARLAND, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. The issue presented at the special election was the levy of a special tax within the territory to be annexed to the CFD to be levied in accordance with the formula heretofore approved by this City Council as described in Resolution No. 2021-0007, a Resolution of the City Council Annexing of Territory (The GEO Group, Inc.) to a Community Facilities District, Authorizing the Levy of a Special Tax and Submitting Levy of Tax to Qualified Electors, City of McFarland Community Facilities District No. 2017-1 (Police Services) Annexation No. 2, adopted March 25, 2021.
2. Pursuant to the Canvass on file with the City Clerk, the issue presented at the special election was approved by the landowners of the territory annexed to the CFD by more than two-thirds of the landowners voting at the special election.
3. Pursuant to the voter approval, said annexed territory to the CFD is hereby declared to be fully annexed to and part of the CFD and this Council may levy special taxes therein as heretofore provided in these proceedings.

4. It is hereby found that all prior proceedings and actions, taken by this Council pursuant to the CFD and the territory annexed thereto were valid and in conformity with the Act.

5. Within 15 days of the date hereof, the City Clerk shall execute and cause to be recorded in the office of the County Recorder of the County of Kern, an amendment to the Notice of Special Tax Lien as required by Section 3117.5 of the California Streets and Highway Code.

APPROVED and ADOPTED this 13th day of May 2021

SALLY GONZALEZ,
MAYOR

ATTEST:

FRANCISCA ALVARADO,
CITY CLERK

I, FRANCISCA ALVARADO, CITY CLERK of the CITY OF MCFARLAND
DO HEREBY CERTIFY that the foregoing Resolution No. was adopted at a regular
meeting of the City Council held on the 13th day of May 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

FRANCISCA ALVARADO,
CITY CLERK

APPROVED AS TO FORM:

Nathan Hodges,
CITY ATTORNEY

RESOLUTION NO. _____
PAGE 3 OF 3

Exhibit A

**City of McFarland
Community Facilities District No. 2017-1
(Police Services)
Annexation No. 2**

CANVASS AND STATEMENT OF RESULTS OF ELECTION

I hereby certify that on this date, I canvassed the returns of the election held on May 13, 2021, in the territory annexed to Community Facilities District No. 2017-1 (Police Services) of the City of McFarland which election is designed as the Special Tax Annexation Election, and the cast for and against the measure are as follows and the total as shown for and against the measure are full, true and correct:

City of McFarland Community Facilities District No. 2017-1 (Police Services)	Qualified Landowner Votes	Votes Cast	YES	NO
Annexation No. 2 Special Tax Annexation Election, May, 13, 2021	58	58	58	0

BALLOT MEASURE: Shall the City of McFarland, by and for its Community Facilities District No. 2017-1 (Police Services) (the "CFD") be authorized to levy special taxes within the territory annexed to the CFD pursuant to and as described in the Resolution of Formation, Resolution No. 2017-038, of the City of McFarland adopted by its Council on June 27, 2017?

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND THIS 13th DAY OF MAY 2021.

CITY OF MCFARLAND

By: _____
Francisca Alvarado, City Clerk

RESOLUTION NO. 2021-0022

RESOLUTION OF THE CITY COUNCIL DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2017-2 (LANDSCAPING AND STREET MAINTENANCE) ANNEXATION NO. 2 (THE GEO GROUP, INC.)

A. Recitals.

- (i) In proceedings heretofore conducted by the City Council pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), this City Council has heretofore adopted a resolution calling a special election of the qualified landowner electors in the territory of land proposed to be annexed to Community Facilities District No. 2017-2 (Landscaping and Street Maintenance) (the "CFD").
- (ii) Pursuant to the terms of the resolution, which is hereby incorporated herein by this reference, the special election has been held and the City Clerk has filed a Canvass and Statement of Results of Election (the "Canvass") a copy of which is attached hereto as Exhibit A.
- (iii) This City Council has reviewed the Canvass and hereby approves it.

B. Resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MCFARLAND, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. The issue presented at the special election was the levy of a special tax within the territory to be annexed to the CFD to be levied in accordance with the formula heretofore approved by this City Council as described in Resolution No. 2021-0008, a Resolution of the City Council Annexing of Territory (The Geo Group, Inc.) to a Community Facilities District, Authorizing the Levy of a Special Tax and Submitting Levy of Tax to Qualified Electors, City of McFarland Community Facilities District No. 2017-2 (Landscaping and Street Maintenance) Annexation No. 2, adopted February 11, 2021.
2. Pursuant to the Canvass on file with the City Clerk, the issue presented at the special election was approved by the landowners of the territory annexed to the CFD by more than two-thirds of the landowners voting at the special election.
3. Pursuant to the voter approval, said annexed territory to the CFD is hereby declared to be fully annexed to and part of the CFD and this Council may levy special taxes therein as heretofore provided in these proceedings.

4. It is hereby found that all prior proceedings and actions, taken by this Council pursuant to the CFD and the territory annexed thereto were valid and in conformity with the Act.

5. Within 15 days of the date hereof, the City Clerk shall execute and cause to be recorded in the office of the County Recorder of the County of Kern, an amendment to the Notice of Special Tax Lien as required by Section 3117.5 of the California Streets and Highway Code.

APPROVED and ADOPTED this 13th day of May 2021

SALLY GONZALEZ,
MAYOR

ATTEST:

FRANCISCA ALVARADO,
CITY CLERK

I, FRANCISCA ALVARADO, CITY CLERK of the CITY OF MCFARLAND
DO HEREBY CERTIFY that the foregoing Resolution No. was adopted at a regular
meeting of the City Council held on the 13th day of May 2021 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

FRANCISCA ALVARADO,
CITY CLERK

APPROVED AS TO FORM:

Nathan Hodges,
CITY ATTORNEY

RESOLUTION NO. _____
PAGE 3 OF 3

Exhibit A

**City of McFarland
Community Facilities District No. 2017-1
(Landscaping and Street Maintenance)
Annexation No. 2**

CANVASS AND STATEMENT OF RESULTS OF ELECTION

I hereby certify that on this date, I canvassed the returns of the election held on May 13, 2021, in the territory annexed to Community Facilities District No. 2017-2 (Landscaping and Street Maintenance) of the City of McFarland which election is designed as the Special Tax Annexation Election, and the cast for and against the measure are as follows and the total as shown for and against the measure are full, true and correct:

City of McFarland Community Facilities District No. 2017-2 (Landscaping and Street Maintenance)	Qualified Landowner Votes	Votes Cast	YES	NO
Annexation No. 2 Special Tax Annexation Election, May 13, 2021	58	58	58	0

BALLOT MEASURE: Shall the City of McFarland, by and for its Community Facilities District No. 2017-2 (Landscaping and Street Maintenance) (the "CFD") be authorized to levy special taxes within the territory annexed to the CFD pursuant to and as described in the Resolution of Formation, Resolution No. 2017-39, of the City of McFarland adopted by its Council on June 27, 2017?

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND THIS 13th DAY OF May 2021.

CITY OF MCFARLAND

By: _____
City Clerk

RESOLUTION NO. 2021-0023

RESOLUTION OF THE CITY COUNCIL DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2019-1 (FIRE PROTECTION SERVICES) ANNEXATION NO. 1 (TRACT 7214 PHASE 5 & 6 & THE GEO GROUP, INC)

A. Recitals.

- (i) In proceedings heretofore conducted by the City Council pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), this City Council has heretofore adopted a resolution calling a special election of the qualified landowner electors in the territory of land proposed to be annexed to Community Facilities District No. 2019-1 (Fire Protection Services) (the "CFD").
- (ii) Pursuant to the terms of the resolution, which is hereby incorporated herein by this reference, the special election has been held and the City Clerk has filed a Canvass and Statement of Results of Election (the "Canvass") a copy of which is attached hereto as Exhibit A.
- (iii) This City Council has reviewed the Canvass and hereby approves it.

B. Resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MCFARLAND, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. The issue presented at the special election was the levy of a special tax within the territory to be annexed to the CFD to be levied in accordance with the formula heretofore approved by this City Council as described in Resolution No. 2021-0009, a Resolution of the City Council Annexing of Territory (Tract 7214 Phase 5 & 6) to a Community Facilities District, Authorizing the Levy of a Special Tax and Submitting Levy of Tax to Qualified Electors, City of McFarland Community Facilities District No. 2019-1 (Fire Protection Services) Annexation No. 1, adopted March 25, 2021.
2. Pursuant to the Canvass on file with the City Clerk, the issue presented at the special election was approved by the landowners of the territory annexed to the CFD by more than two-thirds of the landowners voting at the special election.
3. Pursuant to the voter approval, said annexed territory to the CFD is hereby declared to be fully annexed to and part of the CFD and this Council may levy special taxes therein as heretofore provided in these proceedings.

4. It is hereby found that all prior proceedings and actions, taken by this Council pursuant to the CFD and the territory annexed thereto were valid and in conformity with the Act.

5. Within 15 days of the date hereof, the City Clerk shall execute and cause to be recorded in the office of the County Recorder of the County of Kern, an amendment to the Notice of Special Tax Lien as required by Section 3117.5 of the California Streets and Highway Code.

APPROVED and ADOPTED this 13th day of May 2021

SALLY GONZALEZ,
MAYOR

ATTEST:

FRANCISCA ALVARADO,
CITY CLERK

I, FRANCISCA ALVARADO, CITY CLERK of the CITY OF MCFARLAND
DO HEREBY CERTIFY that the foregoing Resolution No. was adopted at a regular
meeting of the City Council held on the 13th day of May 2021 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

FRANCISCA ALVARADO,
CITY CLERK

APPROVED AS TO FORM:

Nathan Hodges,
CITY ATTORNEY

RESOLUTION NO. _____
PAGE 3 OF 3

Exhibit A

**City of McFarland
Community Facilities District No. 2019-1
(Fire Protection Services)
Annexation No. 1**

CANVASS AND STATEMENT OF RESULTS OF ELECTION

I hereby certify that on this date, I canvassed the returns of the election held on May 13, 2021, in the territory annexed to Community Facilities District No. 2019-1 (Fire Protection Services) of the City of McFarland which election is designed as the Special Tax Annexation Election, and the cast for and against the measure are as follows and the total as shown for and against the measure are full, true and correct:

City of McFarland Community Facilities District No. 2019-1 (Fire Protection Services)	Qualified Landowner Votes	Votes Cast	YES	NO
Annexation No. 1 Special Tax Annexation Election, May 13, 2021	72	72	72	0

BALLOT MEASURE: Shall the City of McFarland, by and for its Community Facilities District No. 2019-1 (Fire Protection Services) (the "CFD") be authorized to levy special taxes within the territory annexed to the CFD pursuant to and as described in the Resolution of Formation, Resolution No. 2019-038, of the City of McFarland adopted by its Council on November 14, 2019?

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND THIS ____13th____ DAY OF MAY 2021.

CITY OF MCFARLAND

By: _____
City Clerk

Office Memorandum: CITY OF MCFARLAND

**TO: HONORABLE MAYOR GONZALEZ
AND COUNCIL MEMBERS**

DATE: March 13, 2021

FROM: Francisca Alvarado, CITY CLERK

SUBJECT: Declaring Results of a special annexation election, determining validity of prior proceedings, and directing recording of amended notice of special tax lien, City of McFarland Community Districts.

BACKGROUND

In 1978 Californians enacted Proposition 13, which limited many local public agencies' ability to finance new projects. In 1982, the passage of the Mello-Roos Community Facilities District Act (CFD) authorized local governments to create CFDs for the purpose of collecting special-purpose taxes and selling tax-exempt bonds to fund public improvements and services.

A CFD can be used as a mechanism to finance ongoing maintenance obligations and public safety services. In recent years, public agencies are increasingly opting to use CFDs to finance the maintenance of streets, public landscape areas, and to maintain service levels for police services. CFDs used in this fashion are often referred to as a "Maintenance CFD" and they are more cost-effective to administer than LLMDs. The City of McFarland formed CFD 2017-1 (Police Services) and CFD 2017-2 (Landscaping and Street Maintenance) in 2017 as well as CFD 2019-1 (Fire Protection Services) in 2019.

Staff has determined that it is necessary and desirable to annex property into the Community Facilities Districts (CFDs) pursuant to the terms and provisions of the Mello-Roos Community Facilities Act of 1982 (the "Act") for the purpose of financing police services, street maintenance, and landscaping for new development known as Tract 7214 Phase 5 & 6 and The GEO Group, Inc. (the "Projects") which will develop into single family residential and commercial properties. The annexation of the project into the CFDs is necessary for the City to meet the increased demands placed upon the City as a result of new developments. The Act authorizes the City Council to establish annex property in to the CFDs and levy special taxes within the CFDs.

In 2017, Willdan Financial Services completed a comprehensive special tax analysis that took into account the types of properties proposed for inclusion in the CFDs currently, and in the future through annexations, and the City's maintenance budgets to arrive at the proposed levels of special tax amounts on the various land uses. Data was gathered directly from the City, County and other sources to identify the level to

which properties can be fairly and equitably taxed. The analysis was used as the foundation for the development of the special tax methodology and, ultimately, the setting of the Rate and Method of Apportionment (RMA).

The Resolution is to provide validity of the prior proceeding and direct recording of the amended notice of special tax lien, City of McFarland Community Facilities District No.2019-1 Annexation No.1, Community Facilities District No.2017-2 Annexation No.2, and Community Facilities District No.2017-1 Annexation No.2.

RECOMMENDATION

It is recommended that the City Council adopt:

- (i) RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2017-1 (POLICE SERVICES) ANNEXATION NO. 2 (THE GEO GROUP, INC)

and

- (ii) RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2019-1 (FIRE PROTECTION SERVICES) ANNEXATION NO. 1 (TRACT 7214 PHASE 5 & 6 & THE GEO GROUP, INC)

and

- (iii) RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2017-2 (LANDSCAPING AND STREET MAINTENANCE) ANNEXATION NO. 2 (THE GEO GROUP, INC.)

ATTACHMENTS

Resolution 2021-0021

Resolution 2021-0022

Resolution 2021-0023

RESOLUTION NO.2021-0021

RESOLUTION OF THE CITY COUNCIL DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2017-1 (POLICE SERVICES) ANNEXATION NO. 2 (THE GEO GROUP, INC)

A. Recitals.

- (i) In proceedings heretofore conducted by the City Council pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), this City Council has heretofore adopted a resolution calling a special election of the qualified landowner electors in the territory of land proposed to be annexed to Community Facilities District No. 2017-1 (Police Services) (the "CFD").
- (ii) Pursuant to the terms of the resolution, which is hereby incorporated herein by this reference, the special election has been held and the City Clerk has filed a Canvass and Statement of Results of Election (the "Canvass") a copy of which is attached hereto as Exhibit A.
- (iii) This City Council has reviewed the Canvass and hereby approves it.

B. Resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MCFARLAND, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. The issue presented at the special election was the levy of a special tax within the territory to be annexed to the CFD to be levied in accordance with the formula heretofore approved by this City Council as described in Resolution No. 2021-0007, a Resolution of the City Council Annexing of Territory (The GEO Group, Inc.) to a Community Facilities District, Authorizing the Levy of a Special Tax and Submitting Levy of Tax to Qualified Electors, City of McFarland Community Facilities District No. 2017-1 (Police Services) Annexation No. 2, adopted March 25, 2021.
2. Pursuant to the Canvass on file with the City Clerk, the issue presented at the special election was approved by the landowners of the territory annexed to the CFD by more than two-thirds of the landowners voting at the special election.
3. Pursuant to the voter approval, said annexed territory to the CFD is hereby declared to be fully annexed to and part of the CFD and this Council may levy special taxes therein as heretofore provided in these proceedings.

4. It is hereby found that all prior proceedings and actions, taken by this Council pursuant to the CFD and the territory annexed thereto were valid and in conformity with the Act.

5. Within 15 days of the date hereof, the City Clerk shall execute and cause to be recorded in the office of the County Recorder of the County of Kern, an amendment to the Notice of Special Tax Lien as required by Section 3117.5 of the California Streets and Highway Code.

APPROVED and ADOPTED this 13th day of May 2021

SALLY GONZALEZ,
MAYOR

ATTEST:

FRANCISCA ALVARADO,
CITY CLERK

I, FRANCISCA ALVARADO, CITY CLERK of the CITY OF MCFARLAND
DO HEREBY CERTIFY that the foregoing Resolution No. was adopted at a regular
meeting of the City Council held on the 13th day of May 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

FRANCISCA ALVARADO,
CITY CLERK

APPROVED AS TO FORM:

Nathan Hodges,
CITY ATTORNEY

RESOLUTION NO. _____
PAGE 3 OF 3

Exhibit A

**City of McFarland
Community Facilities District No. 2017-1
(Police Services)
Annexation No. 2**

CANVASS AND STATEMENT OF RESULTS OF ELECTION

I hereby certify that on this date, I canvassed the returns of the election held on May 13, 2021, in the territory annexed to Community Facilities District No. 2017-1 (Police Services) of the City of McFarland which election is designed as the Special Tax Annexation Election, and the cast for and against the measure are as follows and the total as shown for and against the measure are full, true and correct:

City of McFarland Community Facilities District No. 2017-1 (Police Services)	Qualified Landowner Votes	Votes Cast	YES	NO
Annexation No. 2 Special Tax Annexation Election, May, 13, 2021	58	58	58	0

BALLOT MEASURE: Shall the City of McFarland, by and for its Community Facilities District No. 2017-1 (Police Services) (the "CFD") be authorized to levy special taxes within the territory annexed to the CFD pursuant to and as described in the Resolution of Formation, Resolution No. 2017-038, of the City of McFarland adopted by its Council on June 27, 2017?

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND THIS 13th DAY OF MAY 2021.

CITY OF MCFARLAND

By: _____
Francisca Alvarado, City Clerk

RESOLUTION NO. 2021-0022

RESOLUTION OF THE CITY COUNCIL DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2017-2 (LANDSCAPING AND STREET MAINTENANCE) ANNEXATION NO. 2 (THE GEO GROUP, INC.)

A. Recitals.

- (i) In proceedings heretofore conducted by the City Council pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), this City Council has heretofore adopted a resolution calling a special election of the qualified landowner electors in the territory of land proposed to be annexed to Community Facilities District No. 2017-2 (Landscaping and Street Maintenance) (the "CFD").
- (ii) Pursuant to the terms of the resolution, which is hereby incorporated herein by this reference, the special election has been held and the City Clerk has filed a Canvass and Statement of Results of Election (the "Canvass") a copy of which is attached hereto as Exhibit A.
- (iii) This City Council has reviewed the Canvass and hereby approves it.

B. Resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MCFARLAND, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. The issue presented at the special election was the levy of a special tax within the territory to be annexed to the CFD to be levied in accordance with the formula heretofore approved by this City Council as described in Resolution No. 2021-0008, a Resolution of the City Council Annexing of Territory (The Geo Group, Inc.) to a Community Facilities District, Authorizing the Levy of a Special Tax and Submitting Levy of Tax to Qualified Electors, City of McFarland Community Facilities District No. 2017-2 (Landscaping and Street Maintenance) Annexation No. 2, adopted February 11, 2021.
2. Pursuant to the Canvass on file with the City Clerk, the issue presented at the special election was approved by the landowners of the territory annexed to the CFD by more than two-thirds of the landowners voting at the special election.
3. Pursuant to the voter approval, said annexed territory to the CFD is hereby declared to be fully annexed to and part of the CFD and this Council may levy special taxes therein as heretofore provided in these proceedings.

4. It is hereby found that all prior proceedings and actions, taken by this Council pursuant to the CFD and the territory annexed thereto were valid and in conformity with the Act.

5. Within 15 days of the date hereof, the City Clerk shall execute and cause to be recorded in the office of the County Recorder of the County of Kern, an amendment to the Notice of Special Tax Lien as required by Section 3117.5 of the California Streets and Highway Code.

APPROVED and ADOPTED this 13th day of May 2021

SALLY GONZALEZ,
MAYOR

ATTEST:

FRANCISCA ALVARADO,
CITY CLERK

I, FRANCISCA ALVARADO, CITY CLERK of the CITY OF MCFARLAND
DO HEREBY CERTIFY that the foregoing Resolution No. was adopted at a regular
meeting of the City Council held on the 13th day of May 2021 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

FRANCISCA ALVARADO,
CITY CLERK

APPROVED AS TO FORM:

Nathan Hodges,
CITY ATTORNEY

RESOLUTION NO. _____
PAGE 3 OF 3

Exhibit A

**City of McFarland
Community Facilities District No. 2017-1
(Landscaping and Street Maintenance)
Annexation No. 2**

CANVASS AND STATEMENT OF RESULTS OF ELECTION

I hereby certify that on this date, I canvassed the returns of the election held on May 13, 2021, in the territory annexed to Community Facilities District No. 2017-2 (Landscaping and Street Maintenance) of the City of McFarland which election is designed as the Special Tax Annexation Election, and the cast for and against the measure are as follows and the total as shown for and against the measure are full, true and correct:

City of McFarland Community Facilities District No. 2017-2 (Landscaping and Street Maintenance)	Qualified Landowner Votes	Votes Cast	YES	NO
Annexation No. 2 Special Tax Annexation Election, May 13, 2021	58	58	58	0

BALLOT MEASURE: Shall the City of McFarland, by and for its Community Facilities District No. 2017-2 (Landscaping and Street Maintenance) (the "CFD") be authorized to levy special taxes within the territory annexed to the CFD pursuant to and as described in the Resolution of Formation, Resolution No. 2017-39, of the City of McFarland adopted by its Council on June 27, 2017?

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND THIS 13th DAY OF May 2021.

CITY OF MCFARLAND

By: _____
City Clerk

RESOLUTION NO. 2021-0023

RESOLUTION OF THE CITY COUNCIL DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2019-1 (FIRE PROTECTION SERVICES) ANNEXATION NO. 1 (TRACT 7214 PHASE 5 & 6 & THE GEO GROUP, INC)

A. Recitals.

- (i) In proceedings heretofore conducted by the City Council pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), this City Council has heretofore adopted a resolution calling a special election of the qualified landowner electors in the territory of land proposed to be annexed to Community Facilities District No. 2019-1 (Fire Protection Services) (the "CFD").
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- (iii) This City Council has reviewed the Canvass and hereby approves it.

B. Resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MCFARLAND, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. The issue presented at the special election was the levy of a special tax within the territory to be annexed to the CFD to be levied in accordance with the formula heretofore approved by this City Council as described in Resolution No. 2021-0009, a Resolution of the City Council Annexing of Territory (Tract 7214 Phase 5 & 6) to a Community Facilities District, Authorizing the Levy of a Special Tax and Submitting Levy of Tax to Qualified Electors, City of McFarland Community Facilities District No. 2019-1 (Fire Protection Services) Annexation No. 1, adopted March 25, 2021.
2. Pursuant to the Canvass on file with the City Clerk, the issue presented at the special election was approved by the landowners of the territory annexed to the CFD by more than two-thirds of the landowners voting at the special election.
3. Pursuant to the voter approval, said annexed territory to the CFD is hereby declared to be fully annexed to and part of the CFD and this Council may levy special taxes therein as heretofore provided in these proceedings.

4. It is hereby found that all prior proceedings and actions, taken by this Council pursuant to the CFD and the territory annexed thereto were valid and in conformity with the Act.

5. Within 15 days of the date hereof, the City Clerk shall execute and cause to be recorded in the office of the County Recorder of the County of Kern, an amendment to the Notice of Special Tax Lien as required by Section 3117.5 of the California Streets and Highway Code.

APPROVED and ADOPTED this 13th day of May 2021

SALLY GONZALEZ,
MAYOR

ATTEST:

FRANCISCA ALVARADO,
CITY CLERK

I, FRANCISCA ALVARADO, CITY CLERK of the CITY OF MCFARLAND
DO HEREBY CERTIFY that the foregoing Resolution No. was adopted at a regular
meeting of the City Council held on the 13th day of May 2021 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

FRANCISCA ALVARADO,
CITY CLERK

APPROVED AS TO FORM:

Nathan Hodges,
CITY ATTORNEY

RESOLUTION NO. _____
PAGE 3 OF 3

Exhibit A

**City of McFarland
Community Facilities District No. 2019-1
(Fire Protection Services)
Annexation No. 1**

CANVASS AND STATEMENT OF RESULTS OF ELECTION

I hereby certify that on this date, I canvassed the returns of the election held on May 13, 2021, in the territory annexed to Community Facilities District No. 2019-1 (Fire Protection Services) of the City of McFarland which election is designed as the Special Tax Annexation Election, and the cast for and against the measure are as follows and the total as shown for and against the measure are full, true and correct:

City of McFarland Community Facilities District No. 2019-1 (Fire Protection Services)	Qualified Landowner Votes	Votes Cast	YES	NO
Annexation No. 1 Special Tax Annexation Election, May 13, 2021	72	72	72	0

BALLOT MEASURE: Shall the City of McFarland, by and for its Community Facilities District No. 2019-1 (Fire Protection Services) (the "CFD") be authorized to levy special taxes within the territory annexed to the CFD pursuant to and as described in the Resolution of Formation, Resolution No. 2019-038, of the City of McFarland adopted by its Council on November 14, 2019?

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND THIS ____13th____ DAY OF MAY 2021.

CITY OF MCFARLAND

By: _____
City Clerk

Office Memorandum: CITY OF MCFARLAND

**TO: HONORABLE MAYOR GONZALEZ
AND COUNCIL MEMBERS**

DATE: March 13, 2021

FROM: Francisca Alvarado, CITY CLERK

SUBJECT: Declaring Results of a special annexation election, determining validity of prior proceedings, and directing recording of amended notice of special tax lien, City of McFarland Community Districts.

BACKGROUND

In 1978 Californians enacted Proposition 13, which limited many local public agencies' ability to finance new projects. In 1982, the passage of the Mello-Roos Community Facilities District Act (CFD) authorized local governments to create CFDs for the purpose of collecting special-purpose taxes and selling tax-exempt bonds to fund public improvements and services.

A CFD can be used as a mechanism to finance ongoing maintenance obligations and public safety services. In recent years, public agencies are increasingly opting to use CFDs to finance the maintenance of streets, public landscape areas, and to maintain service levels for police services. CFDs used in this fashion are often referred to as a "Maintenance CFD" and they are more cost-effective to administer than LLMDs. The City of McFarland formed CFD 2017-1 (Police Services) and CFD 2017-2 (Landscaping and Street Maintenance) in 2017 as well as CFD 2019-1 (Fire Protection Services) in 2019.

Staff has determined that it is necessary and desirable to annex property into the Community Facilities Districts (CFDs) pursuant to the terms and provisions of the Mello-Roos Community Facilities Act of 1982 (the "Act") for the purpose of financing police services, street maintenance, and landscaping for new development known as Tract 7214 Phase 5 & 6 and The GEO Group, Inc. (the "Projects") which will develop into single family residential and commercial properties. The annexation of the project into the CFDs is necessary for the City to meet the increased demands placed upon the City as a result of new developments. The Act authorizes the City Council to establish annex property in to the CFDs and levy special taxes within the CFDs.

In 2017, Willdan Financial Services completed a comprehensive special tax analysis that took into account the types of properties proposed for inclusion in the CFDs currently, and in the future through annexations, and the City's maintenance budgets to arrive at the proposed levels of special tax amounts on the various land uses. Data was gathered directly from the City, County and other sources to identify the level to

which properties can be fairly and equitably taxed. The analysis was used as the foundation for the development of the special tax methodology and, ultimately, the setting of the Rate and Method of Apportionment (RMA).

The Resolution is to provide validity of the prior proceeding and direct recording of the amended notice of special tax lien, City of McFarland Community Facilities District No.2019-1 Annexation No.1, Community Facilities District No.2017-2 Annexation No.2, and Community Facilities District No.2017-1 Annexation No.2.

RECOMMENDATION

It is recommended that the City Council adopt:

- (i) RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2017-1 (POLICE SERVICES) ANNEXATION NO. 2 (THE GEO GROUP, INC)

and

- (ii) RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2019-1 (FIRE PROTECTION SERVICES) ANNEXATION NO. 1 (TRACT 7214 PHASE 5 & 6 & THE GEO GROUP, INC)

and

- (iii) RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2017-2 (LANDSCAPING AND STREET MAINTENANCE) ANNEXATION NO. 2 (THE GEO GROUP, INC.)

ATTACHMENTS

Resolution 2021-0021

Resolution 2021-0022

Resolution 2021-0023

RESOLUTION NO.2021-0021

RESOLUTION OF THE CITY COUNCIL DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2017-1 (POLICE SERVICES) ANNEXATION NO. 2 (THE GEO GROUP, INC)

A. Recitals.

- (i) In proceedings heretofore conducted by the City Council pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), this City Council has heretofore adopted a resolution calling a special election of the qualified landowner electors in the territory of land proposed to be annexed to Community Facilities District No. 2017-1 (Police Services) (the "CFD").
- (ii) Pursuant to the terms of the resolution, which is hereby incorporated herein by this reference, the special election has been held and the City Clerk has filed a Canvass and Statement of Results of Election (the "Canvass") a copy of which is attached hereto as Exhibit A.
- (iii) This City Council has reviewed the Canvass and hereby approves it.

B. Resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MCFARLAND, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

1. The issue presented at the special election was the levy of a special tax within the territory to be annexed to the CFD to be levied in accordance with the formula heretofore approved by this City Council as described in Resolution No. 2021-0007, a Resolution of the City Council Annexing of Territory (The GEO Group, Inc.) to a Community Facilities District, Authorizing the Levy of a Special Tax and Submitting Levy of Tax to Qualified Electors, City of McFarland Community Facilities District No. 2017-1 (Police Services) Annexation No. 2, adopted March 25, 2021.
2. Pursuant to the Canvass on file with the City Clerk, the issue presented at the special election was approved by the landowners of the territory annexed to the CFD by more than two-thirds of the landowners voting at the special election.
3. Pursuant to the voter approval, said annexed territory to the CFD is hereby declared to be fully annexed to and part of the CFD and this Council may levy special taxes therein as heretofore provided in these proceedings.

4. It is hereby found that all prior proceedings and actions, taken by this Council pursuant to the CFD and the territory annexed thereto were valid and in conformity with the Act.

5. Within 15 days of the date hereof, the City Clerk shall execute and cause to be recorded in the office of the County Recorder of the County of Kern, an amendment to the Notice of Special Tax Lien as required by Section 3117.5 of the California Streets and Highway Code.

APPROVED and ADOPTED this 13th day of May 2021

SALLY GONZALEZ,
MAYOR

ATTEST:

FRANCISCA ALVARADO,
CITY CLERK

I, FRANCISCA ALVARADO, CITY CLERK of the CITY OF MCFARLAND
DO HEREBY CERTIFY that the foregoing Resolution No. was adopted at a regular
meeting of the City Council held on the 13th day of May 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

FRANCISCA ALVARADO,
CITY CLERK

APPROVED AS TO FORM:

Nathan Hodges,
CITY ATTORNEY

RESOLUTION NO. _____
PAGE 3 OF 3

Exhibit A

**City of McFarland
Community Facilities District No. 2017-1
(Police Services)
Annexation No. 2**

CANVASS AND STATEMENT OF RESULTS OF ELECTION

I hereby certify that on this date, I canvassed the returns of the election held on May 13, 2021, in the territory annexed to Community Facilities District No. 2017-1 (Police Services) of the City of McFarland which election is designed as the Special Tax Annexation Election, and the cast for and against the measure are as follows and the total as shown for and against the measure are full, true and correct:

City of McFarland Community Facilities District No. 2017-1 (Police Services)	Qualified Landowner Votes	Votes Cast	YES	NO
Annexation No. 2 Special Tax Annexation Election, May, 13, 2021	58	58	58	0

BALLOT MEASURE: Shall the City of McFarland, by and for its Community Facilities District No. 2017-1 (Police Services) (the "CFD") be authorized to levy special taxes within the territory annexed to the CFD pursuant to and as described in the Resolution of Formation, Resolution No. 2017-038, of the City of McFarland adopted by its Council on June 27, 2017?

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND THIS 13th DAY OF MAY 2021.

CITY OF MCFARLAND

By: _____
Francisca Alvarado, City Clerk

RESOLUTION NO. 2021-0022

RESOLUTION OF THE CITY COUNCIL DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2017-2 (LANDSCAPING AND STREET MAINTENANCE) ANNEXATION NO. 2 (THE GEO GROUP, INC.)

A. Recitals.

- (i) In proceedings heretofore conducted by the City Council pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), this City Council has heretofore adopted a resolution calling a special election of the qualified landowner electors in the territory of land proposed to be annexed to Community Facilities District No. 2017-2 (Landscaping and Street Maintenance) (the "CFD").
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5. Within 15 days of the date hereof, the City Clerk shall execute and cause to be recorded in the office of the County Recorder of the County of Kern, an amendment to the Notice of Special Tax Lien as required by Section 3117.5 of the California Streets and Highway Code.

APPROVED and ADOPTED this 13th day of May 2021

SALLY GONZALEZ,
MAYOR

ATTEST:

FRANCISCA ALVARADO,
CITY CLERK

I, FRANCISCA ALVARADO, CITY CLERK of the CITY OF MCFARLAND
DO HEREBY CERTIFY that the foregoing Resolution No. was adopted at a regular
meeting of the City Council held on the 13th day of May 2021 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

FRANCISCA ALVARADO,
CITY CLERK

APPROVED AS TO FORM:

Nathan Hodges,
CITY ATTORNEY

RESOLUTION NO. _____
PAGE 3 OF 3

Exhibit A

**City of McFarland
Community Facilities District No. 2017-1
(Landscaping and Street Maintenance)
Annexation No. 2**

CANVASS AND STATEMENT OF RESULTS OF ELECTION

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City of McFarland Community Facilities District No. 2017-2 (Landscaping and Street Maintenance)	Qualified Landowner Votes	Votes Cast	YES	NO
Annexation No. 2 Special Tax Annexation Election, May 13, 2021	58	58	58	0

BALLOT MEASURE: Shall the City of McFarland, by and for its Community Facilities District No. 2017-2 (Landscaping and Street Maintenance) (the "CFD") be authorized to levy special taxes within the territory annexed to the CFD pursuant to and as described in the Resolution of Formation, Resolution No. 2017-39, of the City of McFarland adopted by its Council on June 27, 2017?

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CITY OF MCFARLAND

By: _____
City Clerk

RESOLUTION NO. 2021-0023

RESOLUTION OF THE CITY COUNCIL DECLARING RESULTS OF A SPECIAL ANNEXATION ELECTION, DETERMINING VALIDITY OF PRIOR PROCEEDINGS, AND DIRECTING RECORDING OF AMENDED NOTICE OF SPECIAL TAX LIEN, CITY OF MCFARLAND COMMUNITY FACILITIES DISTRICT NO. 2019-1 (FIRE PROTECTION SERVICES) ANNEXATION NO. 1 (TRACT 7214 PHASE 5 & 6 & THE GEO GROUP, INC)

A. Recitals.

- (i) In proceedings heretofore conducted by the City Council pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), this City Council has heretofore adopted a resolution calling a special election of the qualified landowner electors in the territory of land proposed to be annexed to Community Facilities District No. 2019-1 (Fire Protection Services) (the "CFD").
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3. Pursuant to the voter approval, said annexed territory to the CFD is hereby declared to be fully annexed to and part of the CFD and this Council may levy special taxes therein as heretofore provided in these proceedings.

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5. Within 15 days of the date hereof, the City Clerk shall execute and cause to be recorded in the office of the County Recorder of the County of Kern, an amendment to the Notice of Special Tax Lien as required by Section 3117.5 of the California Streets and Highway Code.

APPROVED and ADOPTED this 13th day of May 2021

SALLY GONZALEZ,
MAYOR

ATTEST:

FRANCISCA ALVARADO,
CITY CLERK

I, FRANCISCA ALVARADO, CITY CLERK of the CITY OF MCFARLAND
DO HEREBY CERTIFY that the foregoing Resolution No. was adopted at a regular
meeting of the City Council held on the 13th day of May 2021 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

FRANCISCA ALVARADO,
CITY CLERK

APPROVED AS TO FORM:

Nathan Hodges,
CITY ATTORNEY

RESOLUTION NO. _____
PAGE 3 OF 3

Exhibit A

**City of McFarland
Community Facilities District No. 2019-1
(Fire Protection Services)
Annexation No. 1**

CANVASS AND STATEMENT OF RESULTS OF ELECTION

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City of McFarland Community Facilities District No. 2019-1 (Fire Protection Services)	Qualified Landowner Votes	Votes Cast	YES	NO
Annexation No. 1 Special Tax Annexation Election, May 13, 2021	72	72	72	0

BALLOT MEASURE: Shall the City of McFarland, by and for its Community Facilities District No. 2019-1 (Fire Protection Services) (the "CFD") be authorized to levy special taxes within the territory annexed to the CFD pursuant to and as described in the Resolution of Formation, Resolution No. 2019-038, of the City of McFarland adopted by its Council on November 14, 2019?

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND THIS ____13th____ DAY OF MAY 2021.

CITY OF MCFARLAND

By: _____
City Clerk

**MEMORANDUM
CITY OF MCFARLAND**

TO: Honorable Mayor and City Council

FROM: Maria Lara, City Manager

DATE: April 14, 2021

SUBJECT: Report and Discussion and Possible Approval of **Water Balance and Use Area Management Plan Report for the City of McFarland Wastewater Treatment Facility**, Real Property City-Owned (APN: 060-050-24).

RECOMMENDATION:

Staff recommends that the City Council approve the City Manager, in her capacity as McFarland's purchasing agent, to pay the wastewater engineering fees to conduct a **Water Balance and Use Area Management Plan Report** to address the change in management of the effluent storage/percolation ponds and agricultural farmland owned by the city (APN: 060-050-24).

BACKGROUND:

The purpose of this staff report is to communicate the receipt of two (2) offers from Industrial Investors under Waste Discharge requirements ((WDR) Order R5-2008-0072), the city must provide a new technical Water Balance And Use Area Management Plan Report, if change in management of the effluent storage/percolation ponds and or use of the agricultural farmland.

A Use Area Management Plan is required thru the Waste Discharge requirements ((WDR) Order R5-2008-0072). Specifically, this report would be intended to give the City an indication to the possibility of selling 59 acres of the 159-acre City owned farm that is used for effluent disposal by means of irrigating feed and fodder crops.

The City owns and operates a wastewater treatment facility (WWTF) for the treatment of domestic and commercial wastewater. The WWTF is on the northwest corner of Perkins Avenue and Melcher Avenue, about two miles west of the City. On April 25, 2008, the RWQCB adopted WDR Order No. R5-2008-0072 to regulate the WWTF. The WWTF consists of headworks with mechanical screening, two aeration lagoons, a settling pond, and two storage ponds. The City has been using final effluent to irrigate approximately 159 acres (primarily alfalfa) of City owned farmland.

With the possible removal of 59 acres of farmland effluent irrigation disposal, the proposed change in property will result different land use management plan and a revised water balance must be completed with only 100 acres in farm production. With a reduction in farmland more percolation is desired for the effluent disposal (i.e. Water Pond Recharge).

On September 20, 2019, a Water Balance and Use Area Management Plan Report for the City of McFarland Wastewater Treatment Facility was conducted for the removal of the 80 acres of farmland to the north of wastewater facility and it was determined that the City can manage the Use Area with 158 acres of feed and fodder farming with a large effluent disposal component thru percolation/evaporation in the ponds. This report has not been done for the 159 acres of farmland to the south of the wastewater facility.

On April 13, 2021, City Staff had a conference call with the city wastewater engineer, Amando Garza and the California Regional Water Quality Control Board (Region 5) – Fresno, to discuss the potential change of effluent irrigation disposal and it was made clear that the proposed change requires the City to submit an updated Water Balance and Use Area Management Report for approval.

On May 5, 2021, City Council conducted a Special Meeting to listened to a PowerPoint Presentation to learned more about the Wastewater Treatment Plant and ask questions to the wastewater engineer regarding the future of the plant.

Therefore, it is staff recommendation that prior to entering any negotiations related to the sale of this property the City conduct this report to limit the liability and ensure the wastewater plant sustainability.

FISCAL IMPACT:

Sewer Enterprise Fund: Engineering Fees \$14,900.00.

ATTACHMENTS:

Cannon Project Proposal



April 22, 2021

Mr. Maria Lara
City Manager
Community Development Director
401 West Kern Avenue
McFarland, CA 93250

PROJECT: ENGINEERING SERVICES FOR REVISED LAND MANAGEMENT REPORT UPDATE

Dear Ms. Lara:

Based on the recent interest for private development to purchase the farmland adjacent to the wastewater treatment plant, there will be a need to further evaluate the evaporation/percolation ponds and land management effluent irrigation. Previously, the land management goal was to maximize the use of effluent onto 240 acres of City owned land. Recently, the City sold the north 80 acres of the 240 acres of farmland. A water and nitrogen balance was completed in September 2019 for this scenario. With additional land being considered for sale, the revised water, nitrogen and salts loading must be revisited/recalculated for the viability of the City moving towards less effluent disposal farming.

Cannon contacted the Regional Water Quality Control Board for preliminary indications as to the requirements for the consideration of farmland sales and ultimately moving towards complete evaporation percolation. They indicated that a formal Report of Waste Discharge will be required along with the necessary Water, Nitrogen, and salt loadings (TDS loadings). Lastly, they also mentioned the need for an updated Title 22 report required by the Division of Drinking Water for the use of reclaimed wastewater.

The purpose of this letter proposal is to present the services needed to provide the initial report for a water and nitrogen balance and salts loading calculations. There other regulatory reports will be deferred to another date. Although this proposed Land Management report is not an all-inclusive list for regulatory requirements of changing up the disposal practices, it will be the start for the information required to determine how the city will dispose of the treated wastewater as the City grows up to 2.3 mgd.

We look forward to our continued working relationship with the City of McFarland. The following pages detail the scope of work for an effluent percolation and land management analysis.

Sincerely,


Armando G. Garza, PE
Senior Principal Engineer
C 54148



PROJECT UNDERSTANDING AND APPROACH

The City of McFarland and Cannon Corporation have been very successful in the completion of three major wastewater plant upgrades including: 1) the Irrigation Pump Station and Pipelines, 2) the new Headworks Screening Facility and, 3) Aeration Basin and Blower upgrade. The last upgrade remains to be completed. The plant upgrades initially included the plan to continue the on-going effluent disposal for irrigation of feed and fodder crop on the adjacent City-owned farmland. Due to potential economic interests for the farmland sale to private developers, the City is now moving towards disposal exclusively by evaporation/percolation. Moving towards this different disposal practice requires various regulatory requirements to be completed with the regional water quality control board.

With the ongoing interest in selling the existing City farmland, the Regional Water Quality Control Board (RWQCB) was initially consulted. City Management and staff and Cannon Corporation conducted a phone discussion with this RWQCB management and staff (on April 22, 2021). Although the RWQCB encourages reclamation, they would not discourage the city from selling more land (potentially moving toward full percolation/evaporation). They will ensure that the proper regulations are being followed. With the sale of the north 80 acres, the revised water balance was forwarded to the RWQCB. Further sale of additional land requires additional engineering analysis of water, nitrogen, and salts loading, including the submission of a formal Report of Waste Discharge. By selling the north 80 acres and potentially another 60 acres of the south farmland, the City may be migrating towards full percolation/evaporation of the effluent disposal.

Cannon will consult with BSK and Associates to evaluate the existing soil types, perform soil boring and conduct infiltration test(s) to determine a viable percolation rate with the idea that the farm acreage just south of the plant may be converted to evaporation/percolation ponds.

Utilizing the percolation values from the soil investigation effort, the existing water balance spreadsheet will be re-visited for removing 60 acres of the remaining south 160 acres of farmland for effluent disposal. The intent will be to utilize less land while maximizing percolation for both the existing and projected design annual average daily flow of 2.3 million gallons per day (with a 2.5 mgd maximum monthly daily flow). This water balance must incorporate the 100-year rainfall event per the RWQCB standards.

SCOPE OF WORK

This scope of work was developed based on utilizing the existing water balance spreadsheet along with newly determined percolation value for maximum percolation (with the idea that the pond bottoms will be routinely deep ripped).

Task 1. Farmland soil borings, soil analysis, and Infiltration testing by BSK

Cannon will sub consult with BSK and Associates for the field soil investigation efforts. These efforts will consist of various shallow hand auger soil borings and 2 deeper soil borings along with 1 or 2 infiltration tests. A written report on the findings will be developed by BSK staff.

Task 2 – Modified Land Management Report

Develop a revised Land Management report (water, nitrogen and salts loading report) for effluent disposal for complete evaporation/percolation of existing and future effluent (limited



farming may remain in the mix). The revised land management report will be similar to the September 2019 report for the north 80 acres.

DELIVERABLES

The anticipated deliverables for this project are as follows:

- Soil Investigation report by BSK
- Revised Water Balance and Written Report

ASSUMPTIONS AND EXCLUSIONS

The following assumptions and exclusions apply to this proposal:

- City staff will be responsible for providing data in a timely manner for expedited execution of the tasks at hand.

SCHEDULE

The following schedule will be targeted for the percolation evaluation.

Soil boring and report 2 weeks from NTP
Revised Water Balance Report..... 2 weeks after receipt of Soils report

FEES

Fees are based on the rates per the enclosed fee schedule and do not include Agency checking or recording fees, or title company fees. It is our understanding that this project qualifies for California Prevailing Wages.

Task 1. Soil investigation for infiltration values with report	\$ 6,500.00
Task 2. Water Balance Calculations & Report	<u>\$ 8,400.00</u>
T&M Estimate:	\$14,900.00

EXCLUSIONS

1. The scope of work above does not include the design efforts for a new Evaporation and Percolation pond. It is anticipated that additional evaporation/percolation/storage pond(s) would be needed should the City rely entirely on disposal by evaporation/percolation. Additionally, the scope of work does not include any design efforts for piping required to a newly planned pond.
2. Report of Waste Discharge. This document will eventually be required with the upcoming final phase of the plant expansion.
2. Environmental Documentation necessary for the revised Discharge is not included in the Scope of Work above.



3. Antidegradation Study (Item E of the Report of Waste Discharge). An Antidegradation study is not including in the scope of work above.

4. Industrial Stormwater Permit. The scope of work does not include the Item F of the WDR.

5. General WDRs for Sanitary Sewer System (Collection Systems). The list of items required by the WDR includes the development of a Sewer System Management Plan. The City has previously completed this document in April 2011, and it is not anticipated that a re-submittal is required.

2020 Fee Schedule

Bill Rate Ranges
Subject to change

Accounting Specialist/Admin Assistant	\$ 45 - \$ 65
Business Services Administrator I - III	\$ 62 - \$ 72
Business Services Coordinator I - II	\$ 52 - \$ 57
Assistant Resident Engineer	\$ 135 - \$ 145
Associate Construction Engineer	\$ 110 - \$ 120
Associate Engineer	\$ 140 - \$ 175
Associate Landscape Architect	\$ 145 - \$ 155
Associate Planner	\$ 140 - \$ 150
Automation Design/Project Engineer	\$ 115 - \$ 135
Automation Specialist	\$ 135 - \$ 145
Automation Technician	\$ 95 - \$ 105
CAD Tech	\$ 85 - \$ 95
CAD Manager	\$ 100 - \$ 110
Clerical Assistant I - II	\$ 60 - \$ 65
Construction Inspector I - III	\$ 110 - \$ 130
Construction Manager	\$ 155 - \$ 165
Controller	\$ 70 - \$ 110
Design Engineer	\$ 110 - \$ 130
Director	\$ 180 - \$ 220
Engineer Tech	\$ 98 - \$ 108
Engineering Assistant I - II	\$ 80 - \$ 95
Engineering Manager	\$ 210 - \$ 230
Grant Funding Manager I - II	\$ 130 - \$ 145
I&E Construction Coordinator I - II	\$ 93 - \$ 114
I&E Services Coordinator	\$ 80 - \$ 90
Information Systems Admin/Manager	\$ 75 - \$ 115
Land Surveyor I - V	\$ 150 - \$ 195
Landscape Architect	\$ 105 - \$ 115
Landscape Designer I - II	\$ 80 - \$ 104
Lead Automation Specialist	\$ 147 - \$ 157
Lead Automation Technician	\$ 105 - \$ 115
Lead Designer	\$ 100 - \$ 122
Marketing Manager / Director	\$ 125 - \$ 150
Office Engineer / Construction I - III	\$ 98 - \$ 120
Plan Check Engineer I - III	\$ 120 - \$ 165
Planner I - III	\$ 83 - \$ 104
Planning Assistant I	\$ 55 - \$ 70
Principal Construction Engineer	\$ 185 - \$ 195
Principal Designer	\$ 110 - \$ 134
Principal Engineer	\$ 170 - \$ 202
Project Coordinator I - II	\$ 88 - \$ 104

Project Designer	\$ 83 - \$ 120
Project Engineer	\$ 120 - \$ 145
Project Manager / Sr. Principal	\$ 195 - \$ 220
Resident Engineer	\$ 155 - \$ 165
Sr. Associate Engineer	\$ 150 - \$ 180
Sr. Automation Specialist	\$ 163 - \$ 170
Sr. Automation Technician	\$ 126 - \$ 136
Sr. CAD Tech	\$ 90 - \$ 110
Sr. Construction Engineer	\$ 175 - \$ 195
Sr. Construction Manager	\$ 180 - \$ 200
Sr. Consultant / Principal-in-Charge	\$ 185 - \$ 260
Sr. Land Surveyor	\$ 191 - \$ 221
Sr. Landscape Architect	\$ 153 - \$ 163
Sr. Planner	\$ 153 - \$ 163
Sr. Principal Designer	\$ 110 - \$ 150
Sr. Principal Engineer	\$ 180 - \$ 230
Sr. Project Designer	\$ 105 - \$ 130
Sr. Project Engineer	\$ 130 - \$ 155
Sr. Project Manager	\$ 190 - \$ 213
Sr. Resident Engineer	\$ 172 - \$ 185
Structures Representative	\$ 172 - \$ 182
Survey Manager	\$ 195 - \$ 225
Survey Technician I - VI	\$ 105 - \$ 165
Technical Writer I - IV	\$ 90 - \$ 125

Survey Crew Rates - Regular

One-Man Field	\$ 166
Two-Man Field	\$ 245
Three-Man Field	\$ 325
Two-Man - HDS	\$ 295

Survey Crew Rates - Prevailing Wage

One-Man Field	\$ 220
Two-Man Field	\$ 295
Three-Man Field	\$ 425

Electrical - Prevailing Wage

Electrician	\$ 110 - \$ 158
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CM - Prevailing Wage

BCI Construction Inspector	\$ 140
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Forensics Engineering / Expert Testimony Fee Schedule Available Upon Request

Other Direct Charges

Black Line Plots	\$2.00 per page
Outside Reproduction	Cost + 15%
Automation & Electrical Materials	Cost + 25% (+tax)
Subconsultant Fees	Cost + 10%

Color Plots	\$5.00 per page
Travel and Related Subsistence	Cost + 15%
Standard Mileage Rate	IRS Rate per mile
Airplane Mileage Rate	GSA Rate per mile

All of the above hourly rates include all direct labor costs and labor overhead, general and administrative expenses and profit. All direct expenses, such as special equipment, shipping costs, travel other than by automobile, parking expenses, and permit fees will be billed at the actual cost plus 15%. If the client requests, or the client's schedule requires work to be done on an overtime basis, a multiplier of 1.5 will be applied to the stated rates for weekdays for daily hours in excess of 8 as well as weekends and a multiplier of 2.0 for daily hours in excess of 12 and holidays. If the client requests field services to be provided outside of normal working hours (between 6:00 p.m. and 6:00 a.m.), a multiplier of 1.5 will be applied to the stated rates. For prevailing wage projects, if the client requests field services to be provided on any given Sunday, a multiplier of 2.0 will be applied to the stated rates and on or around an observed holiday, other rates may be applied. Survey Crews and Automation Field staff are billed portal to portal, and mileage charges are included in the hourly rate. A minimum charge of 4 hours will be charged for any Automation Field Service calls outside of normal working hours (between 6:00 p.m. and 6:00 a.m.). The stated rates are subject to change, typically on an annual basis.



ACCEPTANCE OF PROPOSAL

Proposal Date: April 20, 2021

Client: City of McFarland
401 West Kern Avenue
McFarland, CA 93250

Project: Effluent Percolation, revised Land Management, WDR report, Title 22 report

Scope of Work: Task 1 - Soil Investigation by BSK
Task 2 - Revised Water Balance and Report
Task 3 – Waste Discharge Report
Task 4 – Title 22 report

Fees: Task 1 - \$6,500
Task 2 - \$8,400
Task 3 - \$12,400
Task 4 - \$15,000

Appendix A details the terms for work. Cannon bills monthly for work in progress and payment is due within 10 calendar days of invoice date. Overdue amounts will be surcharged at 18 percent per annum or 1.5 percent monthly. Materials are charged at cost plus 25% (+ tax). Reimbursable Expenses are not included in fixed fee; see enclosed "Reimbursable Expense Schedule" for rates. The fees are based upon current California Prevailing Wages; please provide us with the DIR Project ID. If the client requests, or the client's schedule requires work to be done on an overtime basis, a multiplier of 1.5 will be applied to the above rates for weekdays for daily hours in excess of 8 as well as weekends and a multiplier of 2.0 for daily hours in excess of 12 and holidays.

Please indicate your acceptance of this proposal by signing below.

In witness whereof, the parties hereto have caused this agreement consisting of proposal letter, Appendix A and any other necessary and applicable documents to be executed of the date and year first above written. In Appendix A, Cannon Corporation hereinafter referred to as Cannon. The Client, as noted below, hereinafter referred to as Client.

Client: City of McFarland Cannon

X Maria Lara Larry P. Kraemer, PE
City Manager Director of Public Infrastructure
C 44813

Date: Date:



APPENDIX A: TERMS FOR CANNON SERVICES

Section 1: The Agreement

- 1.1 The agreement between the above noted parties consists of the following terms, the attached proposal and any exhibits or attachments noted in the proposal. Together these elements will constitute the entire agreement superseding any and all prior negotiations, correspondence, or agreements either written or oral. Any changes to this agreement must be mutually agreed to in writing.

Section 2: Standard of Care

- 2.1 Data, interpretations, and recommendations by Cannon will be based solely on information provided to Cannon. Cannon is responsible for those data, interpretations, and recommendations, but will not be responsible for other parties' interpretations or use of the information developed.
- 2.2 Services performed by Cannon under this agreement are expected by the Client to be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of this profession practicing contemporaneously under similar conditions in the locality of the project. No other warranty, expressed or implied, is made.
- 2.3 The Client agrees that Cannon may use and publish the Client's name and a general description of Cannon's services with respect to the project in describing Cannon's experience and qualifications to other Clients and prospective Clients. The Client also agrees that any patentable or copyrightable concepts developed by Cannon as a consequence of service hereunder are the sole and exclusive property of Cannon.
- 2.4 The Client recognizes that it is neither practical nor customary for Cannon to include all construction details in plans and specifications, creating a need for interpretation by Cannon or an individual who is under Cannon's supervision. The Client also recognizes that construction review permits Cannon to identify and correct quickly and at comparatively low cost professional errors or omissions that are revealed through construction, or errors or omissions committed by others due to misinterpretation of design documents, or due to other causes. For the foregoing reasons construction review is generally considered an essential element of a complete design professional service. Accordingly, if the Client directs Cannon not to provide construction monitoring, Cannon shall be held harmless for any and all acts, errors or omissions, except for those consequences which it reasonably could be concluded that Cannon's review services would not have prevented or mitigated.
- 2.5 Client acknowledges that Cannon is not responsible for the performance of work by third parties including, but not limited to, engineers, architects, contractors, subcontractors, or suppliers of Client.

Section 3: Billing and Payment

- 3.1 Client will pay Cannon on a monthly basis to be billed by Cannon. Prior to the start of the project, a retainer as specified in the proposal, is required. Invoices for the balance will be submitted to Client by Cannon and will be due and payable within 10 days of invoice date. If Client objects to all or any portion of any invoice, Client will so notify Cannon in writing within fourteen (14) days of the invoice date, identify the cause of the disagreement, and pay when due that portion of the invoice not in dispute. The parties will immediately make every effort to settle the disputed portion of the invoice. In the absence of written notification described above, the balance as stated on the invoice will be paid.
- 3.2 Invoices are delinquent if payment has not been received within thirty (30) days from date of invoice. Client will pay an additional charge of 1-1/2 (1.5) percent per month or 18% per year of any delinquent amount, excepting any portion of the invoiced amount in dispute and resolved in favor of Client. All time spent and expenses incurred (including any attorney's fees) in connection with collection of any delinquent amount will be paid by Client to Cannon per Cannon's current fee schedule. In the event Client fails to pay Cannon within sixty (60) days after invoices are rendered, Client agrees that Cannon will have the right to consider the failure to pay Cannon's invoice as a breach of this agreement.
- 3.3 Client agrees that if Client requests services not specified herein, Client agrees to timely pay for all such services as extra work. Cannon will notify the Client prior to performance of services which are not specified in this agreement.
- 3.4 Client agrees that payment to Cannon is in no way contingent on the results of work by Cannon or on the outcome of any litigation.
- 3.5 Preparation for and/or travel time to client requested meetings will be charged at the hourly rate.
- 3.6 Billing rates are subject to change, typically on an annual basis.



Section 4: Additional Services

- 4.1 Additional services include making revisions in drawings, specifications or other documents when such revisions are:
Inconsistent with approvals or instructions previously given by the Client, including revisions made necessary by adjustments in the Client's program or project budget;
Required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents.
- 4.2 Additional services includes providing services required because of significant changes in the project including, but not limited to, size, quality, complexity, the Client's schedule, or the method of bidding or negotiating and contracting for construction.
- 4.3 Where unexpected developments increase the scope of work as defined herein and/or prove the assumptions of this proposal invalid, Cannon will make a reasonable effort to contact the Client to discuss the effects and adjustment of cost.

Section 5: Site Access and Site Conditions

- 5.1 Client will grant or obtain free access to the site for all equipment and personnel necessary for Cannon to perform the work set forth in this agreement. Client will notify any and all possessors of the project site that Client has granted Cannon free access to the site. Cannon will take reasonable precautions to minimize damage to the site, but it is understood by Client that, in the normal course of work, some damage may occur and the correction of such damage is not part of this agreement unless so specified in the proposal.

Section 6: Ownership of Documents

- 6.1 All reports, maps, plans, field data, field notes, estimates and other documents, whether in hard copy or machine readable form, which are prepared by Cannon as instruments of professional service, shall remain the property of Cannon. The Client may retain copies, including copies stored on magnetic tape or disk, for information and for reference in connection with the occupancy and use of the project.
- 6.2 Because of the possibility that information and data delivered in machine readable form may be altered, whether inadvertently or otherwise, Cannon reserves the right to retain the original tapes/disks and to remove from copies provided to the Client all identification reflecting the involvement of Cannon in their preparation. Cannon also reserves the right to retain hard copy originals of all project documentation delivered to the Client in machine readable form, which originals shall be referred to and shall govern in the event of any inconsistency between the two.
- 6.3 The Client recognizes that changes or modifications to Cannon's instruments of professional service introduced by anyone other than Cannon may result in adverse consequences which Cannon can neither predict nor control. Therefore, and in consideration of Cannon's agreement to deliver its instruments of professional service in machine readable form, the Client agrees, to the fullest extent permitted by law, to hold harmless and indemnify Cannon from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising out of or in any way connected with the modification, misinterpretation, misuse or reuse by others of the machine readable information and data provided by Cannon under this Agreement. The foregoing indemnification applies, without limitation, to any use of the project documents on other projects, for additions to this project, or for completion of this project by others, excepting only such use as may be authorized, in writing, by Cannon.
- 6.4 Client agrees that all reports and other work furnished to Client or his agents, which is not paid for, will be returned upon demand and will not be used by Client or others for any purpose whatsoever.

Section 7: Client Responsibilities

- 7.1 The Client shall provide full information including a program setting forth the Client's design objectives, constraints, and construction budget criteria.
- 7.2 The Client shall furnish a legal description, a certified land survey, and the services of a soil, structural, mechanical, electrical or other engineer or consultant services, and laboratory tests, inspections, or reports as required by law or as requested by Cannon to perform the functions and services required of this agreement. The information shall be furnished at the Client's expense and Cannon shall be entitled to rely upon the accuracy and completeness thereof.
- 7.3 The Client shall furnish all legal, accounting and insurance counseling services as may be necessary at any time for the project, including auditing services the Client may require to verify the Contractor's Applications for Payment or to ascertain how or for what purposes the Contractor uses the moneys paid by the Client. The information above shall be furnished at the Client's expense, and Cannon shall be entitled to rely upon the accuracy and completeness thereof.



- 7.4 If the Client observes or otherwise becomes aware of any fault or defect in the project or nonconformance with the Contract Documents, prompt written notice shall be given by the Client to Cannon.
- 7.5 The Client shall furnish information and shall review Cannon's work and provide decisions as expeditiously as necessary for the orderly progress of the project and of Cannon's services.

Section 8: Insurance

- 8.1 Cannon represents and warrants that it and its agents, staff and consultants employed by it, is and are protected by worker's compensation insurance and that Cannon has such coverage under public liability and property damage insurance policies which Cannon deems to be adequate. Certificates for all such policies of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Cannon agrees to indemnify and save Client harmless from and against any loss, damage or liability arising from any negligent acts by Cannon, its agents, staff, and consultants employed by it. Cannon shall not be responsible for any loss, damage or liability beyond the amounts, limits, and conditions of such insurance. Cannon shall not be responsible for any loss, damage, or liability arising from any acts by Client, its agents, staff, and other consultants employed by Client.

Section 9: Termination

- 9.1 This agreement may be terminated by either party seven (7) days after written notice in the event of any breach of any provision of this agreement or in the event of substantial failure of performance by the other party, or if Client suspends the work for more than three (3) months. In the event of termination, Cannon will be paid for services performed prior to the date of termination plus reasonable termination expenses including the cost of completing analyses, records and reports necessary to document job status at the time of termination.
- 9.2 Failure of the Client to make payments to Cannon when due in accordance with this agreement shall be considered substantial nonperformance and cause for termination. If the Client fails to make payment when due to Cannon for services and expenses, Cannon may, upon seven (7) days written notice to the Client, suspend performance of services under this agreement. Unless payment in full is received by Cannon within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, Cannon shall have no liability to the Client for delay, damage, loss of agency approvals, loss of financing, interest expenses, etc. caused to the Client because of such suspension of service.

Section 10: Disputes Resolution

- 10.1 All claims, disputes, and other matters in controversy between Cannon and Client arising out of or related to this agreement will be submitted to "alternative dispute resolution" (adr) such as mediation and/or arbitration, before and as a condition precedent to other remedies provided by law. If and to the extent Client and Cannon have agreed on methods for resolving such disputes, then such methods will be set forth in the "alternative dispute resolution agreement" which, if attached, is incorporated and made a part of this agreement.
- 10.2 If a dispute at law related to the services provided under this agreement and that dispute requires litigation instead of adr as provided upon, then:
- (1) The claim will be brought and tried in judicial jurisdiction of the court of the county where Cannon's principal place of business is located and Client waives the right to remove the action to any other county or judicial jurisdiction, and
 - (2) The prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees, and other claim related expenses.

Section 11: Assigns

- 11.1 Cannon shall not assign this agreement in whole or in part nor shall it subcontract any portion of the work to be performed hereunder; except that Cannon may use the services of persons or(?) entities not in our employ when it is appropriate and customary to do so. Such persons and entities include, but are not necessarily limited to, specialized consultants and testing laboratories. Cannon's use of others for additional services shall not be unreasonably restricted by the Client provided Cannon notifies the Client in advance.

Section 12: Governing Law and Survival

- 12.1 The law of the State of California will govern the validity of these terms, their interpretation and performance.
- 12.2 If any of the provisions contained in this agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions will not be impaired. Limitations of liability and indemnities will survive termination of this agreement for any cause.



Section 13: Limitation of Liability

- 13.1 To the fullest extent permitted by law, the total liability, in the aggregate, of Cannon and Cannon's officers, directors, employees, agents and independent professional associates and consultants, and any of them, to Client and anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to Cannon's services, the project or this agreement from any cause or causes whatsoever, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of Cannon or Cannon's officers, directors, employees, agents and independent professional associates and consultants, or any of them, shall not exceed the total compensation received by Cannon under this agreement, or the total amount of \$50,000.00, whichever is greater.

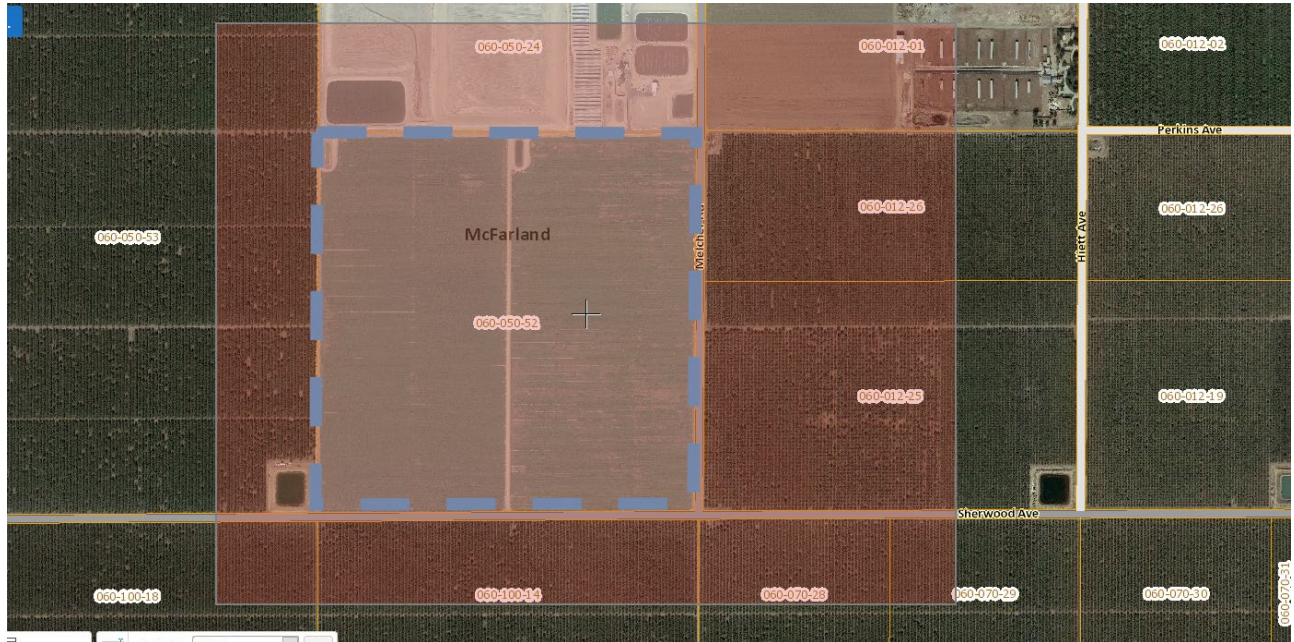
Section 14: Hiring Cannon's Employees

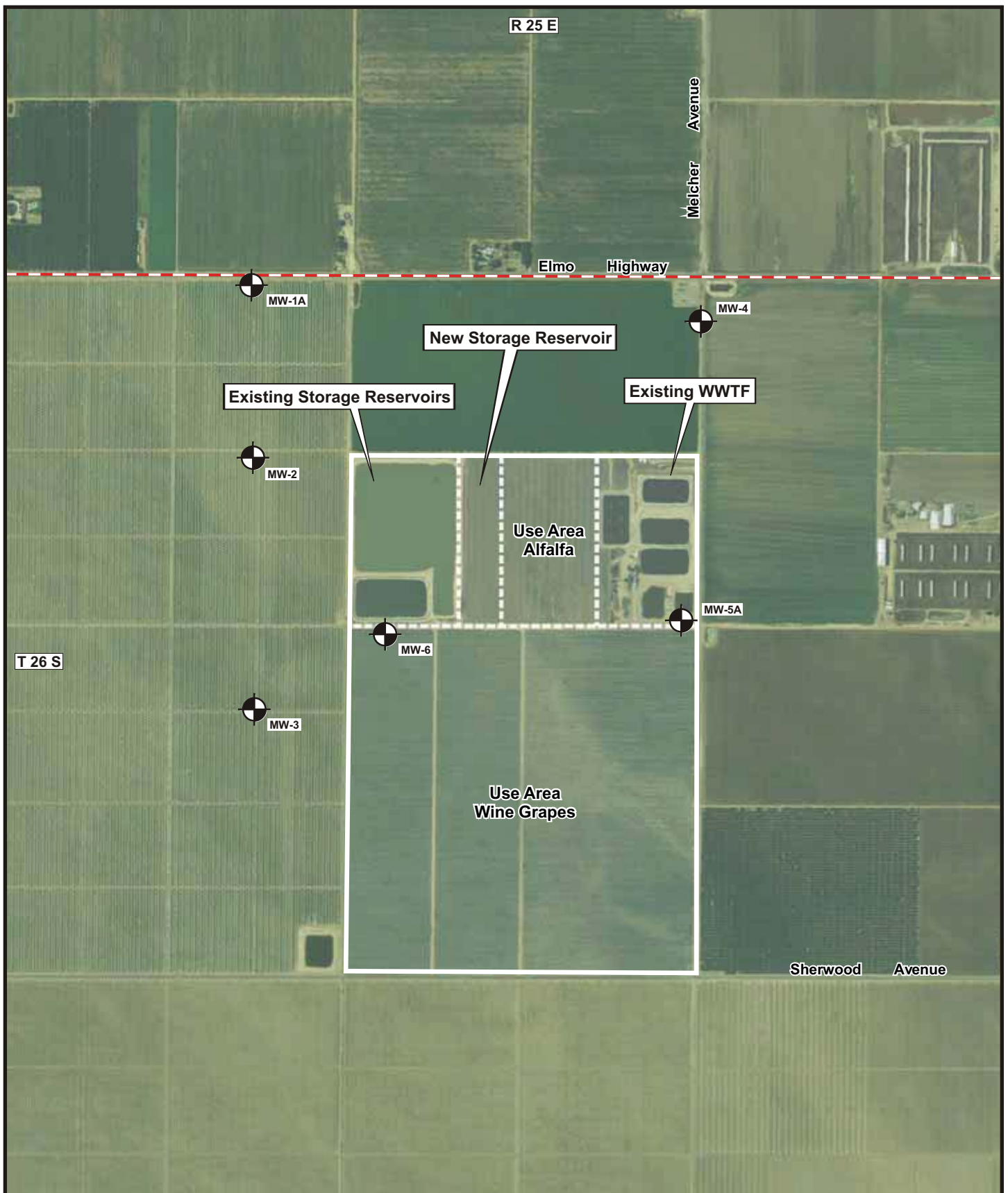
- 14.1 From time to time, Clients who have come to know and work with our employees in the course of a project wish to hire them to work as the Client's own in-house employees. We pride ourselves on recruiting, hiring, and training the very best employees possible, and in assigning to projects our employees who best meet our Clients' individual needs. Our goal is to have our Clients view Cannon and its individual employees as indispensable.
- 14.2 Client agrees to pay Cannon a finder's fees equal to 12 months of the employee's current salary or wage for each of our employees whom the client(?) choose to hire, either directly or indirectly. Client acknowledges and agrees that the finder's fee is both fair and reasonable, and is equivalent to a recruiting or "headhunter's fee" that Client would expect to pay to a third party for locating and recruiting an employee of the caliber of the hired Cannon employee.
- 14.3 This Section 14 shall be limited to those of Cannon's employees with whom Client works or is introduced by Cannon during the course of this engagement, and shall be applicable to such employees both during his/her employment with Cannon and for a period of six (6) months thereafter. This Section 14 shall survive the cancellation or expiration of this Agreement.

Section 15: Prevailing Wage

- 15.1 Cannon acknowledges the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. To the extent required by the California Labor Code, Cannon shall fully comply with and require its subconsultants to fully comply with such Prevailing Wage Laws.
- 15.2 Pursuant to Labor Code Sections 1725.5 and 1771.1, Cannon and all its subconsultants performing work subject to prevailing wage must be registered with the Department of Industrial Relations and submit their certified payroll records directly to the DIR. In order to do so, the awarding body needs to complete the PWC-100 (Public Works Project Registration) within five days of awarding the contract; and provide Cannon with the DIR Project ID prior to the start of Cannon's work.

Attachment A





Map Source:
 NAIP Aerial Photograph (2005)
 Section 9, T26S R25E, MDB&M
 *Note: All locations are approximate


 SCALE
 1 inch = 1,000 feet

TREATMENT, STORAGE, & DISPOSAL LAYOUT

ORDER NO. R5 - 2008 - 0072

GENERAL WASTE DISCHARGE REQUIREMENTS
 FOR

CITY OF McFARLAND
 WASTEWATER TREATMENT FACILITY
 KERN COUNTY

ATTACHMENT B

**MEMORANDUM
CITY OF MCFARLAND**

TO: Honorable Mayor and Council Members

FROM: Larry A Ronk III, Acting Community Development Director

DATE: May 13, 2021

SUBJECT: Garage Sale/Yard Sale Ordinance Update

Discussion:

The City Ordinance 5.48.030 states that “No more than four (4) garage sales on the same premises may be held in any calendar year.” This ordinance has a conflict with California Department of Tax and Fee Administration with how many garage sales be conducted throughout a twelve-month period.

Residents of the city have requested to conduct more than four (4) yard sales within a twelve-month period, which have brought this item up for discussion at City Council Meeting. Based on State regulations, yard sales should only occur twice a year for a resident.

The Ordinance update will change maximum sales to twice a year and will give residents the opportunity to conduct more with a valid seller permit through the state. It will also increase the consecutive days from two (2) to three (3). The ordinance update also creates new sections where signage for these sales is addressed. It will eliminate signs being placed on public utility poles and offer code enforcement the tools needed to address this violation.

Recommend:

Staff recommends City Council to amend Ordinance 5.48 to allow garage sales to occur no more than twice a year per resident.

Fiscal Impact:

Legal Fees.

Attachments:

Municipal Code 5.48

Updated Municipal Code 5.48

CHAPTER 5.48 - GARAGE SALESSections:**5.48.010 - Definitions.**

As used herein, "garage sales" means those occasional sales conducted on residential premises other than those occurring from a home occupation as more particularly described in Section 17.04.340 of the McFarland Municipal Code.

(Ord. No. 306-2005, § 1, 11-10-05)

5.48.020 - Permit and fees.

It is unlawful for any person to conduct a garage sale without obtaining a permit in the manner as hereinafter described. The fee for a permit may be established from time to time by resolution of the city council and shall be for one garage sale. An application for a permit may be obtained from city hall. The fee shall be paid at the time the application is filed and shall be nonrefundable whether or not the permit is issued. A permit and fee shall be required for each garage sale.

(Ord. No. 306-2005, § 1, 11-10-05)

5.48.030 - Limitations.

No more than four garage sales on the same premises may be held in any calendar year. No garage sale shall be conducted for more than two consecutive days. A garage sale may not commence before six a.m. or end any later than five p.m. on the permitted days.

(Ord. No. 306-2005, § 1, 11-10-05)

Update Municipal Code 5.48

Chapter 5.48 – Garage Sales/Yard Sales

5.48.010 – Purpose and Intent.

The purpose and intent of this chapter is to regulate garage and yard sales of used goods on residential properties and rummage sales on institutional property. Although these types of sales possess commercial characteristics, because of the manner in which conducted or operated, they are generally considered noncommercial in nature. These regulations are intended to prevent the expansion of commercial operations into residential and institutional properties, upgrade the community image, and regulate sales activity outdoors of used personal property so as to keep such sales noncommercial and not in violation of zoning laws. The provisions of this 5.48 are not intended to create a substitute procedure for, or to allow sales regulated by, other Chapters of this Municipal Code, including, but not limited to those Chapters governing outdoor display of merchandise on commercial or industrially zoned property, or Mobile Vendors. Persons who comply with this Chapter 5.48 are exempt from payment of business taxes under Chapter 5.04. Private sales of individual items of personal property which are not displayed outdoors are exempted from the prohibitions or application of this section.

5.48.020 - Definitions.

As used in this chapter:

"Garage sale" means any display and sale conducted by an individual or group of home owners, apartment dwellers or occupants of a residential dwelling for the purpose of disposing of unwanted or surplus household furnishings or other used, personally owned goods (collectively included under the term "used goods" as defined in this section), usually conducted in a garage or driveway on a residential property, for which no inventory is kept and no sales tax is required to be paid on the transaction carried out. The term "garage sale" includes sales of household goods conducted on any portion of a residential premises including a yard, and hence sometimes called a "yard sale."

"Identifiable goods" means any tangible personal property which bears a serial number, personalized initials or inscription and includes secondhand tangible personal property which bears evidence of once having had a serial number or personalized initial or inscription.

"Permit" means a permit issued by the finance department to conduct a garage, yard or rummage sale.

"Rummage sale" means any indoor or outdoor display and sale of "used goods" as defined below, conducted for fund raising purposes by a charitable or fraternal organization that is exempted or qualified for exemption by Section 501(C)3 of the Internal Revenue Code.

"Used goods" means surplus household furnishings or other used, personal goods, clothing and similar personal belongings that are owned by or have been donated to the seller. The term specifically excludes new furnishings, new merchandise or new goods that are being sold at retail or wholesale.

5.48.030 - Permit and fee requirements.

- A. Any resident, or an organization or club of the city on behalf of its members, may conduct a garage sale or rummage sale, respectively, as defined in this chapter; provided, however, that a permit is first obtained from the finance department of the city. The fee for a permit may be established from time to time by resolution of the city council and shall be for one garage sale. An application for a permit may be obtained from city hall. The fee shall be paid at the time the application is filed and shall be nonrefundable whether or not the permit is issued. A permit and fee shall be required for each garage sale.
- B. Applications for a permit must be made at least forty-eight hours prior to the proposed sale. The application shall provide the following information:
 - 1. Name and address of the person(s) or organization(s) wishing to conduct the sale;
 - 2. The location where the sale is to be conducted;
 - 3. A general description of the property qualifying as used goods to be offered for sale;
 - 4. Dates and time period when sale shall be conducted;
 - 5. Signature of person(s) or agent conducting sale;
 - 6. Authorization of property owner or managing agent of multifamily apartment or condominium complexes.
 - 7. A separate permit and fee payment is required for each address at which a sale is to be conducted, except that a single permit fee may be charged when a group of residents arrange a neighborhood garage sale for the collective purpose of funding a neighborhood civic program or activity.

5.48.040 - Regulations on sales.

- A. All used goods being sold must be the property of those conducting the sale or on whose behalf the sale is being conducted.
- B. It shall be presumed that goods on display consisting of three or more products of a similar nature in an original unopened container or packaging constitute new merchandise that is being vended as part of a commercial enterprise, and are therefore prohibited under this Chapter 5.48.
- C. Conducting a garage or rummage sale for which no permit was issued counts as a garage or rummage sale for purposes of computation of the annual sales limit. Each sale and each permit is limited to a maximum period of four consecutive days per sale.
- D. In compliance with California Sales and Use Tax Regulations, Article 7, Regulation 1595, no more than two garage sales may be conducted by the same resident of the same address, at the same address, within the same calendar year. Additionally, no person may conduct more than two garage sales within the same calendar year regardless of location.
- E. No more than two rummage sales may be conducted by a qualifying organization during any calendar year.

- F. Special rules for multifamily apartment and condominium complexes: The maximum number of garage sales permitted at any residential apartment complex with three or more units, or in a condominium complex with three or more dwelling units, is limited to a maximum of two sales per calendar year. The property owner, managing agent or management official must co-sign the application to authorize the sale on the premises before a permit will be issued.
- G. Persons displaying or selling goods in violation of Chapter 5.48 shall immediately cease and desist from further sales activity and shall remove all goods and wares from display upon direction of an authorized officer of the city. An enforcement official is authorized to impound goods being displayed or sold in violation of this chapter as evidence pending citation and enforcement.
- H. Except at licensed swap meets, sales of used goods outdoors on property used for commercial or industrial purposes is prohibited, and no permit shall be issued under this Chapter 5.48 for that purpose.
- I. All permits issued by the city shall include written notice of the provisions of this chapter.

5.48.050 - Prohibited items.

It is unlawful for any person to exchange, barter, trade or sell at a garage or rummage sale the following items: firearms, ammunition, explosives, animals and livestock, any identifiable goods, and all other items the sale or possession of which may be prohibited by ordinance or resolution duly adopted by the city council of the city or by the laws of the state or county.

5.48.060 - Advertising signs.

Only one unlighted advertising sign not exceeding six square feet in area may be located on the premises of the sale. The sign must be of a temporary nature, may be displayed not more than one week in advance of such sale, and must be removed upon conclusion of the sale. Signs are prohibited in the public right-of-way.

5.48.070 - Display requirements.

- A. All used goods to be sold must be displayed on property owned or controlled by the permittee or which the permittee is authorized to use by the property owner or manager.
- B. No used goods shall be displayed on streets or public sidewalks.
- C. No used goods shall be displayed on a vacant or undeveloped lot.

5.48.080 - Permit sign.

The finance officer will issue a distinctive permit sign to each permittee. The permit sign must be posted in a conspicuous spot, to be visible from the abutting public right-of-way or access point for enforcement purposes.

5.48.090 - Refunds.

Refunds of any permit fee paid will not be made. A credit will be issued if the permit is physically surrendered to the finance department prior to the first authorized day of the permit. After that

date, the fee is non-creditable and the issued permit counts against the number of permits authorized in Section 5.48.040.

5.48.100 - Additional rules.

The finance officer may promulgate additional rules to implement and administer the provisions of this Chapter 5.48.

5.48.110 - Deadlines.

The finance officer shall not issue a permit unless application is made at least forty-eight hours in advance.

5.48.120 - Violation—Penalty.

A. It is unlawful:

1. To conduct a garage, yard or rummage sale without a permit;
2. To alter a permit or permit sign;
3. To fail to discontinue operation of an unpermitted sale or to fail to remove displayed goods upon request of an enforcement official;
4. To post signs in violation of Section 5.48.060;
5. To fail to post a permit sign;
6. To sell used goods that are not the property of the permittee or a person on whose behalf the sale is conducted, or to sell other than used goods;
7. To apply for a permit on behalf of a person or organization that is not authorized to conduct a garage, yard or rummage sale;
8. To make a false statement or representation on a permit application; or
9. To display used goods on a street, public sidewalk or vacant lot.

B. Each violation of the provisions of this chapter is an infraction, punishable by a fine not exceeding one hundred dollars for a first violation, a fine not exceeding two hundred dollars for a second violation of this section within one year, or a fine not exceeding five hundred dollars for each additional violation of this section within one year.

**MEMORANDUM
CITY OF MCFARLAND**

TO: Honorable Mayor and Council Members

FROM: Larry A Ronk III, Acting Community Development Director

DATE: May 13, 2021

SUBJECT: Vending From Vehicles Ordinance 5.44 Update and 5.04.140 License tax Rate.

Discussion:

The City Ordinance 5.44.020 requires all mobile vendors to have a valid permit to conduct any sales. This section also puts a limit to how many mobile vendors are allowed.

The Section states, "Notwithstanding the foregoing, no more than ten (10) vendors may be licensed in any calendar year and no more than five may be ice cream vendors and no more than two may be taco trucks."

The City allows for only ten (10) vendors max currently. The City looks to ways to improve in this ordinance and allow more businesses to prosper within the City. The proposed update will allow for the same number of food vendors but create the ability to refrain from multiple licenses being obtained by one business owner. This will allow for food vending licenses to become vacant and give other the opportunity to create a business within the City. The update will also allow non-food vendors to come into the City and create a business due to the new ordinance allowing for 10 non-food vending licenses.

The update will create a balance between food and non-food mobile vendors within the City of McFarland and allow new business to thrive.

Recommend:

Staff recommends that City Council to approve the proposed Ordinance update and increase the number of vendors from ten (10) to twenty (20) and allowing business that are non-food vending the ability to create a business within the City. Staff also recommends the City Council to approve the update for Section 5.04.140 to address non-food mobile vendors rates.

Fiscal Impact:

There will be legal fees and staff time with the Ordinance Update, which will result in additional businesses for McFarland that will generate sales taxes, business license fees, and jobs.

Attachments:

Existing Municipal Code 5.44
Existing Municipal Code 5.04.140
Updated Municipal Code 5.44

Chapter 5.44 - VENDING FROM VEHICLES

Sections:*Footnotes:*

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Editor's note— Ord. No. 310-2006, § 1, adopted May 11, 2006, repealed the former Chapter 5.44, §§ 5.44.010—5.44.030, and enacted a new Chapter 5.44 as set out herein. The former Chapter 5.44 pertained to businesses conducted from vehicles and derived from Ord. No. 247, 1992 and Ord. No. 250, 1992.

5.44.010 - Definitions.

The following words and terms shall have the following meanings:

"Goods" means items and products of every kind and description including, without limitation, all food, produce and beverage items.

"Vehicle" shall have the same meaning as in the Vehicle Code of the state of California.

"Vendor" means any person who engages in the act of selling or offering for sale any goods from a vehicle or who drives or otherwise uses any such vehicle for the purpose of selling or offering for sale any goods therefrom.

(Ord. No. 310-2006, § 1, 5-11-06)

5.44.020 - Permits.

Any person wishing to be a vendor in the city must comply with the same conditions as peddlers and solicitors more particularly described in Chapter 5.32 of this code and each of the provisions in Chapter 5.32 are hereby made applicable to vendors. No person may be a vendor in the city without first complying with each and every requirement under Chapter 5.32. Notwithstanding the foregoing, no more than ten vendors may be licensed in any calendar year and no more than five may be ice cream vendors and no more than two may be taco trucks. Permits shall be issued first to those vendors with existing permits requesting renewals of same provided the request for renewal is made on or before July 15 following expiration of the permit and, thereafter, on a first - come - first - serve basis for remaining permits, if any; provided, however, that the City may choose not to issue a permit to any applicant who has violated City regulations or the conditions of its license or failed to follow any other regulations of any other governmental jurisdiction."

(Ord. No. 310-2006, § 1, 5-11-06; Ord. No. 324-2008, § 1, 10-15-08; Ord. No. 013-2011, § 1, 9-8-11)

5.44.030 - Prohibited conduct.

A. No vendor shall sell or offer for sale any goods within three hundred feet from the exterior

boundary of property used or occupied by any of the following:

1. A public or private school during the hours that school is in session;
 2. A business establishment which is opened for business and is offering for sale the same or similar product as offered for sale by the vendor;
 3. A restaurant, cafe, or eating establishment which is opened for business;
 4. A public park at such times as a concession stand authorized by the public agency with jurisdiction over the park is operating;
 5. Any city property where a city authorized concession stand is operating;
 6. A church or other place for religious gathering during the hours of church services or church-related activities; and
 7. Any permitted location where the vendor has sold goods or offered same for sale within a period of less than four hours.
- B. No vendor shall sell goods or offer same for sale at any permitted location for a longer consecutive period of time than one hour.
- C. No vendor shall sell goods or offer same for sale in violation of any of the provisions of this code or of the laws of any other jurisdiction.
- D. No vendor shall obstruct or cause to be obstructed the passage of a sidewalk, street, or any other public place by causing people to congregate at or near the place where goods are being sold or offered for sale.
- E. No vendor shall serve customers on the street side of the vehicle and the right wheels of the vehicle shall be parallel to and within twelve inches of the right hand curb or the right hand edge of the roadway.
- F. No vendor shall sell or offer to sell goods in such a manner as to cause a traffic hazard.
- G. No music which can be heard outside of the vehicle nor any sound amplification systems shall be used whenever the vehicle is stopped or parked.
- H. Vendors shall maintain on the vehicle leak-proof, plastic or galvanized refuse receptacles with tight fitting lids. The vendor shall clean all public property surrounding the vehicle of all refuse generated by the vendor's activity. All wastewater must be retained in a spill-proof, leak-proof container maintained on the vehicle with a larger capacity than the water supply available on the vehicle.
- I. No vendor shall set portable tables or chairs for customer use or promote a sit down dining environment at any location.
- J. No vendor shall conduct business between the hours of ten p.m. and nine a.m.
- K. All vendors preparing food in the vehicle by cooking, frying, or other similar means shall be equipped with at least one 2A-40-BC fire extinguisher.

5.44.040 - Applicability of regulations to existing business.

The provisions of this chapter shall be applicable to all persons and businesses described herein whether established before or after the effective date of the ordinance enacting this chapter into law.

(Ord. No. 310-2006, § 1, 5-11-06)

5.44.050 - Violation—Penalty.

Every person violating or failing or neglecting or refusing to comply with any of the provisions of this chapter shall be guilty of a misdemeanor and, upon violation thereof, shall be punishable as provided for in Chapter 1.20 of this code. Each day any violation of any provision of this chapter shall continue shall constitute a separate offense.

(Ord. No. 310-2006, § 1, 5-11-06)

5.04.140 - License taxes—Rates.

- A. Every person who commences, conducts, engages in or carries on any business listed hereinafter in this subsection shall pay a business license tax comprised of the base, annually, per event, daily, and/or tax plus the unit tax amount times the number of units calculated, respectively, for each such classification of business as hereinafter specified.

Business Type	Annually/Daily/Per Event/ Unit Tax Amount
Administrative office	\$100.00 annually.
Apartments/rental property	\$65.00 plus \$5.00 for each after 4 units.
Arts and/or crafts fair	\$10.00 per booth/stall.
Barber shop/beauty salon	\$65.00 per owner and non-employee operator.
Billboard Structures within the city	\$150.00 annually per structure.
Christmas tree lot sales operations	\$40.00 per day All structures and electrical permit requirements are inspected and approval by the building department and all fire code requirements approved by the fire department. Planning department approval requirement.
Circus/carnival	\$450.00 for 5 days or less.
Commercial solicitors/peddlers	\$60.00 per person, per day, \$90.00 for background check and live scan required. All solicitors/peddlers must comply with the conditions described in municipal code <u>Chapter 5.32</u> .

Curb Painters	\$30.00 per day. Requirements: Obtain insurance in the amount of \$100,000.00 for public liability from an insurance company. Obtain a Surety Bond from a bonding company or insurance company in the amount of \$500.00, or cash deposit in that amount can be made to the city of McFarland. The permit must be in possession of the person performing the work and available for inspection on demand.
Exhibitions (i.e. car show)	\$10.00 per vehicle, per day.
Family child care over <u>8</u> children	\$100.00 annually plus home occupation permit required and approved by the planning department and permit from the state of California to operate. See Res. No. 2014-0201 for fee.
Family child care of <u>8</u> or less children	Health and Safety Code Section 1597.45: No local jurisdiction shall impose any business license, fee or tax for the privilege of operating a small daycare home.
Farmers market	\$10.00 per booth/stall.
Food vending vehicles — Municipal code <u>Chapter 5.44</u>	\$200.00 Annually, \$90.00 for background check required on owner/operator, \$25.00 for each vehicle inspection, and live scan required on each owner/operator. Must present a valid Kern County Environmental Health Permit. Liability insurance required, see municipal code Section 5.44.060. Must comply with the additional conditions described in municipal code <u>Chapter 5.32</u> .

Fortunetelling, palmist, clairvoyant	\$500.00 annually, plus investigation filing fee of \$500.00, plus the fee charged by Department of Justice for fingerprint processing. Must comply with additional requirements in municipal code <u>Chapter 5.28</u> .
Hotel, motel, lodging houses	\$65.00 annually, plus \$5.00 per room after 4.
Ice cream vending vehicle	\$200.00 Annually, \$90.00 for background check required on owner/operator, \$25.00 for each vehicle inspection, and live scan required on each owner/operator. Must present a valid Kern County Environmental Health Permit. Liability insurance required see municipal code Section 5.44.060. Must comply with additional conditions described in municipal code <u>Chapter 5.32</u> .
Itinerant vendor	\$60.00 per person, per day, \$90.00 for background check and live scan required. All solicitors/peddlers/itinerant vendors must comply with the conditions described in Municipal Code <u>Chapter 5.32</u> .
Interpreter	\$65.00 annually.
Laundromats	\$30.00 for the first machine, \$10.00 for each additional machine per year. Maximum \$200.00 annually.
Spas-medi/pedi	\$65.00 per owner and non-employee operator.
Taxi-cab	\$65.00 per vehicle. \$90.00 for background check required on each owner/driver, \$25.00 for each vehicle inspection, and live scan required on each owner/driver. Must also comply with all requirements stated in municipal code <u>Chapter 5.52</u> .

Duplicate (lost or damaged business license) — Municipal code <u>Section 5.04.100</u>	\$15.00
Change location of business— Municipal code <u>Section 5.04.090</u>	\$15.00

- B. Every person who engages in any business within the city except those businesses set forth in subsection A of this Section 5.04.140 shall pay an annual business tax based upon gross receipts at the rates to be calculated to the nearest cent as set forth below:

City of McFarland
License Fee Schedule
Annual Gross Receipts

1. Base fee on all business license: Fifteen dollars.
2. California state fee on all business license: Four dollars. May be revised by state of California.

For the sales and service or the rendering of any service whatsoever.

FROM	TO	FEE DUE
ZERO	\$30,000	\$65.00
\$30,001.00	\$50,000.00	\$75.00
\$50,001.00	\$75,000.00	\$100.00
\$75,001.00	\$100,000.00	\$125.00
\$100,001.00	\$175,000.00	\$150.00
\$175,001.00	\$250,000.00	\$175.00
\$250,001.00	\$500,000.00	\$225.00
\$500,001.00	\$750,000.00	\$300.00

\$750,001.00	\$1,000,000.00	\$450.00
\$1,000,001.00	\$1,500,000.00	\$500.00
\$1,500,001.00	\$2,000,000.00	\$600.00
\$2,000,001.00	\$3,000,000.00	\$700.00
\$3,000,001.00	\$4,000,000.00	\$800.00
\$4,000,001.00	\$5,000,000.00	\$900.00
\$5,000,001.00	\$10,000,000.00	\$1,000.00
\$10,000,001.00	and up	\$2,000.00

Note: You may report your gross receipts on a calendar or fiscal basis as long as it is for a full year. Please report by the same method each year. If you have been doing business in the city of McFarland for less than twelve months, enter an estimate of your gross receipts for twelve months.

C. The business license tax and gross receipts may be modified from time to time by city council resolution.

(Ord. 276 §1(part), 1996; Ord. 210 §1(b), 1987; Ord. 190 §2, 1982; Ord. 89 §1, 1965; Ord. 60 §1, 1961; Ord. 50 §1, 1961; Ord. 29 §1, 1958; Ord. 7 §14, 1957)

(Ord. No. 005-2018, § 1(E), 6-14-18)

Updated Municipal Code 5.44 and 5.04.140

5.44.020 - Permits.

[SHARE LINK TO SECTION](#)[PRINT SECTION](#)[DOWNLOAD \(DOCX\) OF SECTION](#)[EMAIL SECTION](#)[COMPARE VERSIONS](#)

Any person wishing to be a vendor in the city must comply with the same conditions as peddlers and solicitors more particularly described in [Chapter 5.32](#) of this code and each of the provisions in [Chapter 5.32](#) are hereby made applicable to vendors. No person may be a vendor in the city without first complying with each and every requirement under [Chapter 5.32](#). Notwithstanding the foregoing, no more than twenty vendors may be licensed in any calendar year. Permits shall be issued first to those vendors with existing permits requesting renewals of same provided the request for renewal is made on or before July 15 following expiration of the permit and, thereafter, on a first - come - first - serve basis for remaining permits, if any; provided, however, that the City may choose not to issue a permit to any applicant who has violated City regulations or the conditions of its license or failed to follow any other regulations of any other governmental jurisdiction."

A. Mobile Non-Food Vending

1. Ten (10) vendor permits are available for sales of non-edible good and services.

B. Mobile Food Vending

1. Ten (10) vendor permits are available for the mobile sales of any type of edible goods or beverages
2. No more than five (5) Mobile Food Vending permits may be for ice cream vendors and no more than two (2) Mobile Vending permits may be taco trucks.

C. Holders of Non-Food or Food Vendor Permits may use such permits for a maximum of two (2) Vehicles and/or self-propelled, or motorized devices.

D. Owner/Vendor shall not obtain more than one (1) Permit within the City to conduct sales of similar goods.

E. Owner/Vendor shall provide a Certificate of Vehicle Insurance, Liability Insurance and Workers Compensation Insurance, where applicable.

(Ord. No. 310-2006, § 1, 5-11-06; Ord. No. 324-2008, § 1, 10-15-08; Ord. No. 013-2011, § 1, 9-8-11)

5.44.060 Operations on Private Property

A Mobile Vendor may locate its vehicle and/or self-propelled, or motorized devices on Private Property as the Mobile Vendor adheres to the following standards and conditions:

- A. A land use permit has been obtained from the City of McFarland Planning Department;
- B. To provide edible or non-edible goods and/or services for persons employed at the private property for a period of thirty minutes or less; or
- C. A Lease Agreement between property owner of land and vendor is provided to the City of McFarland and the property subject to the Lease Agreement is zoned such that operation of the mobile business is lawful.

Also need to Amend:

5.04.140 – License taxrs – Rates.

A. Every person who commences, conducts, engages in or carries on any business listed hereinafter in this subsection shall pay a business license tax comprised of the base, annual, per event, daily, and/or tax plus the unit tax amount times the number of units calculated, respectively, for each such classification of business as hereinafter specified.

Business Type	Annually/Daily/Per Event/Unit Tax Amount
Non-Food Mobile Vendor	\$200.00 Annually, \$90.00 for background check required on owner/operator, \$25.00 for each vehicle inspection, and live scan required on each owner/operator. Liability insurance required, see municipal code Section 5.44.020. Must comply with the additional conditions described in municipal code Chapter 5.32.
Food Vending Vehicles – Municipal Code Chapter 5.44	\$200.00 Annually, \$90.00 for background check required on owner/operator, \$25.00 for each vehicle inspection, and live scan required on each owner/operator. Must present a valid Kern County Environmental Health Permit. Liability insurance required, see municipal code Section 5.44.020 5.44.060 . Must comply with the additional conditions described in municipal code Chapter 5.32.
Ice Cream Vending vehicle	\$200.00 Annually, \$90.00 for background check required on owner/operator, \$25.00 for each vehicle inspection, and live scan required on each owner/operator. Must present a valid Kern County Environmental Health Permit. Liability insurance required, see municipal code Section 5.44.020 5.44.060 . Must comply with the additional conditions described in municipal code Chapter 5.32.

**MEMORANDUM
CITY OF MCFARLAND**

TO: Honorable Mayor and City Council

FROM: Maria Lara, City Manager

DATE: May 4, 2021

SUBJECT: Discussion to making changes to the Public Comment Section of the Agenda

BACKGROUND:

Per Councilmember Saul Ayon request, discussion to making changes to the Public Comment Section of the Agenda. Councilmember Ayon recommendation is for council to discuss modifying the agenda language, so that any resident or individual making a public comment must be present for any item during the council meetings.

Currently, the Public Comment Section of the Agenda language is the following:

If you have a comment, a statement or question, please submit these in writing to the City Clerk by mail at 401 W. Kern Ave, McFarland, CA 93250, or email at falvarado@mcfarlandcity.org. Such comments must be identified by adding the Agenda Item Number in the subject line of the email. Please include your name and address for the record. In the subject line, please provide "Public Comment Item #" (insert the item number relevant to your comment) or "Public Comment Non-Agenda Item". All public comments will be read into the record or compiled as part of the record.

To address Mr. Ayon's concern, per city attorney's recommendation the City could adopt agenda language for a public comment as follows:

"The meetings of the City Council and all municipal entities, commissions, and boards ("the City") are open to the public. At regularly scheduled meetings, members of the public may address the City on any item listed on the agenda, or on any non-listed matter over which the City has jurisdiction. At special or emergency meetings, members of the public may only address the City on items listed on the agenda.

There is a time limitation of two minutes per person. For any item that is not on the agenda and within the jurisdiction or interest of the City, please come to the podium at this time. The Brown Act does not permit any action or discussion on items not listed on the agenda. If you wish to speak regarding a scheduled agenda item, please come to the podium when the item number and subject matter are announced, and the Mayor opens Public Comment on the item. When recognized, please begin by providing your name and address for the record (optional). Anyone wishing to submit written

information at the meeting needs to furnish ten (10) copies to the City Clerk in advance to allow for distribution to City Council, staff, and the media. Willful disruption of the meeting shall not be permitted. If the Mayor finds that there is in fact willful disruption of any City Council Meeting, he/she may order the disrupting parties out of the room and subsequently conduct the City's business without them present."

RECOMMENDATION: Staff recommends the City Council to discuss and give direction to the City manager and/or city attorney to prepare a resolution that modifies the language to be used on future Agendas.

FISCAL IMPACT:

Staff time and legal fees to draft resolution to adopt the changes.

ATTACHMENTS:

None

MEMORANDUM
CITY OF MCFARLAND

To: Honorable Mayor and City Council

From: Maria Lara, City Manager
Fernando R. Lara, Accounting Supervisor

Date: May 13, 2021

Subject: Removal of Previous Administrator and Assignment of New Administrator on the Bank of America

RECOMMENDATION:

Staff recommends the removal of the Rocio Mosqueda as the administrator of the Bank of America Credit Cards. Additionally, the Staff recommends Claudia Ceja as the new administrator.

FINACIAL IMPACT:

There are no financial impacts.

DISCUSSION:

As more organizations reopen from the COVID-19 pandemic, Staff may need to travel for meetings, trainings, and other in-person events. The City credit card with Bank of America is often the most convenient method of booking or securing a reservation.

**MEMORANDUM
CITY OF MCFARLAND**

TO: Honorable Mayor and City Council

FROM: Maria Lara, City Manager

DATE: May 10, 2021

SUBJECT: Approval of Human Resource Analyst Position

RECOMMENDATION:

Based on the significant need for a Human Resource Analyst the City Manager recommends the City Council approve the position and authorize the City Manager to advertise and hire for the position.

BACKGROUND:

The City of McFarland has a significant need for a Human Resource Analyst (HRA). The benefits of adding a HRA will greatly increase the City's ability to provide human resource services effectively and efficiently to the employees, help alleviate the impacts on other department heads and will potentially decrease city attorney fees.

Currently, the city has no person to oversee the various functions normally carried out by an HRA. This has caused a significant lack of various processes in which normal municipalities possess. In addition, the lead financial administrator is tasked with many of the functions normally assigned an HRA which takes away from the financial responsibilities of his position. Recently the lead financial administrator has been emersed in audits and reconciliation and the additional HR related duties decreases the amount of focus on his primary duties.

HRA's have expertise in the areas of employee selection, appointments, classification, compensation, employee relations, training, benefits, leave entitlement, workers compensation, collective bargaining agreements, and discipline. Currently, these duties are often left to the heads of departments who do not have the training and expertise to adequality fulfil these functions. The lack of expertise causes additional costs to the city as the heads of departments are often forced to consult the city attorneys for advice and guidance. Hiring an HRA will allow heads of department to consult with our internal expert and eliminate some of the costs associated with consultation with attorneys.

Currently, some of the areas a HRA would be helpful to the city is in the areas of Hiring, Training, Performance Evaluations, and Employee Discipline.

HIRING:

The hiring process of individuals is extremely complex and often includes job announcements, application reviews, testing processes, interview procedures, selection processes and a final determination of candidate selection. These processes all have legal requirements to assure the prohibition of discrimination and non-job related inquires. Other concerns are the American with Disability requirements and the requirements under the Fair Labor Standards Act (FLSA). Currently these concerns are only being addressed by the heads of departments who typically have no expertise in these areas.

TRAINING:

California currently requires mandatory training for all staff members who maintain a work force of five or more employees. Employees who supervise are required to have mandatory sexual harassment training every two years. New employees are required to have this training within the first six months of hire. Employees that are hired for less than six months must have the training within the first 30 days of hire or the first 100 hours worked, whichever comes first. Currently, there is no consistent person to assure these mandates are met which could leave the city open to litigation.

EMPLOYEE PERFORMANCE:

Most all agencies in California have some form of performance appraisal and individual development plans. This includes the establishment of standards of performance for each class of position with a system of performance ratings. These standards help establish the quantity and quality of work and helps assure employees are performing at the appropriate level. Currently the tracking of employee performance reports is lacking, and often new employees can complete their probationary period and become permanent employees without a single evaluation. This increases the difficulty in holding individuals accountable for poor work performance and decreases the recognition of exceptional work performance.

EMPLOYEE DISCIPLINE:

Progressive discipline is a method in which the severity of discipline increases each time an employee commits an infraction. These are most often found in collective bargaining agreements. Currently, employee discipline is left up to the heads of departments which causes dysfunction and inconsistency. Currently one department may hold an individual accountable via a disciplinary process while another department may disregard the behavior. Having a Human Resource Analyst would provide continuity in discipline and help maintain a productive work group.

OTHER CONCERNS:

Human resource also would be able to provide advice regarding situations involving, Benefits and insurance, work schedules, compensation, leave, employee recognition, and layoffs. Adding a Human Resource Analyst will effectively increase the city's ability to manage all personnel related items in accordance with city personnel policy and state guidelines.

FISCAL IMPACT:

The proposed salary range is 29 with an hourly rate of \$24.31 - \$31.12. The annual salary would be \$50,735 - \$60,947 plus benefits depending on experience. The salary would be distributed among all departments between the general fund and enterprise funds.

ATTACHMENT:

Attachment 1 – Human Resource Analyst Job Description



CITY OF MCFARLAND POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA	
Position Title: Human Resource Analyst	Department : Administration
Reports to: City Manager	FLSA Classification : Exempt
Pay Grade: DOE (Depending on Experience)	

POSITION SUMMARY:

Under general direction, perform skilled generalist human resource services in recruitment, selection, classification, compensation, employee relations, training, benefits, leave entitlement, workers' compensation, discipline and other areas of human resources administration, as assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Conduct recruitment and selection including preparation of announcements, advertising, applicant tracking, examinations, oral interviews and final selection in compliance with Equal Employment Opportunity Commission (EEOC) laws and regulations, and City policies and procedures.
- Schedule pre-hire medical and psychological examinations.
- Organize and administer new hire onboarding.
- Assign and review work of staff to ensure timely completion of tasks; accuracy of reports; and monitor overall quality of duties performed, ensuring performance standards and organizational goals are met.
- Attend department staff meetings to discuss staffing needs, company events, project status', operations, and other HR related issues and topics.
- Assist departments with performance evaluations; internal investigations and disciplinary actions in compliance with Personnel System Rules, departmental policies and procedures, and state and federal law.
- Assist with the daily administration of Worker's Compensation program; maintain accurate and complete records of all company work-related injuries and illnesses; complete, file and post all required forms and reports in accordance with OSHA regulations.
- Participate in the administration of employee benefits and annual open enrollment; ensure employees receive benefit information and enroll within allotted time.
- Manage employee medical and/or family leaves following State and Federal regulations and City policies and procedures; ensure accurate information and timely communication.
- Provide support to all employees regarding benefits, medical and family leaves, salary, and City policies and procedures.
- Conduct classification and compensation studies; respond to salary survey requests and other questions relating to the City's employment practices. Update job descriptions on an as-needed basis.
- Prepare and process a variety of human resources forms and reports, including maintaining logs and records, filing and monitoring forms, and compiling various statistics.
- Create, update and distribute City-wide policies and procedures, as required.

- Respond to notices from the Employment Development Department regarding Unemployment, Paid Family Leave, and State Disability Insurance claims, including non-claim related inquiries.
- Assist in the administration of the Department of Transportation Drug and Alcohol program.
- Perform periodic safety audits to ensure compliance with all applicable codes and regulations.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service
- Respond to email, phone, and front desk inquiries from employees by professionally addressing concerns in a timely manner.
- Oversee employee development committee and related employee activities.
- Maintain accurate and complete employee records, to remain compliant with Federal, State, and local reporting regulations.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Federal, State and local laws, codes and regulations relating to personnel administration.
- Principles and practices of collective bargaining and labor relations in the public sector.
- Principles and practices of risk management.
- Principles and practices of the administration of a comprehensive public personnel program
- Principles and practices of public administration, organization development, and management
- Correct use of oral and written English, and proper spelling, punctuation, and composition.

ABILITY TO:

- Develop implement and apply sound programs, policies and procedures in accordance with Federal, State and local laws, ordinances and policies.
- Analyze data, communicate complete information, develop recommendations and prepare and present effective written and oral reports.
- Provide effective employee management, effective leadership, supervision, training and work evaluation.
- Interpret, apply and effectively explain laws, rules, regulations and departmental policies.
- Exercise sound and independent judgment, conduct independent analyses and make recommendations on complex, sensitive and controversial issues.
- Establish clear goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards.
- Establish, maintain and foster cooperative relationships by promoting effective partnerships with department peers, employees, citizens, and others contacted in the course of work.
- Work effectively in time-sensitive situations and coordinate multiple projects and complex tasks simultaneously.
- Communicate effectively orally and in writing and make clear and convincing presentations.
- Develop creative and practical solutions to complex and difficult problems.
- Communicate tactfully, sensitively, and effectively with employees and employee representatives.
- Establishing and maintaining working relationships with professional colleagues in other public jurisdictions.

- Provide effective administrative and technical leadership to the Human Resource Department.
- Respond effectively to requests for assistance from other department managers.
- Read, understand, and apply established City policies, procedures, practices, and regulations.
- Maintain confidentiality.
- Make rapid and sound independent judgements.
- Operate a personal computer and related programs, including spreadsheet and word processing programs.

MINIMUM QUALIFICATIONS:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- High School Diploma or General Education Diploma (GED).
- Bachelor's degree from an accredited college or university in Human Resources, Public Administration, Business Administration or related field or Two years of professional experience in human resources, with progressively increased responsibilities.
- Current administration and knowledge of laws and regulations pertaining to Family Medical Leave Act/California Family Rights Act, Workers' Compensation, Americans with Disabilities Act, Discipline, Recruitment and Selection, and Salary and Compensation highly desired.
- Valid California driver's license with good driving record.

COMPENSATION AND BENEFITS:

The City of McFarland offers an excellent benefit package including:

- Comprehensive City paid medical, dental, and vision benefits for the employee and Dependents
- Life insurance equal to 1-year base salary with a minimum of \$50,000
- Retirement: Deferred Compensation 401(k) -The City of McFarland contributes an additional 10% of an employee's pay each pay period into a 401K plan, at no cost to the employee.
- Supplemental life insurance (Optional)
- Deferred Compensation 457 Plan (Optional)
- Section 125 plan participation
- 12 days' vacation and 12 days sick pay accrued annually
- 13.5 Days Holiday Pay
- 9/80 Work Schedule- every other Friday off

APPLICATION: To apply, please complete and application online at www.mcfarlandcity.org.
Resumes will not be accepted in lieu of a City employment application.

EQUAL OPPORTUNITY EMPLOYER: The City of McFarland is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act of 1990 (ADA), requests for special accommodations during any stage of the examination process should be made in advance to the Human Resources Department.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name _____

Signature _____

Date _____

MEMORANDUM
CITY OF MCFARLAND

To: Honorable Mayor and City Council

From: Maria Lara, City Manager
Fernando R. Lara, Accounting Supervisor

Date: May 13, 2021

Subject: Discussion of workplan and estimate from CliftonLarsonAllen LLP for a Limited Scope Forensic Audit for Fiscal Years 2018 and 2019.

SUMMARY:

The City has received a Draft Workplan and Estimated Budget for a Limited Scope Forensic Audit for Fiscal Years 2018 and 2019 from CliftonLarsonAllen, LLP (CLA).

BACKGROUND:

With the high turnover in key parts of the Finance Department and City Administration, there has been concern within the community of McFarland that funds were used inappropriately by members of the previous administration. Dating back to the FY 2015 Audit, no evidence of fraud or impropriety has been revealed in any of the recent Comprehensive Annual Financial Audit Reports.

FINACIAL IMPACT:

CLA is estimating the cost of \$37,000.00 to \$57,000.00. The funds for audit will be paid directly from the General Fund. Per Ordinance 285-2003, Section 2.24.070 - **Purchasing Method**, B.3. and 2.24.100 **Professional Consultant Selection**, the City will need to open the forensic audit to a Competitive Bid Process.

ATTACHMENT:

1. Draft Workplan & Estimated Budget as May 3, 2021 for a Limited Scope Forensic Audit for Fiscal Years 2017/2018 and 2018/2019.



City of McFarland
Limited Scope Forensic Audit for Fiscal Years 17/18 & 18/19
Draft Workplan & Estimated Budget as of May 3, 2021

Collaborative Planning

Phase	Procedure	Status and Notes	Est. Hrs. Low	Est. Hrs. High	Est. % Hrs.
Phase 1	1.1 Collaborative discussions with client to gather additional details and ensure procedures are aligned with scope		4	6	3%
Subtotal:			4	6	3%

Information Gathering Interviews & Systems Evaluations

Phase	Procedure	Status and Notes	Est. Hrs. Low	Est. Hrs. High	Est. % Hrs.
Phase 2	2.1 Interviews of Council members, Mayor, City Manager, and finance staff to understand specific concerns and processes/procedures to identify areas of high risk related to former City Manager (assume 10 interviews to be performed on site by 2 CLA employees; time includes preparing for, conducting, and documenting interviews; 50% of travel time)		40	60	29%
Phase 2	2.2 Request and obtain financial information and reports including general ledger, disbursement register, payroll registers, payroll change reports, credit card activity and statements, grants information, bank reconciliations, bank statements, vendor master list and vendor change report; review files for completeness and proper format for analysis; organize documents		10	12	6%
Phase 2	2.3 Perform public record search on former City Manager and identify relevant information		2	4	2%
Subtotal:			52	76	36%

Analysis/Testing

Phase	Procedure	Status and Notes	Est. Hrs. Low	Est. Hrs. High	Est. % Hrs.
Phase 3	3.1 Review previous audited financial statements and identify any findings.		2	4	2%
Phase 3	3.2 Prepare and analyze detailed trend analysis for revenues and expenses; vendor disbursement trend; grant expense trend; budget to actual analysis. Perform Benford's Law analysis. Identify unusual trends or disbursements made to former City Manager.		12	16	8%
Phase 3	3.3 Analyze vendor master list and vendor change report by user name. Identify any matches to former City Manager, changes made by former City Manager, or unusual changes.		4	6	3%
Phase 3	3.4 Summarize payroll to former City Manager. Compare to approved pay rates. Identify any variances. Review payroll change report and identify any unusual changes and/or changes made by former City Manager.		6	8	4%
Phase 3	3.5 Summarize and trend credit card usage by former City Manager. Identify any unusual purchases. Review sample of credit card statements for proper documentation and approval.		10	12	6%
Phase 3	3.6 Review bank reconciliations for timely completion, accuracy, unusual reconciling items, or outstanding reconciling items. Review copies of cleared checks for any signs of alteration, manipulation, or unusual endorsements. Identify and inquire about check gaps.		16	20	10%
Phase 3	3.7 Review supporting documentation for unusual transactions or disbursements identified. Assess whether additional procedures are necessary.		20	40	19%
Subtotal:			70	106	50%

Reporting and Supervision

Phase	Procedure	Status and Notes	Est. Hrs. Low	Est. Hrs. High	Est. % Hrs.
Phase 4	4.1	Verbal updates to City (prepare for and provide verbal updates)	6	10	5%
Phase 4	4.2	Review and supervision	8	12	6%
Phase 4	4.3	Prepare written report			0%
Subtotal:			14	22	10%
Total:			140	210	100%

Estimated Budget

Estimated Budget:			Est. Hrs. Low	Est. Hrs. High	Est. Hrs. Est. Budget Low	Est. Budget Est. Budget High
Phase 1			4	6	\$ 1,000	\$ 1,500
Phase 2			52	76	\$ 13,000	\$ 19,000
Phase 3			70	106	\$ 17,500	\$ 26,500
Phase 4			14	22	\$ 3,500	\$ 5,500
Total:			140	210	\$ 35,000	\$ 52,500
10% Discount on professional fees					\$ (3,500)	\$ (5,250)
Net Professional fees					\$ 31,500	\$ 47,250
Estimate travel costs Flight, hotel, car rental, meals (interviews & deliverable)					\$ 4,000	\$ 5,000
Subtotal - Professional Fees & Travel Costs					\$ 35,500	\$ 52,250
5% Technology fee					\$ 1,575	\$ 2,363
Total Estimated Cost					\$ 37,075	\$ 54,613

MEMORANDUM
CITY OF MCFARLAND

To: Honorable Mayor and City Council

From: Maria Lara, City Manager
Fernando R. Lara, Accounting Supervisor

Date: May 13, 2021

Subject: Approve an agreement with Mr. Bill Walker, CPA, for consulting work regarding the completion of Fiscal Year 2019 Comprehensive Annual Financial Report (audit).

RECOMMENDATION:

Staff recommends the approval of the agreement with Mr. Bill Walker, CPA (45382), to assist with the completion of Fiscal Year 2019 Comprehensive Annual Financial Report and single audit.

BACKGROUND:

With the City still needing to complete two delinquent audits, Fiscal Year 2019 and 2020, the agreement with Mr. Walker will provide a level of expertise and experience that will allow the City and the auditing firm of CliftonLarsonAllen, LLP (CLA), complete the FY 2019 quickly. The completion of the City's FY 2018 audit was delayed by nearly three years due to lack of staffing in the finance department. The hiring of the Mr. Walker will prevent delays in providing the documentation, schedules and reconciliation to CLA.

FINACIAL IMPACT:

Mr. Walker will bill the City at an hourly rate of \$50.00, not to exceed \$7,500.00 (125 hours).

ATTACHMENT:

1. City of McFarland agreement with Mr. Bill Walker.

CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT (the "Agreement") is dated this 4th day of May, 2021.

CLIENT

City of McFarland
401 W. Kern Avenue, McFarland, California
93250

(the "Client")

CONSULTANT

Bill R. Walker
1805 Spring Grove Lane, Bakersfield,
California 93311

(the "Consultant")

BACKGROUND

- A. The Client is of the opinion that the Consultant has the necessary qualifications, experience and abilities to provide consulting services to the Client.
- B. The Consultant is agreeable to providing such consulting services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Consultant (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

SERVICES PROVIDED

1. The Client hereby agrees to engage the Consultant to provide the Client with the following consulting services (the "Services"):
 - To provide consultation services to the City of McFarland ("the City") to enable the City to prepare and provide the necessary audit documentation, schedules, and reconciliations supporting the financial statements, and acting as a liaison between the /city's accounting staff and the outside auditors..
2. The Services will also include any other consulting tasks which the Parties may agree on. The Consultant hereby agrees to provide such Services to the Client.

TERM OF AGREEMENT

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until the completion of the Services, subject to earlier termination as

provided in this Agreement. The Term may be extended with the written consent of the Parties.

4. In the event that either Party wishes to terminate this Agreement prior to the completion of the Services, that Party will be required to provide 10 days' written notice to the other Party.

PERFORMANCE

5. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

CURRENCY

6. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US Dollars).

COMPENSATION

7. The Consultant will charge the Client for the Services at the rate of \$50.00 per hour (the "Compensation").
8. The Client will be invoiced every two weeks.
9. Invoices submitted by the Consultant to the Client are due within 30 days of receipt.

REIMBURSEMENT OF EXPENSES

10. The Consultant will be reimbursed from time to time for reasonable and necessary expenses incurred by the Consultant in connection with providing the Services.
11. All expenses must be pre-approved by the Client.

CONFIDENTIALITY

12. Confidential information (the "Confidential Information") refers to any data or information relating to the Client, whether business or personal, which would reasonably be considered to be private or proprietary to the Client and that is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.
13. The Consultant agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Consultant has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.
14. All written and oral information and material disclosed or provided by the Client to the Consultant under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Consultant.

OWNERSHIP OF INTELLECTUAL PROPERTY

15. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement, is a "work made for hire" and will be the sole property of the Client. The use of the Intellectual Property by the Client will not be restricted in any manner.
16. The Consultant may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the Client. The Consultant will be responsible for any and all damages resulting from the unauthorized use of the Intellectual Property.

RETURN OF PROPERTY

17. Upon the expiration or termination of this Agreement, the Consultant will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

CAPACITY/INDEPENDENT CONTRACTOR

18. In providing the Services under this Agreement it is expressly agreed that the Consultant is acting as an independent contractor and not as an employee. The Consultant and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Consultant during the Term. The Consultant is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Consultant under this Agreement.

RIGHT OF SUBSTITUTION

19. Except as otherwise provided in this Agreement, the Consultant may, at the Consultant's absolute discretion, engage a third party sub-contractor to perform some or all of the obligations of the Consultant under this Agreement and the Client will not hire or engage any third parties to assist with the provision of the Services.
20. In the event that the Consultant hires a sub-contractor:
 - the Consultant will pay the sub-contractor for its services and the Compensation will remain payable by the Client to the Consultant.
 - for the purposes of the indemnification clause of this Agreement, the sub-contractor is an agent of the Consultant.

AUTONOMY

21. Except as otherwise provided in this Agreement, the Consultant will have full control over working time, methods, and decision making in relation to provision of the Services in accordance with the Agreement. The Consultant will work autonomously and not at the direction of the Client. However, the Consultant will be responsive to the reasonable needs and concerns of the Client.

EQUIPMENT

22. Except as otherwise provided in this Agreement, the Consultant will provide at the Consultant's own expense, any and all equipment, software, materials and any other supplies necessary to deliver the Services in accordance with the Agreement.

NO EXCLUSIVITY

23. The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during and after the Term, to engage or contract with third parties for the provision of services similar to the Services.

NOTICE

24. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:

- a. City of McFarland
401 W. Kern Avenue, McFarland, California 93250
- b. Bill R. Walker
1805 Spring Grove Lane, Bakersfield, California 93311

or to such other address as either Party may from time to time notify the other, and will be deemed to be properly delivered (a) immediately upon being served personally, (b) two days after being deposited with the postal service if served by registered mail, or (c) the following day after being deposited with an overnight courier.

INDEMNIFICATION

25. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

MODIFICATION OF AGREEMENT

26. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

TIME OF THE ESSENCE

27. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

ASSIGNMENT

28. The Consultant will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

ENTIRE AGREEMENT

29. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

ENUREMENT

30. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.

TITLES/HEADINGS

31. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

GENDER

32. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

GOVERNING LAW

33. This Agreement will be governed by and construed in accordance with the laws of the State of California.

SEVERABILITY

34. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

WAIVER

35. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this

Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this _____ day of _____, _____.

City of McFarland

Per: _____ (Seal)

Officer's Name: _____



Bill R. Walker

**MEMORANDUM
CITY OF MCFARLAND**

TO: Honorable Mayor and City Council

FROM: Maria Lara, City Manager

DATE: May 10, 2021

SUBJECT: Report, discussion and approve Employment Agreement for Finance Director

RECOMMENDATION:

Staff recommends the City Council approve Employment Agreement between the City of McFarland and Fernando Lara.

BACKGROUND:

On December 17, 2020, the City of McFarland initiated the search for the Finance Director by publishing the ad on Western City Magazine, Indeed, McFarland Police Department Facebook, McFarland Facebook, and city's website. The Finance Subcommittee along with an expert professional panel conducted the application review, resumes and interviews.

After a highly competitive selection and recruitment process, the Finance Subcommittee and staff is recommending Fernando Lara to be the next Finance Director. Mr. Lara has a Bachelor of Science in Business Administration with emphasis in Accounting from California State University Bakersfield. Currently, Mr. Lara serves as the Accounting Supervisor for the City with oversight of the Finance Department. Lara brings an extensive background in accounting as he served as the Accountant for Taft College for over seven years. This solid base of experience in governmental fund accounting using Governmental Accounting Standards Board (GASB), will provide the leadership and skills needed in the Finance Department.

FISCAL IMPACT:

The salary will be distributed among all departments between the general fund and enterprise funds.

ATTACHMENTS:

Attachment 1 – Employment Agreement for Finance Director

EMPLOYMENT AGREEMENT

This employment agreement ("Agreement") is made on this th day of May 2021, by and between the City of McFarland, a Municipal Corporation ("City"), and Fernando Lara ("Lara"). The City and Lara are collectively referred to as the "Parties" where appropriate.

RECITALS:

WHEREAS, Lara is the City's Accounting Supervisor;

WHEREAS, City desires to hire Lara as its Finance Director and Lara desires to serve in that position;

WHEREAS, the Parties wish to memorialize their agreement in writing; and

WHEREAS, the City and Lara wish to enter into the Agreement prior to Lara's first day of employment.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth hereinafter, the Parties agree as follows:

AGREEMENT

1. **Incorporation**. The Parties incorporate the foregoing recitals as if fully set forth herein verbatim.
2. **Hire**. City acknowledges that it is hiring Lara as its Finance Director effective May, 2021 ("Effective Date") pursuant to the terms and conditions of this Agreement. Lara shall remain in the exclusive hire of City during the term of this Agreement and shall neither accept other employment nor become employed by any other employer until the end of the Term or earlier termination of this Agreement.
3. **Term**. Except as hereinafter described, the term of this Agreement ("Term") shall be for one (1) years commencing on the Effective Date. The Term shall automatically renew for an additional year on each anniversary date (the "Automatic Renewal") so that the Term shall always be one (1) year. Notwithstanding the foregoing, either party may terminate the Automatic Renewal by providing written notice to the other party (the "Notice of Automatic Renewal Termination"); however, such notice shall be provided to the other party at least thirty (30) days before the Automatic Renewal. Upon either party's service of a Notice of Automatic Renewal Termination at least thirty (30) days prior to the Automatic Renewal, the annual Automatic Renewal and this Agreement shall be terminated.

4. **Salary and Benefits.** Lara 's salary and other benefits shall be as follows:

- A. **Salary.** Commencing on the Effective Date, Lara's annual salary shall be sixty eight thousand six hundred and sixty four dollars (\$68,664.00), which shall be paid in bi-weekly pay periods. Any salary increases shall be implemented by written amendment to this Agreement and upon approval by the City Council.
- B. **Vacation.** Lara shall keep the vacation he has accrued as Accounting Supervisor and shall continue to accrue vacation at the same rate, in accordance with the City's Employee Handbook. If Lara returns to the Accounting Supervisor position, as explained below, he shall keep his accrued vacation balance. If the Term of the Agreement is renewed by an Automatic Renewal, any unused vacation will roll into the next Term. Lara's accrued vacation balance shall not exceed the Maximum Accrual amounts set forth in the City's Employee Handbook.
- C. **Sick Leave.** Lara shall keep the sick leave he has accrued as Accounting Supervisor and shall continue to accrue sick leave at the same rate, in accordance with the City's Employee Handbook. If Lara returns to the Accounting Supervisor position, as explained below, he shall keep his accrued sick leave balance. If the Term of the Agreement is renewed by an Automatic Renewal, any unused sick leave will roll into the next Term. Lara's accrued sick leave balance shall not exceed any maximum accrual amounts set forth in the City's Employee Handbook.
- D. **Holiday and Other Leaves.** Lara shall receive the same leaves, holidays, and other time off as provided to other managers at the City.
- E. **Retirement.** City shall contribute to Lara's 401(k) or deferred compensation account, consistent with the City's employee handbook. Lara's shall choose whether he wants the contribution made to his 401(k) or deferred compensation account, or a combination of both.
- F. **Cell Phone.** City shall continue to provide Lara with a City-owned cell phone. Lara shall use the same phone he used as Accounting Supervisor and agrees to use it for performance of his duties under this Agreement. Lara acknowledges that communications via the City-owned phone may be public records subject to disclosure upon request.
- G. **Other Benefits.** City shall provide the medical, dental, and vision insurance, that are extended to management level employees of the City, for Lara and his

dependents. Lara shall also receive all other benefits provided to management level employees of the City that are not specifically described in this Agreement.

5. **"At-Will" Employment.** Lara's employment with City is at the sole will, discretion and pleasure of the City Council. The City Council may fix any such additional terms and conditions of employment, as it may determine from time to time, relating to Lara's performance, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Municipal Code, or any other law.
6. **Termination.** Lara may terminate this Agreement at any time, so long as he provides at least thirty (30) days' written notice of such intent. If Lara terminates this Agreement before the initial Term expires (i.e., within one year of the Effective Date), he shall have the option to return to the Accounting Supervisor position, with the same salary, benefits, and seniority as he received before executing this Agreement. If he terminates this Agreement after the initial Term (i.e., more than one year after the Effective date), he shall not have the option to revert to the Accounting Supervisor position or any other position at the City.

The City shall not terminate this Agreement without cause during the first six (6) months following the Effective Date. The City may terminate this Agreement without cause after the first six (6) months following the Effective Date; however, Lara shall have the option to revert to the Accounting Supervisor position. If the City terminates this Agreement without cause after expiration of the initial Term (i.e., more than one year after the Effective Date), the City shall provide at least 30 days' written notice and Lara shall not have the option to return to the Accounting Supervisor position or any other position at the City.

Subject to the City's municipal ordinance, workplace policies and procedures, and other governing laws, whether local or federal, the City may terminate this Agreement for cause at any time after the Effective Date. City shall provide Lara with written notice of a termination for cause, and such written notice shall describe the underlying allegations. Nothing in this Agreement is intended to create property rights in the Finance Director position. If City terminates this Agreement for cause, Lara will not have the option to revert to the Accounting Supervisor position, or any other position at the City.

7. **Evaluation.** City Council shall evaluate Lara after the first six (6) months of the Term of this Agreement and, thereafter, on each anniversary of the Effective Date of this Agreement. The City Council, with Lara's input, will develop the criteria upon which Lara will be evaluated. The City Council shall have the right to establish the format and the forms to be used. Lara shall be responsible for initiating each evaluation

8. **Duties.** As Finance Director, Lara shall have such duties and responsibilities as reasonably comprehended by the City of McFarland Position Description, attached to this employment agreement as "Attachment A". These duties may include, but not be limited to: planning, organizing and directing the activities and programs of the Finance Division; providing expert, professional assistance to City Management staff on financial, accounting and related matters; and performing related work as assigned. As Finance Director, Lara will be considered a member of City's management, but will not receive salary and benefits other than those specifically identified in this Agreement.
9. **Dues and Subscriptions.** City shall pay professional dues and subscriptions for Lara necessary for his continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement and for the good of the City. Such dues and membership fees shall include the California Society of Municipal Finance Officers and League of California Cities. Additional dues or subscriptions must have prior approval of the City Council. Lara agrees to devote 40 hours towards his continued professional development.
10. **Professional Development.** City agrees to pay the travel and subsistence expenses as established by the City Council from time to time for professional and official travel, meetings, and occasions adequate to continue Lara's professional development and to pursue necessary official and other functions for City.
11. **Vehicle Allowance.** City shall provide Lara with a city vehicle to conduct City business. Lara may also use a City vehicle for travel outside the City's boundaries, if such travel is business related. In the event that Lara is required to utilize his personal vehicle for City business, he shall be entitled to mileage reimbursement per the IRS rate.
12. **Notices.** Notices pursuant to this Agreement shall be deemed to be given when personally delivered to the party to whom directed or when deposited in the United States Mail, postage prepaid or by electronic mail (Email) or, if notice is given to City, if sent by confirmed facsimile, addressed as follows:

City

Mayor, City of McFarland
401 West Kern Avenue
McFarland, California 93250
Fax — (661) 792-3093
Email sgonzalez@mcfarlandcity.org

Lara

Fernando Lara
1 Rio Bravo Drive, Unit A
Bakersfield, California 93309
Fax - none
flara4949@gmail.com

Either party may change his or its address by providing written notice to the other party in the manner described herein.

13. **General Provisions.**

- A. **Entire Agreement.** This Agreement constitutes the complete understanding between the Parties, is fully integrated, and supersedes any and all prior agreements – including the Parties’ Consulting Agreement – promises, representations, or inducements, no matter their form, concerning the subject matter of this Agreement. No subsequent agreements, promises, representations, or inducements will be binding unless recorded in a written document, which specifically references this Agreement and is signed by the Parties or their authorized representatives. The Parties acknowledge that this Agreement may be used as evidence in any subsequent proceeding in which either Party alleges a breach of this Agreement or seeks to enforce its terms, provisions, obligations, or as compelled by law.
- B. **Captions.** The headings used in this Agreement are inserted for reference purposes only and shall not be deemed to limit or affect in any way the meaning or interpretation of any of the terms or provisions of this Agreement.
- C. **Severability.** If any provision contained in this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall be deemed severable and shall not be affected thereby and same shall remain in full force and effect.
- D. **Amendment.** This Agreement may only be amended by a writing executed by all parties.
- E. **Governing Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of California. Any action or motion to enforce the terms or conditions of this Agreement shall be brought only in the Superior Court of California for the County of Kern.
- F. **Waiver.** Waiver by any party of any breach of this Agreement by the other party, whether such waiver be direct or implied, shall not be construed as a continuing waiver or consent to any subsequent breach of this Agreement on the part of the other party.
- G. **Attorneys’ Fees.** If either party commences any action or proceeding relating to this Agreement or the enforcement of any provision of this Agreement against the other party, the prevailing party, in such action or proceeding, shall be entitled to recover reasonable attorneys’ fees, costs, and all other litigation costs.

H. **Counterparts**. This Agreement may be executed in counterparts and the respective signature pages for each party may thereafter be attached to the body of this Agreement to constitute one integrated Agreement which is as fully effective and binding as if the entire document had been signed at one time.

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IN WITNESS WHEREOF, the Parties have executed this Agreement to be effective on the Effective Date:

CITY OF MCFARLAND

By: _____

Name: Sally Gonzalez

Title: Mayor

Date:

Fernando Lara

By: _____

Name: Fernando Lara

Date:



ATTACHMENT A

CITY OF MCFARLAND
POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA	
Position Title: Finance Director	Department : Finance
Reports to: City Manager	FLSA Classification : Exempt
Pay Grade: DOE (Depending on	

POSITION SUMMARY:

The fundamental reason this classification exists is plan, organize and direct the activities and programs of the Finance Division; provides expert, professional assistance to City Management staff on financial, accounting and related matters; performs related work as assigned.

CLASS CHARACTERISTICS:

This single position class manages the City's Finance Division, which includes Treasury, Billing and Collections and Accounting. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering the division's annual budget, annual audit and directing the day-to-day operations of the Finance Division. Assignments allow for a high degree of administrative decision making in their execution.

ESSENTIAL RESPONSIBILITIES:

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Finance Division; collaborate with city manager and directors to prepare and administer the annual city's budget.
- Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and state and federal regulations
- Determine internal audit scope and develop annual plans for external auditors
- Obtain, analyze, and evaluate accounting documentation, previous reports, data, flowcharts etc.

- Prepare and present reports that reflect audit's results and document process
- Act as an objective source of independent advice to ensure validity, legality, and goal achievement
- Identify loopholes and recommend risk aversion measures and cost savings
- Maintain open communication with management and audit committee
- Document process and prepare audit findings memorandum
- Conduct follow up audits to monitor management's interventions
- Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques, and performance standards
- Monitor all banking activities in order to detect irregularities
- Investigate all transactions in order to prevent fraud
- Provide feedback to all departments on how to improve on internal controls, and pinpoint areas where risks relating to transactions can be minimized
- Provide documentation for the purpose of supporting all financial transactions
- Prepare monthly bank reconciliation reports regarding all cash deposits to the bank(s)
- Assist auditors – internal and external – with documentation required for the auditors to do their job satisfactorily
- Perform the reconciliation and verification of accounts regarding cash at hand and cash at bank
- Reconcile and process transactions that are complex in nature
- Maintain required files, reports, and data
- Reconcile and rectify all ledger accounts belonging to customers
- Reconcile accounts that fall into receivable records
- Maintain constant contacts with the city's customers
- Follows up all transactions continuously and provide updates to the management
- Adhere to corporate standards and procedures in all reconciliation activities
- Improve personal skill set regarding software proficiency, financial analysis and data processing
- File all prepared accounts in a well-organized manner
- Track all inventories regularly and report to the management with the inventory records
- Reconcile discrepancies in different accounts
- Answer customers or client's questions regarding any financial issues
- Perform all other related duties as assigned to meet the needs of the organization
- Plans, organizes, assigns, directs, reviews and evaluates the work of assigned staff; selects personnel and provides for their training and professional development; interprets City policies to employees
- Provides professional assistance to members of City departments on finance and related matters in areas of responsibility
- Formulates and implements policies, procedures and systems pertaining to financial record keeping, controls and reporting; provides comprehensive financial management services and solves varied accounting and collection problems
- Analyzes revenue generating and cost reducing proposals for City programs and prepares revenue projections
- Secures financing packages utilizing tax exempt financing; manages the City's investment portfolio including daily investments as well as long-range investment policies
- Directs the design and implementation of an automated and integrated financial

accounting system; organizes and administers effective accounts receivables and payables reporting and collection procedures

- Conducts or directs financial and other studies; develops and reviews reports of findings, alternatives, and recommendations
- Directs the collection of assessed taxes, fees and charges from City businesses, property owners and residents
- Makes presentations of City financial status and operations to the City Council; represents the City in meetings with governmental agencies, professional and business organizations
- Monitors developments related to finance and accounting matters; evaluates their impact upon City operations and financial programs and recommends and implements policy and procedural improvements

MINIMUM QUALIFICATIONS:

Knowledge of – Principles and practices of general, fund, and government accounting, including financial statement preparation and methods of financial reporting; Principles and practices of business computer user applications; Applicable city, state and federal laws and regulations; Organizational planning techniques, including staffing goals and objectives and work standards developments; Laws regulating the investment of public funds; Administrative principles and practices including goal setting, program and budget development and implementation and employee supervision.

Skilled in - Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff; Selecting and motivating staff and providing for their training and professional development; Planning, organizing and directing a wide variety of financial, data processing, insurance and purchasing programs and activities; Evaluating financial and other data and programs and providing recommendations for improvements; Interpreting, explaining and applying City, State and Federal laws regulating City financial accounting, reporting and record keeping, investment of funds and borrowing; Developing and implementing financial, audit and systems procedures and controls; Evaluating the earning potential of tax-exempt investments and directing investment activities; Preparing clear, concise and complete financial statements, reports and other written materials; Exercising sound, independent judgment within general policy guidelines; Representing the City effectively in contacts with governmental and regulatory agencies, outside consultants and counsels, and business and professional groups.

Licenses and Certificates –. Possession of or ability to obtain a valid California Driver's License may be required

Physical Abilities and Work Environment –

Other – Must complete an annual Statement of Economic Interest. Bilingual fluency in English and Spanish is desirable. Must be bondable

EDUCATION AND EXPERIENCE

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Five years of management or supervisory experience in accounting or financial management, preferably in a public agency or governmental setting.

Education - Graduating from a four-year college or university with Master's degree with major course work in accounting, business administration, finance or a closely related field

Compensation and Benefits:

Salary range placement is dependent on the candidate's qualifications. The City of McFarland offers an excellent benefit package including:

- Comprehensive City paid medical, dental, and vision benefits for the employee and dependents
- Life insurance equal to 1 yr base salary with a minimum of \$50,000
- Deferred Compensation 401(k)
- Supplemental life insurance (Optional)
- Aflac Insurance (Optional)
- Deferred Compensation 457 Plan (Optional)
- Section 125 plan participation
- 12 days vacation, and 12 days sick pay accrued annually
- 13.5 Days Holiday Pay
- 9/80 Work Schedule- every other Friday off

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name _____

Signature _____

Date _____

**MEMORANDUM
CITY OF MCFARLAND**

TO: Honorable Mayor and City Council Members

FROM: Larry A Ronk III, Acting Community Development Director

DATE: May 13, 2021

SUBJECT: Report and Approval; Awarding of a contract with Mark Thomas for conducting Local Roadway Safety Plan for the City of McFarland.

RECOMMENDATION:

Staff recommends the City of McFarland City Council award the contract to Mark Thomas, in the amount of \$54,924.00 for the Local Roadway Safety Plan Study.

BACKGROUND:

The City of McFarland has received a grant for a Local Roadway Safety Plan to be developed through Caltrans to supply a safety plan for the City. The City has recently did a similar study through another Caltrans grant for the Systemic Safety Analysis Report which works directly with this new plan. Caltrans has made it a requirement to have an SSAR and LRSP to apply for future funding through Caltrans grants for the City's future projects.

The City, after advertising a Request for Qualifications, received four (4) bids which are as follows:

Bidder's Name	Total Bid
A & M Consulting Engineers	\$80,000.00
InterWest	\$75,000.00
Mark Thomas	\$54,924.00
Minagar @ Associates, INC.	\$52,911.00

After reviewing the bids it was determined that Mark Thomas, was not the lowest most responsible bid for the Local Roadway Safety Plan, but was the most rated by reviewers. Mark Thomas was also responsible for conducting the Cities SSRP.

The contract shall not take effect until such time as an agreement, approved by the City Attorney, has been signed by Mayor Gonzalez and a representative from Mark Thomas.

FISCAL IMPACT:

Local Roadway Safety Plan Grant with 10% in-kind Local City Match covered through Staff Time.

Attachments:

Agreement

**AGREEMENT FOR DESIGN PROFESSIONAL CONSULTANT SERVICES
BETWEEN
CITY OF MCFARLAND, CALIFORNIA,
AND
MARK THOMAS & COMPANY, INC.**

THIS AGREEMENT ("Agreement") is made and entered into as of the date of execution by the CITY OF MCFARLAND (the "City") and MARK THOMAS & COMPANY, INC., a California corporation ("Consultant").

RECITALS

The City requires outside assistance to provide the following services:

Local Roadway Safety Plan 2021

WHEREAS, Consultant represents itself as possessing the necessary skills and qualifications to provide the services required by the City and as being duly qualified to perform those services in accordance with the standard of quality ordinarily expected of competent professionals in Consultant's field of expertise;

WHEREAS, Consultant will render such professional services, as hereinafter defined, on the following terms and conditions;

NOW THEREFORE, in consideration of these recitals, and the mutual covenants contained herein, the City and Consultant agree as follows:

AGREEMENT

1. TERM OF AGREEMENT

- 1.1. This Agreement shall be effective on and from the day, month and year of the execution of this document by the City.
- 1.2. Consultant shall commence the performance of the services in accordance with the Scope of Work section provided in Attachment "A" to this Agreement and shall continue such services until all tasks to be performed are completed, or this Agreement is otherwise terminated. Consultant shall complete the services and provide final data and reports no later than May 1, 2022, unless an extension of time is mutually agreed to by both parties in writing.

2. CONSULTANT'S OBLIGATIONS- SCOPE OF WORK (ATTACHMENT A)

- 2.1. Consultant shall provide the City with the following services: The specific manner in which the services are to be performed is described in Attachment "A" which is attached

hereto and incorporated herein as though fully set forth at length, collectively hereinafter referred to as “Described Services.”

- 2.2. Consultant shall perform all work required to accomplish the Described Services in conformity with applicable requirements of Federal, State and Local law.
- 2.3. Consultant is hired to render the Described Services and any payments made to Consultant are compensation fully for such services.
- 2.4. Consultant shall maintain professional certifications as required in order to properly comply with all City, State, and Federal law.
- 2.5. Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in good faith, at any time during the term of this Agreement, desires the removal of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, cause the removal of such person or persons.
- 2.6. If a license or certification of any kind is required of Consultant, its employees, agents, or subcontractors by federal, state or law and regulation, Consultant warrants that such license has been obtained, is valid and in good standing, and shall keep in effect at all times during the term of this Agreement, and that any applicable bond has been posted in accordance with all applicable laws and regulations.
- 2.7. Consultant shall provide the City with timely written reports of all significant developments or delays arising during performance of its services.

3. PAYMENT FOR SERVICES (ATTACHMENT B)

- 3.1. Payment to Consultant to perform its Scope of Work is set forth in **Attachment B**, attached hereto and incorporated herein. The payments provided in this Section are full compensation for the Scope of Work as described in Attachment A.
- 3.2. Consultant shall submit monthly bills to the City, describing its services and costs provided during the previous month, based upon percentage of task completed. Except as specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person. Consultant's monthly bills shall include the following information to which such services or costs pertain:
 - a description of services performed;
 - the date the services were performed;
 - the number of hours spent and by whom;
 - a description of all costs incurred, and the Consultant's signature.

Consultant agrees to use every appropriate method to contain fees and costs under this Agreement. Once invoice is submitted and approved by the City, City payment will be made within 30 days of approval.

- 3.3. The amount set forth in Attachment B may be modified or amended only by a written document executed by both Consultant and authorized City representative prior to the performance of the additional work. Such document shall expressly state that it is intended by the parties to amend the terms and conditions of this Agreement.

4. SUBCONTRACTING

- 4.1. Consultant will not subcontract any portion of its Scope of Work without prior written approval of City. If Consultant subcontracts for any of the work to be performed under this Agreement, Consultant shall be as fully responsible to the City for the acts and omissions of Consultant's subcontractors/subconsultants and for the persons either directly or indirectly employed by the subcontractors/subconsultants, as Consultant is for the acts and omissions of persons directly employed by Consultant. Nothing contained in the Agreement shall create any contractual relationship between any subcontractor/subconsultant of Consultant and the City. Consultant will be responsible for payment of subcontractors/subconsultants. Consultant shall bind every subcontractor/subconsultant to the terms of the Agreement applicable to Consultant's work unless specifically noted to the contrary in the subcontract in question and approved in writing by the City. Consultant agrees that the City is an intended third-party beneficiary of any services agreement entered into between Consultant and any subcontractor or subconsultant.

5. PROJECT SCHEDULE AND COMPLETION DATE (ATTACHMENT C)

- 5.1. **Attachment C** is the project schedule that Consultant shall strictly meet, including benchmark dates and completion date, which is attached hereto and incorporated herein. Consultant agrees to diligently prosecute the services to be provided under this Agreement to completion and in accordance with the schedule specified herein. In the performance of this Agreement, time is of the essence.

- 5.2. Consultant shall promptly notify the City of any anticipated or unforeseen delays to the project schedule. Extensions to the project schedule and to this Agreement shall not be made without the prior written approval of the City. All requests for extensions to the project schedule shall be by written request only and submitted to the City prior to the commencement of such work.

6. **CHANGES IN WORK AND EXTRA WORK.** Consultant shall not change the scope or duration of work or perform work in excess of the Scope of Work without the prior, written approval of the City by an executed Change Order, describing in detail the revision to Scope of Work, revisions in payment and/or time, fully executed by both parties. Failure to obtain a Change Order prior to the commencement of any revision waives Contractor's right to payment for such additional services.

7. **VERBAL AGREEMENT OR CONVERSATION.** No verbal agreement or conversation with any officer, agent or employee of the City, either before, during or after the execution of this Agreement, shall affect or modify any of the terms or obligations herein contained nor shall such verbal agreement or conversation entitle Consultant to any additional payment whatsoever.

8. **TERMINATION OF AGREEMENT**

8.1. In the event of Consultant's failure to prosecute, deliver, or perform the described services, the City may terminate this Agreement by notifying Consultant by certified mail of said termination. Thereupon, Consultant shall cease work and within five (5) working days: (1) assemble all materials and records prepared or obtained in the performance of this Agreement and deliver said documents to the City and (2) place all work in progress in a safe and protected condition. The City Manager of the City shall make a determination of the percentage of work which Consultant has performed which is usable and of worth to the City. Based upon that finding, the City shall determine any final payment due to Consultant.

8.2. This Agreement may be terminated by either party, without cause, upon the giving of ten (10) days written notice to the other party. Prior to the 10th day following the giving of the notice, the Consultant shall: (1) assemble all materials and records prepared or obtained in the performance of this Agreement and deliver said documents to the City and (2) place all work in progress in a safe and protected condition. The City Manager of the City shall make a determination of the percentage of work which Consultant has performed which is usable and of worth to the City. Based upon that finding, the City shall determine any final payment due to Consultant.

9. **COVENANTS AGAINST CONTINGENT FEES.** Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working for Consultant, to solicit or secure this Agreement, and that Consultant has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon, or resulting from, the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right to terminate this Agreement without liability or, at the City's discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

10. **OWNERSHIP OF DOCUMENTS**

10.1. All computer data, computer drawing files, plans, studies, sketches, drawings, reports, specifications and all work product produced by Consultant under this Agreement are the property of the City, whether or not the City completes the Scope of Work or proceeds with the project for which such documents are prepared.

- 10.2.** This Agreement creates a nonexclusive and perpetual right or license for City to copy, use, modify, reuse, and sublicense any and all copyrights, designs, and other intellectual property embodied in the writings prepared by Consultant, and Consultant subcontractors, under this Agreement. In the event the City should ever desire to undertake a project or review other proposed projects based upon the documents, the Consultant agrees that the City shall have the right to reuse all or any portion of the documents at no additional compensation to the Consultant.

11. INDEPENDENT CONTRACTOR

- 11.1.** The Consultant shall perform the services provided for herein in a manner of Consultant's own choice, as an independent Contract and in pursuit of Consultant's independent calling, and not as an employee of the City. Consultant shall be under control of the City only as to the result to be accomplished and the personnel assigned to the Project.
- 11.2.** If the Consultant subcontracts any of the work to be performed under this Agreement pursuant to the terms of this Agreement, Consultant shall be as fully responsible to the City for the acts and omissions of the Consultant's subcontractor and of the persons either directly or indirectly employed by the subcontractor, as Consultant is for the acts and omissions of persons directly employed by Consultant. Nothing contained in the Agreement shall create any contractual relationship between any subcontractor of Consultant and the City. The Consultant shall bind every subcontract by the terms of the Agreement applicable to Consultant's work, including indemnity and insurance requirements.

12. HOLD HARMLESS AND INDEMNIFICATION

- 12.1. Indemnification** - It is understood and agreed that Consultant has the professional skills, experience, and knowledge necessary to perform the work agreed to be performed under this Agreement and that City relies upon the professional skills of Consultant to do and perform Consultant's work in a skillful and professional manner, and Consultant thus agrees to so perform the work.
- 12.2.** Acceptance by City of the work performed under this Agreement does not operate as a release of said Consultant from such professional responsibility for the work performed. It is further understood and agreed that Consultant is apprised of the scope of the work to be performed under this Agreement and Consultant agrees that said work can and shall be performed in a fully competent manner.
- 12.3.** Consistent with California Civil Code section 2782.8, when the services to be provided under this Agreement are design professional services to be performed by a design professional, as that term is defined under said section 2782.8, Consultant shall, to the fullest extent permitted by law, indemnify, protect, immediately defend, and hold harmless City, and its officers, employees, agents, and volunteers, from and against all claims, demands, damages, costs, or liability (including liability for claims, suits, actions,

arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses, or costs of any kind, interest, defense costs, and expert witness fees) arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant, its officers, employees, subcontractors, subconsultants or agents during the performance this Agreement, or from any violation of any federal, state, or municipal law or ordinance to the extent caused, in whole or in part, by the negligence, reckless, or willful misconduct of Consultant or its employees, subcontractors, or agents, or by the quality or character of Consultant's work, excepting only liability arising from the sole negligence, sole active negligence, or intentional misconduct of City, its officers, employees, agents, and volunteers.

12.4. Other than in the performance of professional services by a design professional, which law shall be solely as addressed in subparagraph 12.3 above, and to the fullest extent permitted by law, Consultant shall indemnify, protect, defend, and hold harmless City, and its officers, employees, agents, and volunteers, from and against any claims, demands, damages, costs, or liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses, or costs of any kind, interest, defense costs, and expert witness fees) arising out of the performance of this Agreement by Consultant, its officers, employees, agents, subcontractors and subconsultants, excepting only that resulting from the sole negligence, sole active negligence, or intentional misconduct of City, its officers, employees, agents, and volunteers. It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in section 2778 of the California Civil Code.

12.5. Acceptance of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

13. ASSIGNMENT OF AGREEMENT. Consultant is without right to and shall not assign this Agreement or any part thereof or any monies due hereunder without the prior written consent of the City.

14. INSURANCE

14.1. Insurance. On or before beginning any of the services or work called for by any term of this Agreement, Consultant, at its own cost and expense, shall carry, maintain for the duration of the Agreement (including all extensions provided), and provide proof thereof that is acceptable to the City the insurance specified in subsections (A) through (F) below with insurers and under forms of insurance satisfactory in all respects to the City. Consultant shall not allow any subcontractor to commence work on any subcontract until all insurance required of the Consultant has also been obtained for the subcontractor. The Certificate of Insurance shall clearly identify the project name and number in the space labeled "Description of Operations/Locations/Special Items" on the form.

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

Coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 and Insurance Services Office Automobile Liability form CA 0001 Code 1 (any auto).

Each of the following shall be included in the insurance coverage or added as an additional insured endorsement to the policy: City, its officers, employees, agents, and volunteers are to be covered as insured's as respects each of the following: liability arising out of activities performed by or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant; premises owned, occupied or used by Consultant; or automobiles owned, leased, hired, or borrowed by Consultant. In the event that Consultant purchases automobiles during the term of this Agreement, said automobiles shall be likewise covered. The coverage shall contain no special

An endorsement must state that coverage is primary insurance and that no other insurance affected by the City will be called upon to contribute to a loss under the coverage.

Insurance is to be placed with California-admitted insurers with a Best's rating of no less than A:VII.

- B. *Professional Liability.*** Consultant shall obtain, and during the term of this Agreement shall maintain, a policy of professional liability insurance that shall:
- i. Be from an insurance company authorized to be in business in the State of California;
 - ii. Be in an insurable amount of not less than \$1,000,000 for each occurrence; and

- iii. Provide that the policy shall remain in full force during the full term of this Agreement and shall not be canceled, terminated, or allowed to expire without thirty (30) days prior written notice to the City from the insurance company.

C. **Workers' Compensation.** Statutory Workers' Compensation Insurance and Employer's Liability insurance for any and all persons employed directly or indirectly by Consultant shall be provided with limits not less than one million dollars. In the alternative, Consultant may rely on a self-insurance program to meet these requirements so long as the program of self-insurance complies fully with the provisions of the California Labor Code. The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the City for loss arising from work performed under this Agreement.

D. **Deductibles and Self-Insured Retentions.** During the period covered by this Agreement, upon express written authorization of City Risk Manager, Consultant may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The City may condition approval of an increase in deductible or self-insured retention levels upon a requirement that Consultant procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

E. **Notice of Reduction in Coverage.** In the event that any coverage required under subsections (A), (B), or (C) of this section of the Agreement is reduced, limited, or materially affected in any other manner, Consultant shall provide written notice to City at Consultant's earliest possible opportunity and in no case later than five day after Consultant is notified of the change in coverage.

F. **Other Remedies.** In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option:

- i. Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- ii. Order Consultant to stop work under this Agreement or withhold any payment which becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof;
- iii. Terminate this Agreement.
- iv. Exercise of any of the above remedies, however, is an alternative to other remedies City may have and is not the exclusive remedy for

Consultant's failure to maintain insurance or secure appropriate endorsements.

15. DISPUTES

15.1. If a dispute should arise regarding the performance of this Agreement, the following initial dispute resolution procedures shall be used:

- A.** Within twenty (20) City working days after a dispute regarding the performance of this Agreement arises, it shall be reduced to writing at staff level by the complaining party setting forth the nature of the dispute in detail, along with all pertinent back up documentation in support. The writing shall be delivered to the receiving party by first class mail or personal delivery directly to the party's project manager, along with recommended methods of resolution.
- B.** The party receiving the letter shall reply to the letter with a detailed response, along with a recommended method of resolution, if any, within ten (10) City working days of receipt of the letter.

15.2. If the dispute is not resolved at staff level in accordance with Section 15.1, within five (5) City working days of the receiving party response (or longer if agreed between the parties), the aggrieved party, through its respective project manager shall deliver to the City Manager's office a letter outlining the dispute for the City Manager's review. The receiving party may submit further response, if required, to the City Manager within five (5) City working days thereafter. The City Manager, at his/her sole discretion may respond as he/she deems appropriate, including recommendations for resolution, discussions, or rejection of the dispute within fifteen (15) working days of receipt of the complaint.

15.3. If the dispute remains unresolved and the parties have exhausted the procedures outlined in this section, the parties may then seek remedies available to them under this Agreement and at law, including, but not limited to, under the termination procedures. This provision does not relieve Consultant of its obligation and Consultant is required to timely comply with all applicable provisions of the Government Claims Act before initiating any legal proceeding against City.

16. CONFLICT OF INTEREST. Contractor warrants and covenants that it presently has no interest in, nor shall any interest be hereinafter acquired in, any matter which will render the services required under the provisions of this Agreement a violation of any applicable state, local, or federal law, including, but not limited to, Government Code section 1090. If any principal provider of services is a "consultant" for the purposes of the Fair Political Practices Act (Gov. Code § 81000 et seq.), each such person shall comply with Form 721 Statement of Economic Interests filing requirements in accordance with state or City local Conflict of Interest Code. In addition, if any other conflict of interest should nevertheless hereinafter arise, Consultant shall promptly notify City of the existence of such conflict of interest so that the City may determine whether to terminate this Agreement.

17. CONSULTANT'S BOOKS AND RECORDS.

- 17.1.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant.
- 17.2.** Consultant shall maintain all documents and records which demonstrate performance under this Agreement for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this Agreement.
- 17.3.** Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City General Counsel, City Auditor, City Manager, or a designated representative of any of these officers. Copies of such documents shall be provided to City for inspection when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address indicated for receipt of notices in this Agreement.
- 17.4.** City may, by written request by any of the above-named officers, require that custody of the records be given to City and that the records and documents be maintained in the City Manager's office. Access to such records and documents shall be granted to any party authorized by Consultant's representatives, or Consultant's successor in interest.

18. WRITTEN NOTIFICATION. Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent by prepaid, first class mail. Any such notice, demand, etc. shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City: Maria Lara,
City Manager,
401 West Kem Avenue,
McFarland, California 93250,
Fax: 661-792-3093
Email: mlara@mcfarlandcity.org

If to Consultant: Mark Thomas
Ed Noriega
7571 North Remington Ave, Suite 102
Fresno, CA 93711

Any party may change any of the foregoing as it relates to the party by giving written notice to the other party of the change in the manner set forth herein.

19. GENERAL PROVISIONS

- 19.1.** Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this Agreement.
- 19.2.** If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.
- 19.3.** This Agreement and all matters relating to it shall be governed by the laws of the State of California and any action brought relating to this Agreement shall be held exclusively in a state court in the County of Kern.
- 19.4.** Time is of the essence with regard to each covenant, condition, and provision of this Agreement.
- 19.5.** This Agreement constitutes the entire agreement between the parties with regard to the subject matter herein and supersedes any prior oral and written agreements and understandings between the parties with respect thereto.
- 19.6.** This Agreement may not be altered, amended, or modified except by a writing executed by duly authorized representatives of all parties.
- 19.7.** In the event any action or proceeding is instituted arising out of or relating to this Agreement, the prevailing party shall be entitled to its reasonable attorney's fees and actual costs.
- 19.8.** This Agreement may be executed in counterparts. A facsimile or electronic copy of this Agreement shall be as effective as the original for all purposes.
- 19.9.** This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective heirs, successors, and assigns. Notwithstanding the foregoing, Consultant shall not assign this Agreement or any part thereof to any other entity or individual.
- 19.10.** City and Consultant each acknowledge that each party and their respective legal counsel have reviewed this Agreement and agree that this Agreement is the product of negotiations between the parties. This Agreement shall be interpreted without reference to the rule of interpretation of documents that uncertainties or ambiguities therein shall be determined against the party so drafting the Agreement.

20. CONSULTANT'S CERTIFICATION OF AWARENESS OF IMMIGRATION REFORM AND CONTROL ACT.

Consultant certifies that Consultant is aware of the requirements of the Immigration Reform and Control Act of 1986 (8 USC §§ 1101-1525) and has complied and will comply with these requirements, including but not limited to, verifying the eligibility for employment of all agents, employees, subcontractors and consultants that are included in this Agreement.

21. CONSULTANT'S AWARENESS AND COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT.

Consultant certifies that Consultant is aware of the requirements of the Americans with Disabilities Act of 1990 (42 USC § 12101) and has complied with and will comply with these requirements, included but not limited to verifying compliance of their contractors, consultants, agents, and employees.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

Date: _____

CITY OF MCFARLAND

By: _____

Sally Gonzalez
Mayor

Date: _____

MARK THOMAS & COMPANY, INC.

By: _____

Name: _____

Its: _____

ATTACHMENT “A”
Scope of Work

QUALIFICATIONS



PROJECT

LOCAL ROADWAY SAFETY PLAN

SUBMISSION DATE

APRIL 19, 2021

PREPARED FOR

City of McFarland



MARK THOMAS



April 19, 2021

Larry A Ronk III, Acting Community Development Director
City of McFarland
401 W. Kern Avenue
McFarland CA 93250

Dear Larry:

The City of McFarland (City) is seeking a qualified civil engineering firm to analyze the City's roadway network, examine funding opportunities, and establish lines of communications to complete a Local Roadway Safety Plan (LRSP) for the City. Mark Thomas has been providing planning, design and programming/funding assistance for local agencies in California for more than 94 years. We have delivered various LRSPs, SSARs, corridor analyses, Highway Safety Improvement Program (HSIP) applications, and designs for safety improvement projects which have been successfully funded through various federal and local sources.

Mark Thomas has extensive experience preparing LSRPs and SSARs and understands their requirements. We have or are preparing these studies for the cities of McFarland, Reedley, Stockton, and Sacramento, the counties of Kern, Humboldt, Alpine, Amador, Calaveras, Kings, and Madera. Our team was selected for these traffic safety plans because of our ability to efficiently analyze crash data, and recommend effective countermeasures to improve safety.

Furthermore, our team brings extensive experience analyzing collision data, discovering network trends, identifying challenge areas, and developing strategies through Caltrans and FHWA guidance and recommendations for LRSPs. We just recently finished preparing the SSAR/LRSP for Kern County which will serve as a template for how Mark Thomas will approach the LRSP for the City. This approach will gather stakeholders to create safety working groups to meet regularly to address safety concerns within the five E's of safety: Engineering, Education, Enforcement, Emergency Medical Services, and Emerging Technologies.

I will lead our team as the project manager and will be the primary point of contact. I am a Division Manager and will have direct responsibility for the services provided to the City. I will manage day-to-day activities through to completion. My experience includes 25 years of planning, designing, and managing public works and transportation projects. Working with me will be a team of in-house engineers and GIS professionals with expertise in LRSPs, SSARs, HSIP applications, and the design of safety enhancements.

Mark Thomas meets the appropriate state licensing requirements to practice in the State of California and to fulfill the requirements of the RFQ. We also confirm that if awarded the contract, Mark Thomas acknowledges complete responsibility for the entire contract, including payment of any and all charges resulting from the contract.

Mark Thomas does not have any financial, business, or other relationship with the City that would have an impact upon the outcome of the contract. We do not foresee any of our client's having a financial interest in the outcome of this contract or any other construction project that may follow.



(559) 447-1938
7571 NORTH REMINGTON AVENUE, SUITE 102
FRESNO, CA 93711

MARKTHOMAS.COM



MARK THOMAS

If you have any questions regarding our qualifications and the project, please contact me at (530) 848-1222, or via e-mail at enoriega@markthomas.com. I have the authority to bind the firm in a contractual agreement. Thank you for the opportunity and we look forward to working with you.

Sincerely,

MARK THOMAS

Ed Noriega, PE
Associate, Division Manager





▶ BACKGROUND & EXPERIENCE

CITY OF MCFARLAND SSAR

Mark Thomas prepared the SSAR for the City of McFarland. The report identified intersections and roadway segments throughout the City that meet HSIP funding guidelines or thresholds, and recommended countermeasures to solve the identified safety issues. These projects and the information gathered would be used to prepare and submit applications to Caltrans to receive HSIP funding. In addition, the data generated would assist the agency in securing ATP funds for qualifying projects and aid in their overall development of their LRSP.

Analysis for the SSAR used collision data obtained from TIMS and SWITRS. Additional collision data was gathered for the analysis period from the local police department. The data was filtered to remove construction and DUI related collisions and then was georeferenced to a GIS roadway network and separated based on collision severity and collision location through the process of linear referencing.

The intersections and corridors were ranked based on three criteria: total number of collisions, cost of collisions, and crash rate (collisions per million vehicle miles). These rankings helped establish the project priority list consisting of 10 roadway segments and 20 intersections.

Results from the GIS analysis revealed the predominant crash trends observed within the jurisdiction for various types of roadway facilities. This data was used to recommend safety countermeasures to be implemented. Countermeasures considered as part of the SSAR analysis include systemic improvements that can be implemented in multiple locations that share common geometric conditions. Systemic improvements include signage and striping upgrades, lighting improvements, and pedestrian/bicycle crossing enhancements.

Based on our work, Mark Thomas prepared and was successful in securing HSIP Cycle 10 funds for the City.

CLIENT

City of McFarland

CLIENT CONTACT

Maria Lara

Community Development Director

☎ (661) 792-3091

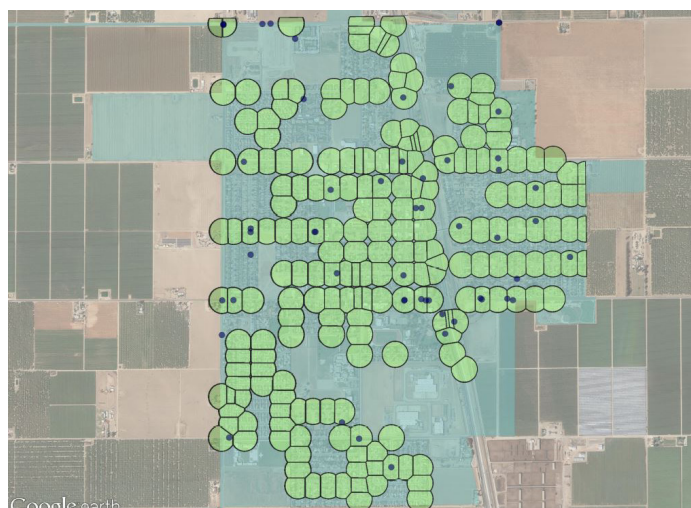
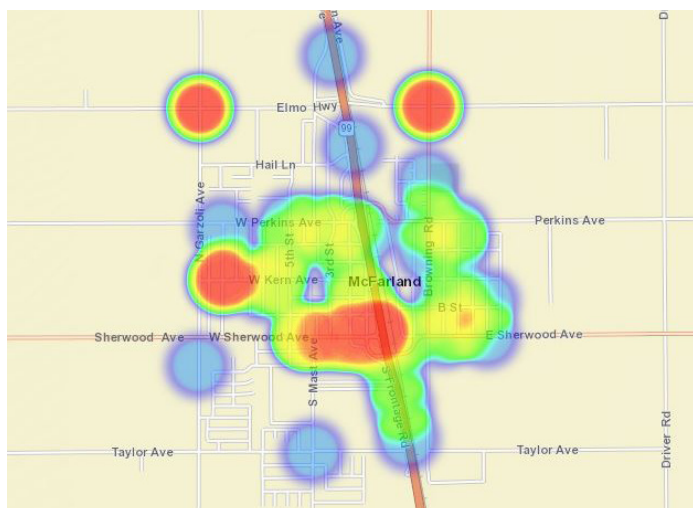
mlara@mcfarlandcity.org

TYPE OF WORK PERFORMED

Civil Engineering, HSIP Funding, SSAR Analysis and Preparation

CONTRACT VALUE

\$198,554





KERN COUNTY SSAR/LRSP

Mark Thomas prepared an SSAR/LRSP for Kern County. Starting as an SSAR, the project evolved into an LRSP with the County's goal to be able to compete for future HSIP funding beyond Cycle 10. The report identified intersections and segments throughout the unincorporated areas of the County that meet HSIP funding guidelines or thresholds and recommend projects to solve the identified safety issues. These projects and the information gathered will then be used to prepare and submit applications to Caltrans to receive HSIP Cycle 10 funding.

Analysis for the SSAR/LRSP used collision data obtained from the TIMS and SWITRS databases. Aggregate data were filtered to remove incidents in incorporated areas, and construction and DUI related collisions. Collision data was then georeferenced to a GIS roadway network and separated based on collision severity and collision location through the process of linear referencing. After each collision is assigned an intersection and/or a roadway segment, priority lists are generated to rank each facility by three different measures: 1) the number of collisions, 2) cost of collisions, 3) crash rates (collisions per million vehicle miles.)

Results from the GIS analysis reveal the predominant crash trends observed within the County for various types of roadway facilities. This data is then used to recommend safety countermeasures to be implemented in the County. Countermeasures considered as part of the SSAR/LRSP analysis include systemic improvements that can be implemented in multiple locations that share common geometric conditions. Systemic improvements include signage and striping upgrades, the addition of flashing beacons, uncontrolled crossing enhancements, raised median installations, and the placement of rumble strips/stripes.

To have a higher probability of securing HSIP funding, Mark Thomas worked closely with the County to balance the cost of proposed countermeasures with the benefit of addressing fatalities and severe injuries to generate a desirable B/C ratio for the priority projects.

Mark Thomas worked closely with the County in identifying and organizing the LRSP Working Group (stakeholders). Due to COVID 19, stakeholders' input was provided via online questionnaires and surveys. The stakeholders provided valuable input in the form of actionable items to address highway safety within Kern County.

The County's goal was to have the ability to apply for HSIP Cycle 10 funds in 2020. **Based on our work, the County was successful in securing \$3 million in funding.**

CLIENT

County of Kern

CLIENT CONTACT

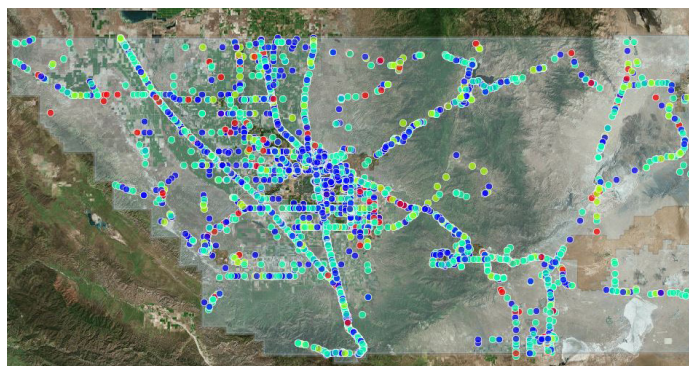
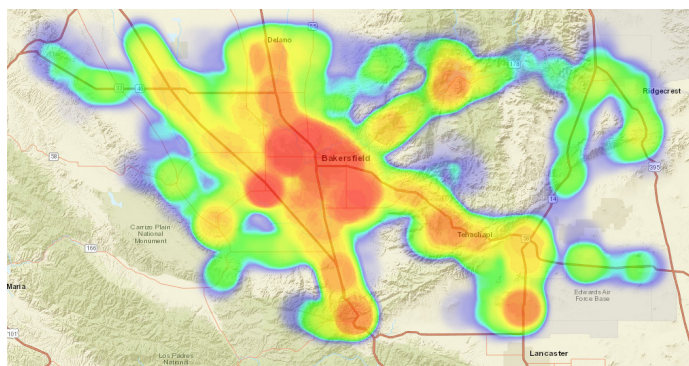
Yolanda Alcantar
Contracts Administrator
☎ (661) 862-5292
Yolandar@kerncounty.com

TYPE OF WORK PERFORMED

Civil Engineering, Funding, SSAR Analysis, LRSP/SSAR Preparation

CONTRACT VALUE

\$207,727





KINGS COUNTY SSAR

Mark Thomas prepared a SSAR for Kings County. The report identified intersections and roadway segments throughout the unincorporated areas of the County that meet HSIP funding guidelines or thresholds and recommended countermeasures to solve the identified safety issues in the County. These projects and the information gathered was used to prepare and submit applications to Caltrans to receive HSIP Cycles 9 and 10 funding.

Analysis of the SSAR used collision data obtained from the TIMS database. Due to the County's large percentage of collisions resulting in an injury, property damage data was not included in the analysis. Aggregate data were filtered to remove incidents in incorporated areas, and construction and DUI related collisions. Collision data was then georeferenced to a GIS roadway network and separated based on collision severity and collision location through the process of linear referencing.

Based on collision data and observed AADT data, three types of project priority lists are generated {1) number of collisions, 2) cost of collisions, 3) crash rates [collisions per million vehicle miles]} to rank intersections and corridors in the County.

Results from the GIS analysis reveal the predominant crash trends observed within the County for various types of roadway facilities. This data is then used to recommend safety countermeasures to be implemented in the County. Countermeasures considered as part of the SSAR analysis include systemic improvements that can be implemented in multiple locations that share common geometric conditions. Systemic improvements include signage and striping improvements, installation of roundabouts, and addition of flashing beacons.

To have a higher probability of securing HSIP funding, Mark Thomas worked closely with the County to balance the cost of proposed countermeasures with the benefit of addressing fatalities and severe injuries to generate a desirable B/C ratio for the priority projects.

Although the project kicked-off in early 2018, the goal of the County was to have the ability to apply for HSIP Cycle 9 funds in September 2018. **Based on our work, Mark Thomas prepared three HSIP Cycle 10 applications for the County for both systemic and spot location countermeasures. Two projects were successful in receiving HSIP funding.**

CLIENT

County of Kings

CLIENT CONTACT

Dominic Tyburski

Chief Engineer

(559) 852-2698

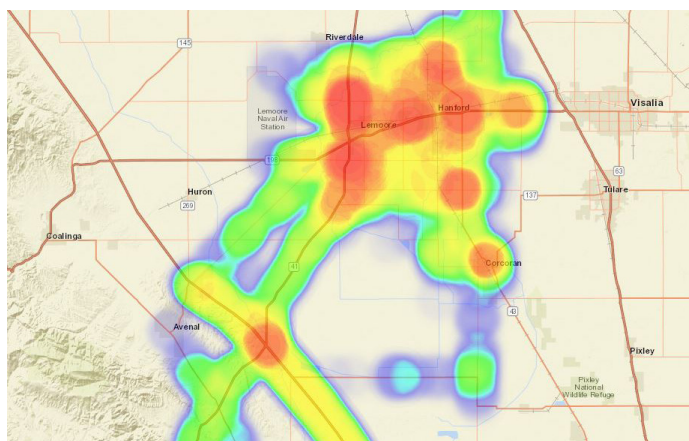
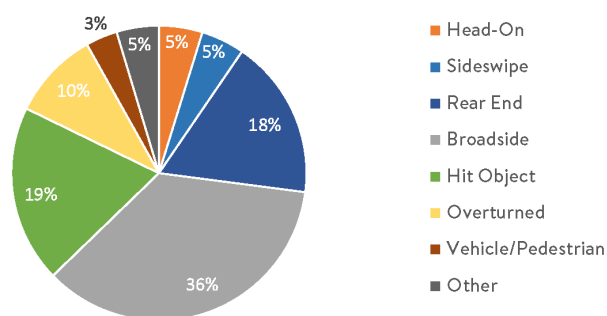
dominic.tyburski@co.kings.ca.us

TYPE OF WORK PERFORMED

SSAR Analysis and Preparation,
HSIP funding, Civil Engineering

CONTRACT VALUE

\$197,723





PROJECT UNDERSTANDING

The California State Highway Safety Plan (SHSP) was developed to provide a comprehensive look at the state transportation network and present focus areas for improvement with the ultimate goal of reducing fatalities and severe injuries. **The plan includes 16 challenge areas that encompass the five E's of highway safety: Engineering, Education, Enforcement, Emergency Medical Services, and Emerging Technologies.** Transportation safety must involve all five parts to successfully move towards a safer network.

Over the years, to address highway safety, local agencies compete for the HSIP funds when available (usually every two years). However, smaller and rural local agencies have not been as successful competing for HSIP funds because they normally don't have the resources to proactively develop competitive funding applications. As a result, Caltrans developed the Systemic Safety Analysis Report Program (SSARP) to financially assist local agencies to proactively prepare for future HSIP applications.

The SSARP program was successful; however, SSARP resulted in agencies only focusing on one of the five E's (Engineering). To build from the SSARP effort, Caltrans updated and renamed the program the LRSP with the intent to be consistent with the SHSP's goal of local agencies developing a more comprehensive approach that involves the community stakeholders and targets all five E's.

For future HSIP applications, beginning with the next cycle, Caltrans will require agencies to have an LRSP in place to compete for HSIP funds.

Like the SHSP, this plan will identify stakeholders and create strategies from all five E's of highway safety:

- **Education** gives drivers information about making good choices, such as not texting while driving, avoiding alcohol or medications affecting the level of consciousness, wearing a seatbelt, or informing people about the rules of the road.
- **Enforcement** of traffic laws and a visible police presence tends to deter motorists from unsafe driving behavior.
- **Engineering** addresses roadway infrastructure improvements to prevent crashes or reduce the severity of collisions when they occur.
- **Emergency services** provide rapid response and quality care when responding to collisions by stabilizing victims and transporting them to medical facilities.
- **Emerging technologies** develop and apply the newest technologies on the roadway and to vehicles to improve the overall safety of road users.

The SHSP identifies 16 challenge areas within five safety focus areas. The goal of this plan is to analyze collision data to identify emphasis areas that align with those 16 challenge areas.



16 State Highway Safety Plan Challenge Areas



Our project approach, shown below, demonstrates the steps needed to prepare an agency-specific LRSP. Mark Thomas has the knowledge, experience, and availability to successfully deliver the City's LRSP.

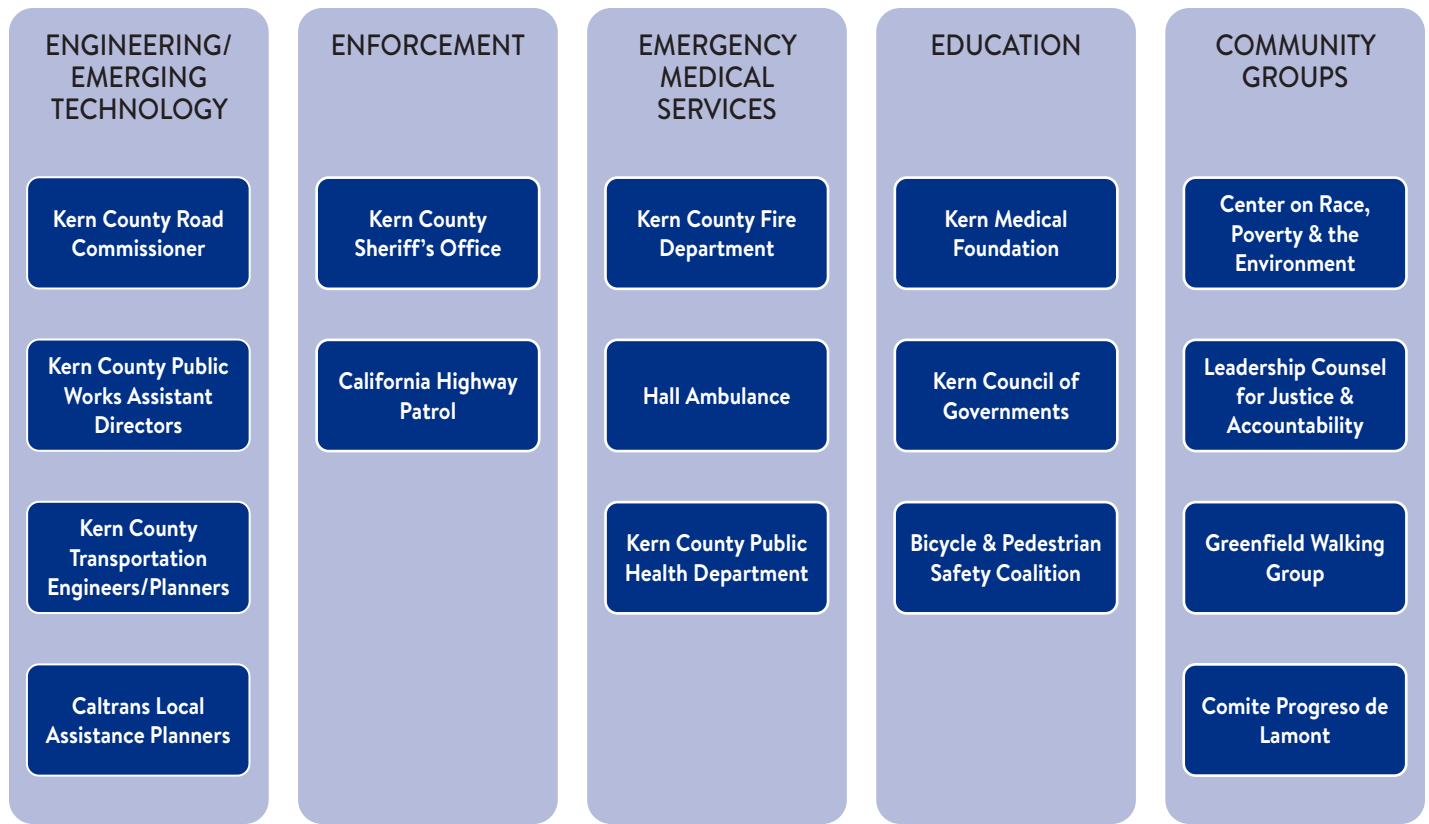
METHODOLOGY

Mark Thomas previously prepared the SSAR for the City of McFarland. The development for the City's LRSP will be built upon the analysis and findings of that report which will help streamline the overall process since a portion of the analysis has already been completed. The following approach demonstrates how to effectively develop an LRSP with the lead agency and key stakeholders. The process can be broken down into six steps:

Step 1: Identification of Stakeholders

The preparation of an LRSP relies on the cooperation and participation of all safety stakeholders. This involvement ensures a level of commitment from entities that have influence in the local community to be active participants in the solution. The selection of project stakeholders will vary for each agency but are generally targeted based on the five safety focus areas. It is important to have all five areas represented to ensure that all measures are being taken to address the safety concerns on a network.

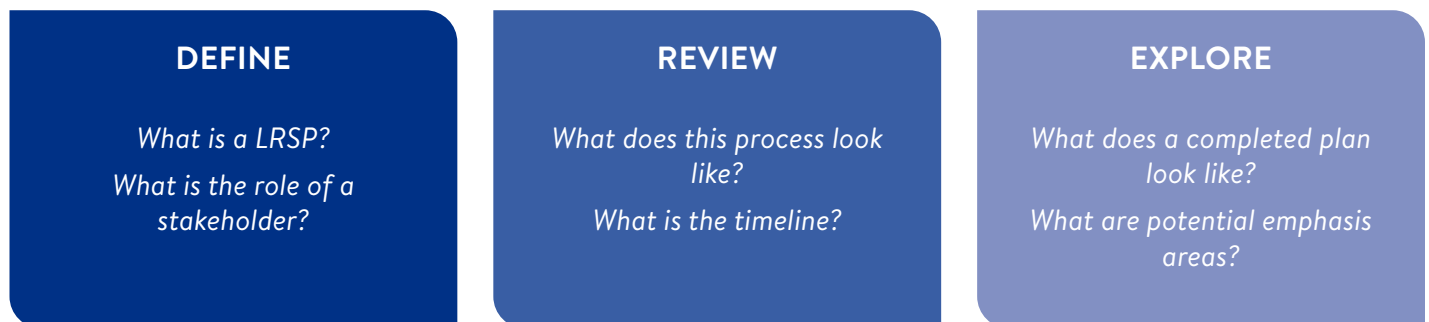
Some of the main stakeholders that should be involved include the City Public Works Departments, local Police Department, California Highway Patrol, Caltrans, Public Health Department, Fire Department and City's Sheriff Office. Additional members of the group could be local advocacy groups that work in the community to help educate and promote safer driving habits. The graphic on the next page shows the list of stakeholders that were identified for Kern County's LRSP. A similar stakeholder group will be established for the City.



The stakeholders will assist with managing the process, actively participate in the implementation of the plan, and aid in the evaluation and continuation of the plan. Ultimately, the selected stakeholders are making a commitment to be champions of the LRSP and safety within the community. Each local agency will act as the lead for the LRSP, leading the development of the plan.

Step 2: Stakeholder Kick-Off Meeting

With the identification of the key stakeholders completed, the next step is to engage and inform them of the LRSP process. This brief kick-off meeting will focus on three main topics:





After defining the project, reviewing the process, and exploring the examples and preliminary data, the group will be asked to start considering what resources their respective organization or department could bring to the table to aid in this effort. The resources could vary from funding sources to programs, data collection to outreach.

The attendees will also be tasked with completing an online survey/questionnaire between the kick-off meeting and the development meetings. For Kern County's LRSP this approach was used to receive feedback from the stakeholders and to gauge their understanding and opinions of the safety concerns throughout the area. This approach was especially successful for Kern County due to the concerns and challenges of in-person meetings associated with COVID 19. The QR Code on the right will take you directly to the survey prepared for Kern County. The data from the survey in conjunction with the data analysis performed in the next step will help distinguish the emphasis areas to be included in each LRSP.



QR Code Questionnaire/
Survey: Our questionnaire/
survey can be accessed by:

1. Open the camera app in
your smart phone and scan
the QR code. Click on the
link that will pop up.

CALIFORNIA OFFICE OF TRAFFIC SAFETY (OTS) RANKINGS

OTS produces safety rankings each year to allow agencies to compare their traffic safety statistics to other jurisdictions of similar population size, ultimately allowing the agency to see what areas need improvement. These rankings are generally supported by the data analysis and can be good indicators of where an agency should focus first. The results will be presented at the Stakeholder Kick-Off Meeting to show an overview of the statistics and will be presented and summarized in the plan. Below are the 2017 rankings for the City of McFarland and Kern County. The lower values indicate areas where the local agency needs improvement.

TYPE OF COLLISION	CITY OF MCFARLAND (OUT OF 101)	KERN COUNTY (OUT OF 58)
Total Fatal and Injury	97	35
Alcohol Involved	85	19
Had Been Drinking Driver <21	42	46
Had Been Drinking Driver 21 – 34	67	19
Motorcycles	71	43
Pedestrians	88	37
Pedestrians < 15	80	9
Pedestrians 65+	63	56
Bicyclists	80	43
Bicyclists < 15	58	16
Speed Related	88	51
Nighttime (9:00 pm - 2:59 am)	83	24
Hit and Run	77	19

It is important to note that a county's OTS rankings account for all injury and fatal collisions occurring within county borders, including incorporated cities. Therefore, most of the county-wide trends will be mirrored in the cities. Highlighted in the table above are the areas where the county and city are ranked below average.



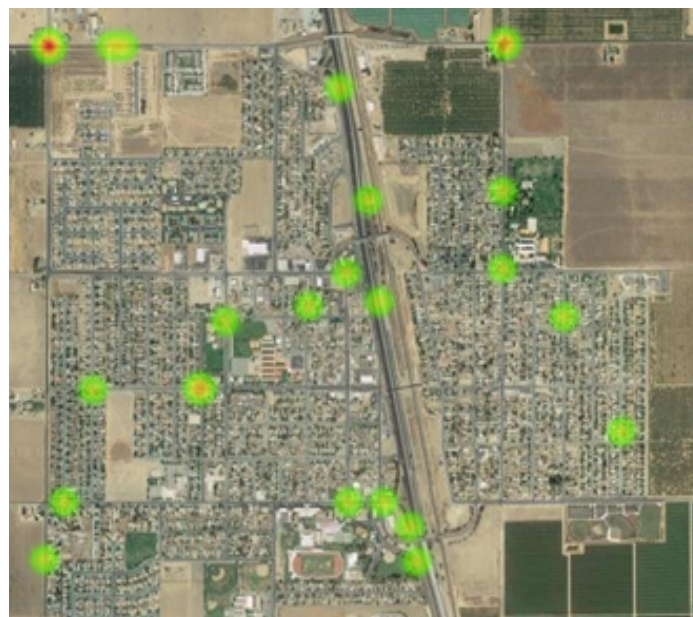
Step 3: Data Collection & Analysis

Data analysis is the most critical step in the evaluation of a network's safety. Not only does it pinpoint the specific areas within the network that have the most severe safety issues but also exposes patterns in the data. These patterns are key in making informed decisions on selecting solutions that will address the safety problem.

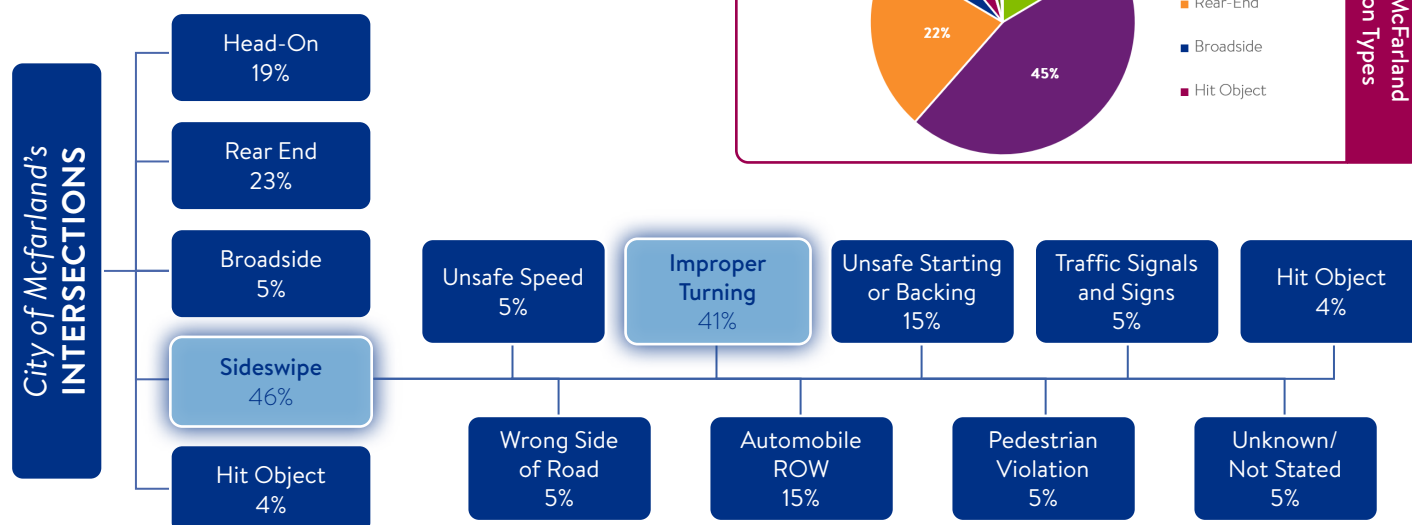
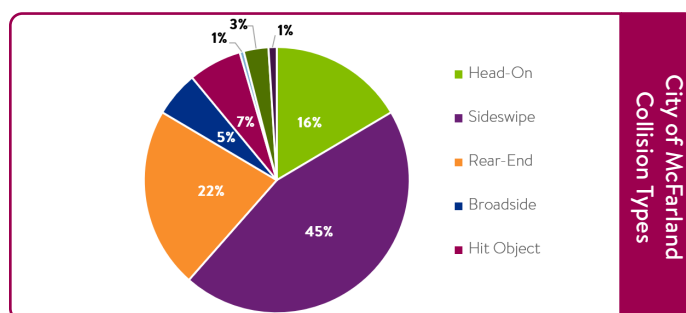
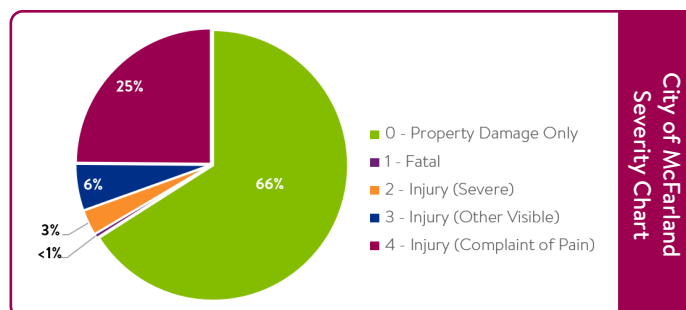
Collision data collected in the SSAR for the 5-year analysis period of 2014-2018. The same resources will be used again for the collection of more relevant available data: SWITRS, TIMS, and local police reports. Similar to the SSAR, the data will then be filtered to remove erroneous data (such as duplicate collision data) and georeferenced on a GIS network. The georeferenced data can be filtered down to reveal the locations of collisions with certain primary collision factors (PCF), such as unsafe speed or collisions with bicyclists. Once the collision data is mapped, various tools can be used to help understand how the existing network operates.

To systemically evaluate the network, tools like crash tree diagrams, pie charts, and maps are used to examine the data to better understand the cause of the most prevalent collision types and where they are occurring. This insight is key to ultimately defining the emphasis areas for each agency.

The statistical data, trends and recommended emphasis areas discovered in this stage of the process will be presented at the first LRSP Development Meeting with the stakeholders. Presented alongside it will be the results of the online survey/questionnaire.



City of McFarland Crash Heat Map from UC Berkeley TIMS



The crash tree diagram above shows types of crashes and their severity.



Step 4: LRSP Development Meetings

There will be a series of two LRSP Development Meetings with the stakeholders. It is preferred to have these meetings in person but due to the uncertainty of COVID-19 can also be performed over video conference calls if needed.

- **Meeting #1:** At this meeting, the findings of the data analysis performed in Step 3 will be presented to the group. Built on the vision and mission of the LRSP, created by each lead agency, the recommended emphasis areas and goals will also be introduced. By the end of the meeting, the final emphasis areas will be selected and assigned stakeholders that will be tasked with creating measurable strategies to address the specific safety concern.
- **Meeting #2:** Only a few months after the first meeting, this development meeting will focus on the presentation, evaluation and prioritization of strategies created by each stakeholder for their assigned emphasis areas. The overall goal would be to end the meeting with measurable strategies identified for each safety concern to be added to the LRSP.

After the analysis and preparation for these two meetings are complete, Mark Thomas will continue to work on the draft LRSP document based on the information that has already been discovered. This will ensure that there is no lost time while these development meetings are happening.

EMPHASIS AREAS

An emphasis area specifies a local safety concern where there is an opportunity for improvement. Its definition should consist of three components: a description, a goal, and strategies. The description should not only present the issue but should also present the information that led to its identification. The goals for each emphasis area should be short-term and measurable. Strategies developed for each area describe the actions that will be taken to achieve the goal and will be assigned to stakeholders who will lead the execution of it. Emphasis areas can be anything from crashes along curves to impaired driving to data management.

IMPLEMENTATION STRATEGIES

There are two categories of strategies, infrastructure and non-infrastructure, that can be used to define what and how an agency plans to address each safety concern within the LRSP.

INFRASTRUCTURE

Infrastructure solutions are focused on finding appropriate countermeasures to solve systemic and spot location safety issues. Since Mark Thomas previously prepared the City's SSAR, the results and analysis performed for that report will be used as a baseline for the LRSP. The LRSP will use the analysis performed in the SSAR to expand on the systemic countermeasures by defining characteristics of target locations at which they can be applied. The target locations can be selected based on a combination of three different attributes: collision history, setting (urban/rural), and characteristics. An example of a countermeasure and its target location characteristics is shown on the right.

INSTALL LEFT TURN LANE

COLLISION HISTORY

*Rear-End, Broadside Collisions
Turning, Auto Right of Way Violations*

SETTING

Urban, Rural

CHARACTERISTICS

*Unsignalized Intersections
T-Intersections
2-way Stop Controlled
High Traffic Volumes
High-speed Approaches*



NON-INFRASTRUCTURE

Outside of collision analysis lies the non-infrastructure components of safety that have equal weight in the overall success of any safety plan. These components encompass the other 4 E's of highway safety - education, enforcement, emergency medical services, and emerging technologies. This effort is focused on finding resources, programs, and funding to help spread awareness and educate all road users of potential safety concerns. It ultimately helps engage them in the improvement of their community's safety. Two ways non-infrastructure components can be incorporated into a LRSP are: the identification of funding sources for things like public awareness campaigns and routine patrols, and taking inventory of current and potential education programs that can assist with outreach and education. This was also previously discussed within the City's SSAR and will once again be used as the baseline in the development of the non-infrastructure components of the LRSP.

Step 5: The Local Roadway Safety Plan

At this stage in the process, all the necessary information has been gathered to complete the plan. According to the template provided by Caltrans and the Federal Highway Administration (FHWA), there are a total of eight sections within a plan to document everything from the process used to the selected emphasis areas and strategies. On the right, you will see a list of the sections that are in the LRSP template.

Mark Thomas will complete the plan after the last stakeholder development meeting has been held. The Draft LRSP will be submitted to the City for review and to the stakeholder groups for additional comments. After the comments have been received, Mark Thomas will finalize the plan and resubmit to the City for approval.

INTRODUCTION
VISION & GOALS
SAFETY PARTNERS
PROCESS
EXISTING EFFORTS
DATA SUMMARY
EMPHASIS AREAS
EVALUATION & IMPLEMENTATION

Step 6: LRSP Evaluation & Continuation

Defining the process and frequency of updates is a part of the development of the LRSP as well. Generally, these types of plans are updated every five years to ensure their relevancy. During this time, the collision statistics are updated while the goals are evaluated to measure success and track progress. New emphasis areas could be defined based on the findings, or existing ones could be maintained. Overall, the plan should be a living document that is continually expanded on as challenges change and progress is made towards a safer network.

Even after the creation of the LRSP, the group of stakeholders should continue to meet on a regular basis (quarterly or bi-annually) in order to update each other about their progress in achieving each goal and to also share knowledge across agencies and groups. Whether discussions involve upcoming construction projects or locations with geometric concerns, the consistent collaboration and open communication between all entities help ensure that the safety concerns are being addressed through efforts in all five safety focus areas (engineering, enforcement, education, emergency medical services, and emerging technologies).



DIVERSITY OF RESOURCES

Mark Thomas can provide the full range of services required to complete this project, including coordination with Caltrans Office of Local Assistance. Since California's statewide Shelter in Place order began in response to COVID-19, all Mark Thomas staff have been able to seamlessly work from home and continue to serve our clients. This shift from 12 offices and 260 staff did not negatively affect our ability to collaborate on projects and work with our clients, teams and subconsultants. Mark Thomas has remained on the forefront of technology which provides our team with the unique ability to work effectively in the office or remotely based on today's changing environment.

Mark Thomas has invested heavily in technology and continues to do so today ensuring our staff can work efficiently in any environment, we were early adopters of Microsoft Teams and were able to transition to work from home for all staff over the course of a weekend. Now, more than ever, we understand how to effectively collaborate without being around the same table. We are committed to delivering our projects on time and within budget through these challenging times and the "new normal".

INSURANCE COVERAGE

Mark Thomas & Company, Inc. maintains at least the following limits of insurance coverage:

Professional Liability

\$1 million per claim and aggregate

General Liability

\$1 million combined single limit

Automotive Liability

\$1 million combined single limit

Worker's Compensation

\$1 million *(in conformance with state laws)*



SPECIALIZED KNOWLEDGE

Firm Background

Mark Thomas provides civil engineering, planning, and surveying services to clients throughout California. Our stability throughout the years is founded on our strong reputation for delivering projects of all sizes and types, ranging from small agency projects to multi-million dollar regional transportation facilities. This reputation is realized through the efforts of more than 260 team members within 12 offices that are strategically located to support the communities across the State.

Our experience spans from analyzing and programming to final design for a wide range of transportation projects. We have experience analyzing collision data, developing safety countermeasures, and conceptual designs and cost estimates. We also have experience addressing the four other E's of transportation safety. Our team has worked with many local agencies to prepare funding applications and reports. Specifically, we have prepared applications with a high rate of success obtaining HSIP funds for our clients. This knowledge will allow us to deliver a successful project while maximizing funding for City member agencies. Mark Thomas will serve as the prime consultant for this contract.

SSAR, LRSP, and HSIP Experience

Mark Thomas is experienced in the development of SSARs and other projects with similar goals like HSIP funding applications and Local Roadway Safety Plans (LRSP). Our staff is currently preparing SSARs for the cities of Stockton, and Sacramento, and the County of Madera. In addition to the City of McFarland's SSAR in 2020, Mark Thomas completed the City of Reedley's SSAR in 2018, the Alpine, Amador, Calaveras, Kings, and Humboldt counties SSARs in 2019, and the Kern County SSAR in 2020. Each of these SSARs not only addresses infrastructure improvements but also non-infrastructure opportunities the agency can take in an effort to be more comprehensive in its safety approach. Through our work on several of the SSARs, we were able to secure funds for and prepare LRSPs. We are familiar with the Caltrans and FHWA guidance and requirements for LRSPs and have used this knowledge to prepare LRSPs for local agencies.

In addition to our design work on federally-funded projects, we also have experience preparing grant applications. We've assisted agencies with the preparation of HSIP, ATP, Senate Bill 1, and CMAQ/STBG regional project calls. Our past work includes preparing the HSIP applications for agencies including the cities of Colfax, Stockton, Lodi, Chico, Rancho Cordova, and Laguna Niguel; and Kings and Humboldt counties. **For Cycles 6 through 10, Mark Thomas has been successful on 41 of 58 HSIP applications. An award rate of 70%.** This knowledge will help us deliver a successful project while maximizing funding for the City.



AT A GLANCE

- 94 years in business
- 260+ employees
- 12 offices statewide
- California Corporation

AREAS OF EXPERTISE

- Collision Analysis
- Benefit/Cost Ratio Preparation
- Agency Coordination
- Transportation Planning & Engineering
- Funding Applications
- Civil Engineering
- Highway & Interchange Improvements
- Plans, Specifications & Estimates
- Structural Engineering
- Caltrans Coordination
- Active Transportation

Mark Thomas has the local knowledge, experience, and availability to successfully deliver the LRSP for the City. Our project approach demonstrates the steps needed to prepare an agency specific LRSP.



Caltrans Local Assistance Experience

Our staff has an unmatched understanding of the Caltrans delivery process and its design standards. We routinely work with Caltrans to prepare planning level funding documents such as the SSAR and HSIP reports. Having worked closely with Caltrans District Local Assistance and Caltrans Headquarters on many projects, we have developed strong working relationships with Caltrans staff, allowing us to talk through project challenges and deliver a high-quality product. Ultimately, having key connections and knowing the process increases the chances of projects getting funded and reduces the oversight required by the City. We are always aware of funding requirements and actively advise our clients on how to manage funding constraints to successfully deliver projects.

The Caltrans Local Assistance Procedures Manual (LAPM) provides the guidelines and instructions for the state and federal programs that must be followed by local agencies in order to obtain funding for local public transportation projects. These guidelines require compliance with federal and/or state laws, regulations, policies, and procedures related to design, right of way acquisition, utility relocation, construction and maintenance. Federal funding requires a separate E-76 process for each phase of work in order to receive reimbursement. It is crucial that Federal “Authorization to Proceed” (E-76) is approved before any work in the respective phase is started for the project to be eligible for reimbursement. A formal field review is typically mandatory prior to the E-76 request.

Relevant Project Experience

The following pages highlight the relevant project experience that we bring to the City for the Local Roadway Safety Plan. These projects represent our experience with LRSP’s, SSAR projects, HSIP applications, and obtaining approvals from federal and state agencies such as Caltrans. In addition to the projects described on the following pages, Mark Thomas has analyzed and prepared numerous SSAR’s and analyzed and prepared HSIPs for several agencies, including:

SSARS

- » City of McFarland
- » City of Reedley
- » City of Sacramento
- » County of Alpine
- » County of Amador
- » County of Calaveras
- » County of Humboldt
- » County of Kern
- » County of Kings
- » County of Madera
- » County of Stanislaus

HSIP Applications

- » City of McFarland
- » City of Colfax
- » City of Laguna Niguel
- » City of Lincoln
- » City of Lodi
- » City of Rancho Cordova
- » City of Stockton
- » County of Alameda
- » County of Humboldt
- » County of Kings
- » San Joaquin County



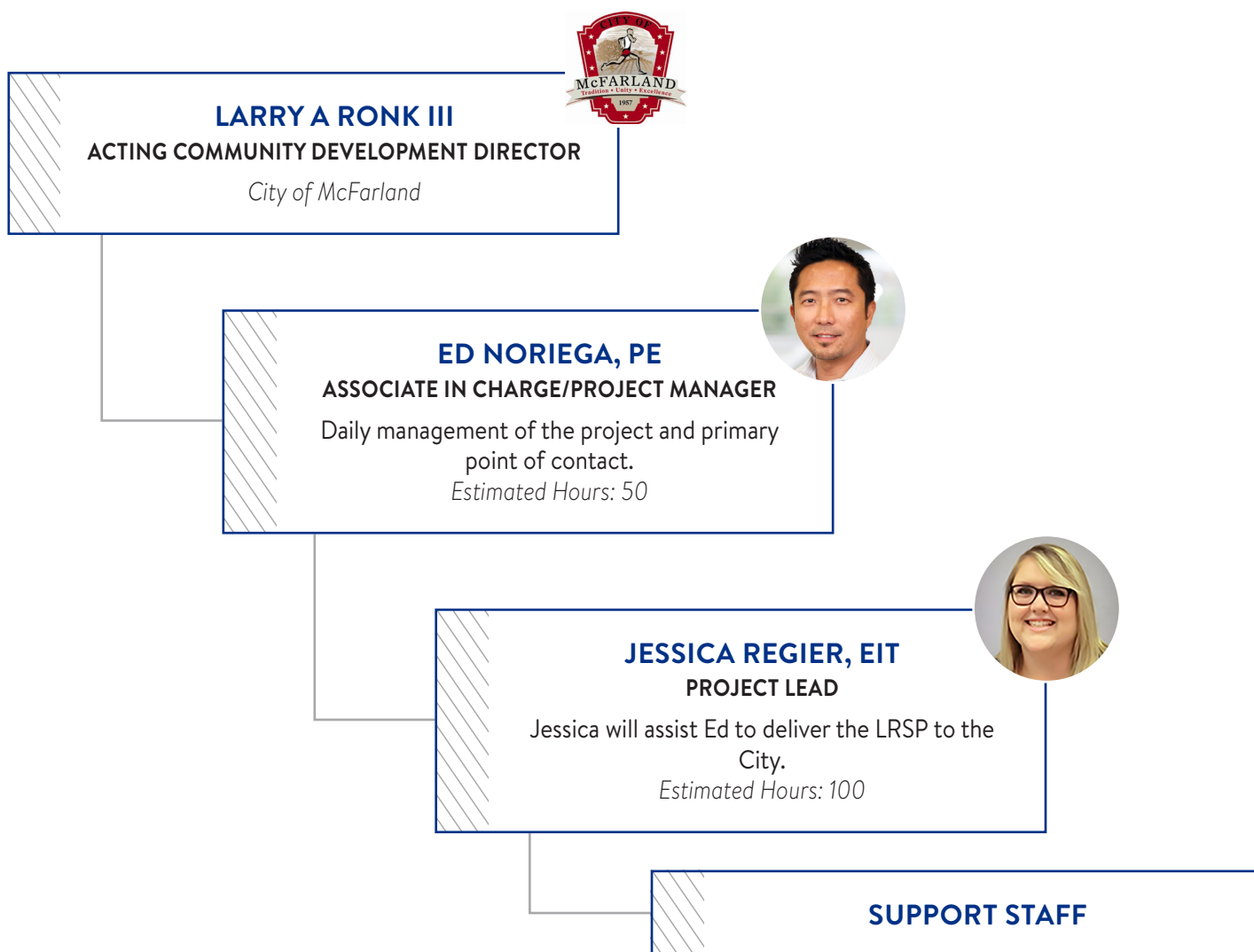
PERSONNEL/PROFESSIONAL QUALIFICATIONS

KEY STAFF AND QUALIFICATIONS

The Mark Thomas team will be led by Ed Noriega as the project manager. Ed will be responsible for the daily management of the project including correspondence with the City. He will be responsible for keeping the project on track by providing and monitoring the schedule, budget, and deliverables outlined in the scope. He will be assisted by Jessica Regier, EIT. Jessica Regier has worked hand-in-hand with Ed Noriega to deliver SSARs for the cities of McFarland and Reedley as well as Kern, Kings, and Madera counties.

Organization Chart, Availability, and Hours

The organization chart below depicts the Mark Thomas team, lines of communication, responsibilities, and estimated hours. The City can count on the availability of the personnel listed on the organizational chart to complete tasks that come from this project. Resumes for key team members are included on the following pages.





ED NORIEGA, PE

Ed Noriega has more than 24 years of experience in municipal and transportation engineering. Ed manages the design effort from our Fresno office. He has served as a project manager and project engineer on many projects including bridges, local roadway and streetscape improvements, highway interchanges and railroad grade separations. Ed has experience in all aspects of safety project planning and development including preparing LSRPs, SSARs, HSIP applications, and final design documents.

POSITION

Associate in Charge/
Project Manager

EDUCATION

BS in Civil Engineering

REGISTRATION

CA C61555

CONTACT

INFORMATION

(530) 848-1222
(559) 477-8586 (fax)
enoriega@markthomas.
com
7571 North Remington
Avenue, Suite 102
Fresno, CA 93711

REPRESENTATIVE PROJECTS

SYSTEMATIC SAFETY ANALYSIS REPORT, MCFARLAND

Project manager responsible for preparing an SSAR for the City of McFarland. The report identified intersections and segments throughout the City that meet HSIP funding guidelines or thresholds, and recommended projects to solve the identified issue. These projects and the information gathered were then used to prepare and submit applications to Caltrans to receive HSIP funding. In addition, the data generated assisted the City to secure ATP funds for qualifying projects.

SYSTEMIC SAFETY ANALYSIS REPORT, KINGS COUNTY

Project manager responsible for preparing an SSAR for the County of Kings. The report will identify intersections and segments throughout the unincorporated areas of the County that meet HSIP funding guidelines or thresholds, and recommend projects to solve the identified safety issues. These projects and the information gathered will then be used to prepare and submit applications to Caltrans to receive HSIP funding.

SYSTEMIC SAFETY ANALYSIS REPORT AND LOCAL ROADWAY SAFETY PLAN, KERN COUNTY

Project manager responsible for preparing an SSAR for Kern County. The report will identify intersections and segments throughout the unincorporated areas of the County that meet HSIP funding guidelines or thresholds, and recommend projects to solve the identified safety issues. These projects and the information gathered will then be used to prepare and submit applications to Caltrans to receive HSIP funding.

SYSTEMIC SAFETY ANALYSIS REPORT, MADERA COUNTY

Project manager responsible for preparing an SSAR for Madera County. The report will identify intersections and segments throughout the unincorporated areas of the County that meet HSIP funding guidelines or thresholds, and recommend projects to solve the identified safety issues. These projects and the information gathered will then be used to prepare and submit applications to Caltrans to receive HSIP funding.

SYSTEMIC SAFETY ANALYSIS REPORT, REEDLEY

Project manager responsible for preparing an SSAR for the City of Reedley. The report identifies intersections and segments throughout the City that meet HSIP funding guidelines or thresholds, and recommend projects to solve the identified issue. These projects and the information gathered are used to prepare and submit applications to Caltrans to receive HSIP funding.



JESSICA REGIER, EIT

Jessica Regier has more than 5 years of experience in transportation engineering. She provides assistance on a variety of local roadway and highway improvement projects, providing geometric design, drainage design, hydraulics, hydrology, grading, ADA compliance, and collision data analysis. She has worked extensively on safety project planning and development including the preparation of multiple SSARs, LSRPs, and HSIP applications for Cycles 9 and 10.

REPRESENTATIVE PROJECTS

POSITION

Project Lead

EDUCATION

BS in Civil Engineering

REGISTRATION

CA EIT 155004

CONTACT

INFORMATION

(559) 367-6749
(559) 477-8586 (fax)
jregier@markthomas.com
7571 North Remington
Avenue, Suite 102
Fresno, CA 93711

SYSTEMATIC SAFETY ANALYSIS REPORT, MCFARLAND

Design lead responsible for preparing an SSAR for the City of McFarland. The report will identify intersections and segments throughout the City that meet HSIP funding guidelines or thresholds, and recommend projects to solve the identified issue. These projects and the information gathered will then be used to prepare and submit applications to Caltrans to receive HSIP funding. In addition, the data generated would assist the City to secure ATP funds for qualifying projects.

SYSTEMIC SAFETY ANALYSIS REPORT, KINGS COUNTY

Design lead responsible for preparing an SSAR for Kings County. The report will identify intersections and segments throughout the unincorporated areas in the County that meet HSIP funding guidelines or thresholds, and recommend projects to solve the identified issue. These projects and the information gathered will then be used to prepare and submit applications to Caltrans to receive HSIP funding.

SYSTEMIC SAFETY ANALYSIS REPORT AND LOCAL ROADWAY SAFETY PLAN, KERN COUNTY

Design lead responsible for preparing an SSAR for Kern County. The report will identify intersections and segments throughout the unincorporated areas of the County that meet HSIP funding guidelines or thresholds, and recommend projects to solve the identified safety issues. These projects and the information gathered will then be used to prepare and submit applications to Caltrans to receive HSIP funding.

SYSTEMATIC SAFETY ANALYSIS REPORT, MADERA COUNTY

Design lead responsible for preparing an SSAR for Madera County. The report will identify intersections and segments throughout the unincorporated areas of the County that meet HSIP funding guidelines or thresholds, and recommend projects to solve the identified safety issues. These projects and the information gathered will then be used to prepare and submit applications to Caltrans to receive HSIP funding.

SYSTEMIC SAFETY ANALYSIS REPORT, REEDLEY

Design lead responsible for preparing an SSAR for the City of Reedley. The report identifies intersections and segments throughout the City that meet HSIP funding guidelines or thresholds, and recommend projects to solve the identified issue. These projects and the information gathered are used to prepare and submit applications to Caltrans to receive HSIP funding.

APPENDIX

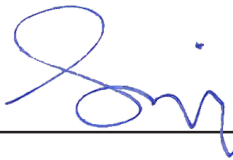
ANTI-LOBBYING CERTIFICATION



ANTI-LOBBYING
CERTIFICATION

The undersigned certifies, to the best of his or her knowledge or belief, that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.



Signature

April 8, 2021

Date

Move Forward



 **MARK
THOMAS**

FRESNO

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Fresno, CA 93711 • (559) 447-1938

San José • Carmel • Cupertino • Fresno • Inland Empire • Irvine
Lakewood • Oakland • Roseville • Sacramento • San Carlos • Walnut Creek

markthomas.com

ATTACHMENT “B”
Payment for Services

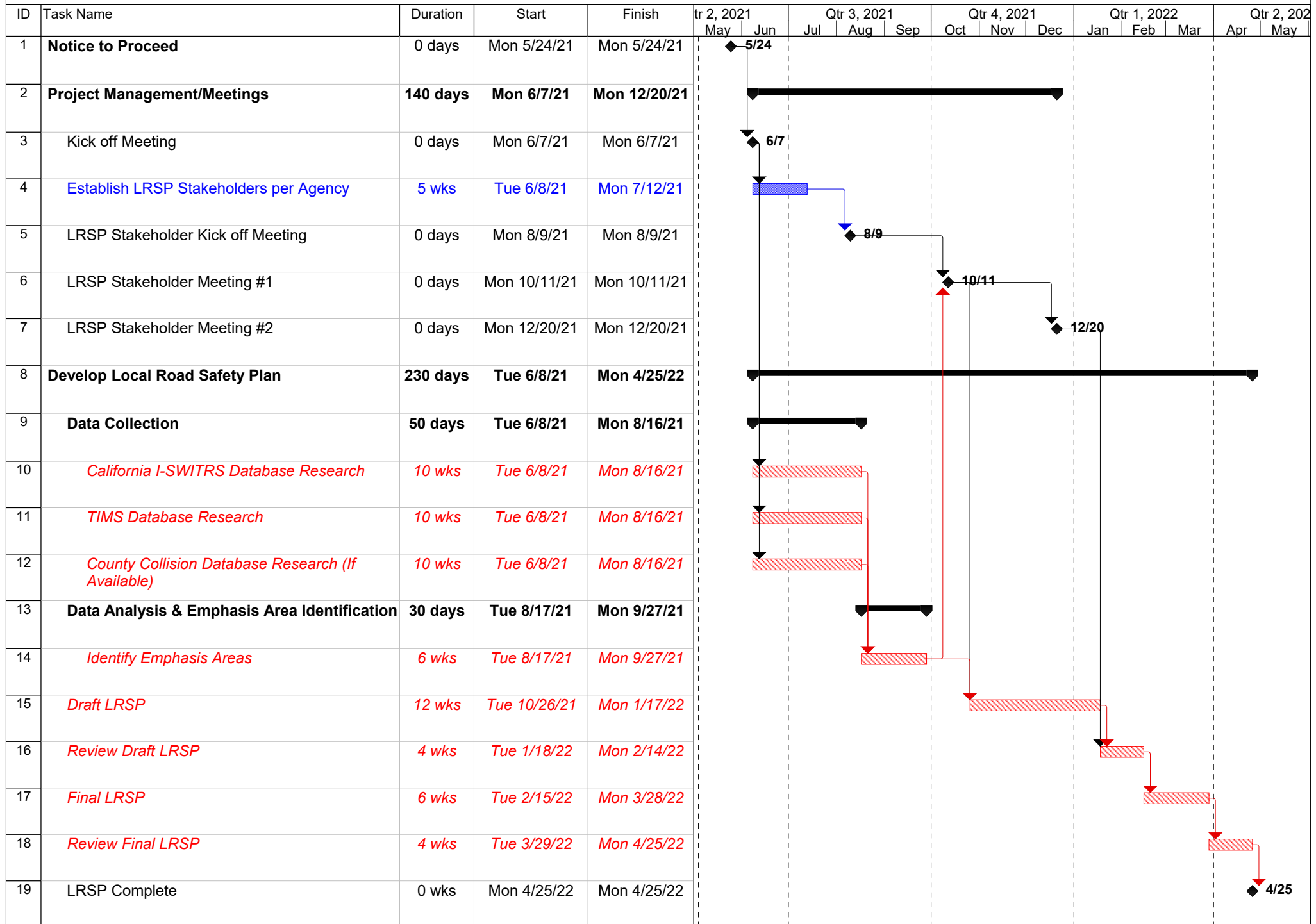
Once an invoice is submitted and approved by the City, City payment will be made within 30 days of approval. The payment provided is full compensation for the DESCRIBED SERVICES

COST PROPOSAL FOR PROJECT SCOPE: CITY OF MCFARLAND LRSP

	Mark Thomas									
	Engineering Manager \$267	Design Engineer II \$117	Design Engineer I \$96	Intern \$54	Project Surveyor \$143	Project Coordinator \$89	Total Hours	ODCs	DESCRIPTION	Total MT Cost
1.0 STAKEHOLDER IDENTIFICATION & MEETINGS										
Task 1.1 Establish Stakeholder Group	2	4	4				10			\$1,386
Task 1.2 Stakeholder Meetings (up to 3 total)	8	15	20			8	51			\$6,523
Subtotal Phase 1	10	19	24	0	0	8	61	\$0		\$7,909
2.0 LOCAL ROAD SAFETY PLAN DEVELOPMENT										
Task 2.1 Review LRSP Requirements	2	2					4			\$769
Task 2.2 Data Collection	4	20	30	20	20		94			\$10,225
Task 2.3 Data Analysis & Emphasis Area Identification	4	50	60	24			138			\$13,978
Task 2.4 Draft Local Road Safety Plan	4	40	50	22		6	122			\$12,274
Task 2.5 Final Local Road Safety Plan	4	25	35	20		6	90	\$800	4 LRSP copies	\$9,770
Subtotal Phase 2	18	137	175	86	20	12	448	\$800		\$47,015
TOTAL HOURS	28	156	199	86	20	20	509			
TOTAL COST	\$7,477	\$18,297	\$19,044	\$4,669	\$2,854	\$1,782		\$800		\$54,924

ATTACHMENT “C”
Project Schedule and Completion Date

City of McFarland LOCAL ROAD SAFETY PLAN



**CITY OF MCFARLAND
MEMORANDUM**

TO: THE HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: Nathan M. Hodges, City Attorney

DATE: May 6, 2021

SUBJECT: CITY COUNCIL COMMITTEE POLICY

RECOMMENDATION:

Staff recommends that the City Council approve Resolution No 2001-0019 establishing a City Council Committee Policy Governing City Council Committees.

BACKGROUND:

The proposed Resolution is presented to Council following discussion concerning previous City Committee procedural issues and work. This proposed Resolution would, if adopted, authorize procedures for the creation of a City Committees, including Standing Committees, Ad Hoc Committees, and Combined Committees.

Pursuant to the Resolution, upon proper formation, each Committee would be properly designated, and the members thereof would understand the Committee's general powers and duties, scope of work, meeting schedules, and any other policy guidance required by the full City Council.

Currently, the City does not have a set policy for the creation of City Committees.

ANALYSIS:

Because Committees allow the City Council to gather facts and establish preliminary policies and recommendations on issues of importance to the City through methods utilizing less than a quorum of the City Council, Committees may be better suited to devoting significant time and effort to issues of importance to its citizens.

A uniform policy applicable to all City Council Committees will allow the City to confirm that committee work is performed in an efficient manner in compliance with the Ralph M. Brown Act.

FISCAL IMPACT:

This resolution does not involve budgetary impacts.

RESOLUTION NO. 2021-0019

A RESOLUTION OF THE CITY OF MCFARLAND, CALIFORNIA, ESTABLISHING A CITY COUNCIL COMMITTEE POLICY GOVERNING COUNCIL COMMITTEES

WHEREAS, the City Council desires to gather facts and establish preliminary policies on issues of importance to the City through methods utilizing less than a quorum of the City Council; and

WHEREAS, the City Council of the City of McFarland desires to encourage the use of Council committees to devote significant time and effort to issues of importance to its citizens; and

WHEREAS, the City Council desires to establish a uniform policy applicable to all Council committees so that committee work will be performed in an efficient manner in compliance with the Ralph M. Brown Act

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MCFARLAND as follows:

1. SECTION 1. The City Council hereby establishes a “Council Committee Policy,” governing Council committees formed, which include less than a quorum of the full Council as its members.
2. SECTION 2. The purpose of the Council Committee Policy is to establish rules and regulations for the governance of City-sponsored committees in which two Council members are members in compliance with the provisions of State law including the Ralph M. Brown Act (Government Code section 54950, et seq.), when applicable.
3. SECTION 3. City-sponsored City Council committees fall into the following categories:
 - a. Standing Committees. Council committees that are permanent in nature and have two Council members shall be considered Standing Committees of the City Council. Standing Committees shall be of a long-term or permanent nature and shall comply with all noticing and posting provisions required under the Ralph M. Brown Act for less than a quorum council committees.
 - b. Ad Hoc Committees. Council committees established on an Ad Hoc basis shall be those of a temporary or transitory nature. Typically, Ad Hoc Committees shall be formed for either limited time duration or for a short-term issue.
 - c. Combined Committees. City-sponsored committees are those committees that include two council members sitting on a committee with members of the public and/or members of other jurisdictions. Combined Committees do not include joint powers authorities, regional agencies, or other organizations which are approved under Government Code Section 6500 *et seq.* or by State Legislation. Combined

Committees are those in which a Council member or two members serve with appointees from another jurisdiction, a City Commission, local citizens or a local non-profit. The appointment of a single Council member and an alternate to serve in representative's absence shall not be considered two Council members on a Committee for the purpose of this policy.

4. SECTION 4. At the time a committee is formed by the City Council, the Council shall designate what category the committee is formed under after consulting with the City Attorney regarding the committee's legal status. All committees shall be formed by resolution, which shall include the committee's General Powers and Duties, Scope of Work, Regular Meeting Schedules (if any) or any other policy guidance required by the full City Council. Committees may be established with a sunset clause determining the duration of the committee's existence.
5. SECTION 5. All Standing Committees shall comply with the Ralph M. Brown Act. For Standing Committees with a regular meeting schedule, all notices and postings shall be made at least 72 hours before regular meetings of the Standing Committee. All other meetings of the Standing Committees shall be noticed in accordance with the rules established for special meetings or emergency meetings as is applicable.
6. SECTION 6. Except as specified herein, Ad Hoc Committees shall not require posting and public notices for meetings. Ad Hoc Committee meetings in which members of the public are invited to speak or attend shall be publicly noticed in the same manner as if it is a Standing Committee. This exception requiring public notice shall not apply to Ad Hoc Committee meetings in which non-committee members attend as a witness or advisor on a matter that would be eligible to be discussed in closed session under the Brown Act.
7. SECTION 7. Combined Committees shall be considered Standing Committees unless otherwise specifically designated as an Ad Hoc Committee in its enabling resolution.
8. SECTION 8. The Mayor shall appoint members to each type of Committee.
9. SECTION 8. The City Council shall review status of all Council committees on at least an annual basis. Ad Hoc Committees shall not remain in existence for more than one calendar year after their formation unless specifically extended by resolution of the City Council. Ad Hoc Committees that are not specifically continued by Council action shall be considered Standing Committees one year after their formation.
10. SECTION 9. The City Clerk shall certify to the passage and adoption of this Resolution.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of McFarland on the ____ day of May, 2021 by the following vote:

	AYE	NO	ABSENT	ABSTAIN
Sally Gonzalez				
Maria T. Perez				
Eric Rodriguez				
Saul Ayon				
Ricardo Cano				

Sally Gonzalez, Mayor

ATTEST: _____
Francisca Alvarado,
City Clerk

**CITY OF MCFARLAND
MEMORANDUM**

TO: THE HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: Nathan M. Hodges, City Attorney

DATE: May 6, 2021

SUBJECT: ORGANIZATIONAL STRUCTURE AD HOC COMMITTEE

RECOMMENDATION:

Staff recommends that the City Council approve Resolution No 2001-0020 establishing an Ad Hoc Committee to Review City Employee Job Descriptions, City Organizational Structure, and the Current Needs of City Departments.

BACKGROUND:

The proposed Resolution is presented to Council following discussion concerning the City's 9-80 work schedule. Based on public comment, it is clear that the issue related to City employee work schedules is of significant importance to both members of the public and to City employees. This proposed Resolution would, if adopted, authorize the formation of an Ad Hoc Committee to review the City's current job descriptions, organizational structure, and needs of all departments.

ANALYSIS:

The Proposed Committee would be tasked with a review of each City Job Description, the Organizational Structure of the City as a whole and within each City Department, and the Current Needs of each City Department. After such review, the Committee would prepare recommendations regarding each of the Committee matters for the Full City Council to discuss and potentially act on.

Due to the numerous job descriptions and various departments within the City, it will be more efficient for a Committee to undertake the Proposed review, as a review by the Full Council, would be significantly delayed by the quorum requirement.

Due to the various concerns from the public and the City employees regarding access to the City, it is important for the City to understand all the facts underlying the City's operational schedule. This can only be accomplished by understanding each of the positions within the City, the structure of such positions, and the needs of the various Departments and comparing as much with the needs of the public.

FISCAL IMPACT:

This resolution does not involve budgetary impacts.

RESOLUTION NO. 2021-0020

A RESOLUTION OF THE CITY OF MCFARLAND, CALIFORNIA, ESTABLISHING A CITY COUNCIL COMMITTEE TO REVIEW CITY EMPLOYEE JOB DESCRIPTIONS, CITY ORGANIZATIONAL STRUCTURE, AND THE CURRENT NEEDS OF CITY DEPARTMENTS

WHEREAS, the City Council approved Resolution No. 2021-0019, establishing a City Council Committee Policy Governing Council Committees;

WHEREAS, the City Council wishes to establish an Ad hoc committee to assist the Council with a review of City Job Descriptions, the City's Organizational Structure, and the Needs of City Departments;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MCFARLAND as follows:

1. SECTION 1. Committee Established.
 - a. The following Ad Hoc Committee is hereby established:
 - i. Organizational Structure Committee.
2. SECTION 2. General Powers and Duties.
 - a. The Committee shall have the general power and duty to render advice and made recommendations to the City Council regarding:
 - i. The Current needs of City Departments
 - ii. City Job Descriptions
 - iii. City and Department Organizational Structure
 - b. Other than requesting information be provided to assist the Committee in determining and understanding (1) the current needs of City Departments, (2) the City's Job Descriptions, and (3) the City's Organizational Structure, the Committee shall not have the power to direct City staff toward action.
 - c. The Committee shall make regular oral reports to the Council, in addition to any specific reports and recommendations requested by the City Council
3. SECTION 3. Meetings. The Committee shall meet at least monthly, at times and places to be determined by the Committee and shall hold additional meetings as it deems necessary to perform it functions.
4. SECTION 4. The Mayor of the City of McFarland Shall appoint two City Council Members to serve on the Committee. Each appointee shall serve at the pleasure of the Mayor.

5. SECTION 5. The Committee shall not remain in existence for more than one calendar year after its formation unless specifically extended by resolution of the City Council.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of McFarland on the ____ day of May, 2021 by the following vote:

	AYE	NO	ABSENT	ABSTAIN
Sally Gonzalez				
Maria T. Perez				
Eric Rodriguez				
Saul Ayon				
Ricardo Cano				

Sally Gonzalez, Mayor

ATTEST: _____
Francisca Alvarado,
City Clerk

MEMORANDUM

CITY OF MCFARLAND

TO: Honorable Mayor and Council Members

FROM: Maria Lara, City Manager
Larry Ronk, Community Development Director

DATE: May 13, 2021

SUBJECT: Adoption of Revised Resolution 202-; FY 2020-2021 Low Carbon Transit Operations Program (LCTOP) Application and Resolution

RECOMMENDATION:

City Council to authorize the following individual(s) Maria Lara, City Manager or Mario Gonzales, Public Works Director to execute for and on behalf of the City of McFarland, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, and approve submission of application and adopt resolution titled "AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE FOLLOWING PROJECT: Free Ridership for McFarland City Transit - \$14,907.00.

SUMMARY:

The California Department of Transportation, Division of Rail and Mass Transportation (CALTRANS) issued a Notice of Funding Availability for Low Carbon Transit Operations Program (LCTOP) funds. This grant awards funds for operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities.

This grant will allow the city to provide approximately 14,000 free rides to McFarland residents and promote the Dial Ride Transit. The goal is to increase ridership by 5,000 rides more annually.

FISCAL IMPACT:

No match required; no fiscal impact.

ATTACHMENTS:

Resolution 2021-0024

Low Carbon Transit Operations Draft Program Attachment "A"

RESOLUTION 2021-0024

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECT: **FREE TRANSIT FARES –MCFARLAND TRANSIT-\$14,907**

WHEREAS, the City of McFarland is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the City of McFarland wishes to delegate authorization to execute these documents and any amendments thereto to Maria Lara, City Manager or Mario Gonzales, Public Works Director; and

WHEREAS, the City of McFarland wishes to implement the following LCTOP project listed above,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of McFarland that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that Janet Davis, Interim City Manager or Mario Gonzales, Public Works Director or Maria Lara, Community Development Director are authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of McFarland that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2019-20 LCTOP funds:

Project Name: Free Ridership For McFarland City Transit
Amount of LCTOP funds requested: \$14,907.00

PASSED AND ADOPTED this 13 Day of May, 2021, by the following vote:

AYES: _____ NAYS: _____ ABSTAIN: _____ ABSENT: _____

The undersigned City Clerk of the Applicant here before named does hereby attest and certify that the forgoing is a true and full copy of a resolution of the City Council of the City of McFarland adopted at a duly convened meeting on the date above-mentioned, which has not been altered, amended or repealed.

Signature _____ Date _____

BY: _____

Low Carbon Transit Operations Draft Program Attachment

"A"

Program of Projects		Kern County		FY 2021/2022	
Agency	Project Description	99313	99314	Total apportionment	Project Amount
Arvin	Local match for a Low or No-Emission grant	\$22,328	\$447	\$22,775	\$0
California City	Free service - Dial-A-Ride promotion	\$14,586	\$185	\$14,771	\$0
Delano	Bus stop amenities	\$54,624	\$2,008	\$56,632	\$0
GET	Construction of a hydrogen fuel-cell plant	\$520,500	\$42,262	\$562,762	\$0
Kern Transit	Purchase zero-emission bus	\$227,105	\$8,787	\$235,892	\$0
McFarland	Transit fares for free rides	\$14,820	\$87	\$14,907	\$0
Ridgecrest	Purchase electric bus	\$30,231	\$1,144	\$31,375	\$0
Shafter	Purchase electric bus	\$21,055	\$414	\$21,469	\$0
Taft	Zero-emission bus infrastructure	\$8,941	\$2,588	\$11,529	\$0
Tehachapi	Transferred 99313 and 99314 funds to Kern Transit	\$0	\$0	\$0	\$0
Wasco	Purchase electric bus	\$29,751	\$229	\$29,980	\$0
Regional Totals		\$943,941	\$58,151	\$1,002,092	\$0
Regional Surplus				Regional Surplus Amt.	
				\$0	

Office Memorandum: CITY OF MCFARLAND

TO: HONORABLE MAYOR GONZALEZ
AND COUNCIL MEMBERS

DATE: May 13, 2021

FROM: FRANCISCA ALVARADO, CITY CLERK

SUBJECT: LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 1

BACKGROUND

This action by the City Council initiates the proceedings and declares the City's intention to levy assessments within the Landscaping and Lighting Assessment District No. 1 for Fiscal year 2021/2022 and sets the time and place for the Public Hearing.

The total annual maintenance cost to the District is \$139,794.80 annual maintenance costs are funded through the assessments placed on the property tax bills.

OPTIONS

There are no alternate options for this item.

RECOMMENDATION

It is recommended that the City Council adopt three resolutions: (1) Initiating Proceedings for the levy and collection of Assessments for Fiscal Year 2021/2022, (2) Preliminary approval of the Engineer's Report regarding the proposed levy and collection of assessments; (3) Declaring its Intention to the levy and collect assessments within the Landscaping and Lighting Assessment District No.1 for Fiscal Year 2021/2022 and setting the time and place for the Public Hearing.



City of McFarland

Landscaping and Lighting Assessment District No. 1

2021/2022 ENGINEER'S ANNUAL LEVY REPORT

27368 Via Industria
Suite 200
Temecula, CA 92590
T 951.587.3500 | 800.755.6864
F 951.587.3510

www.willdan.com

Intent Meeting: April 8, 2021
Public Hearing: May 13, 2021



ENGINEER'S REPORT AFFIDAVIT

LANDSCAPING & LIGHTING ASSESSMENT DISTRICT NO. 1

City of McFarland,
County of Kern, State of California

This Report describes the District and the relevant zones therein including the improvements, budgets, parcels and assessments to be levied for fiscal year 2021/2022, as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Kern County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District. The undersigned respectfully submits the enclosed Report as directed by the City Council.

Dated this _____ day of _____, 2021

Willdan Financial Services
Assessment Engineer
On Behalf of the City of McFarland

By: _____

Chonney Gano, Project Manager
District Administration Services

By: _____

Tyrone Peter
P.E. # C 81888

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I. INTRODUCTION

The City of McFarland (hereafter referred to as the “City”) annually levies and collects special assessments to maintain the improvements within the City’s Lighting & Landscaping Assessment District No. 1 (hereafter referred to as the “District”). The formation of the District has been made pursuant to the *Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code* (hereafter referred to as the “1972 Act”) as directed by the City Council of the City of McFarland, California.

The City proposes to levy and collect annual special assessments for maintenance of the improvements within the District pursuant to the 1972 Act and in compliance with the applicable requirements of the California State Constitution Article XIID (the “Article XIID”).

This Engineer’s Report describes the proposed assessments, maximum annual assessments, and improvements for fiscal year 2021/2022. Also included is a formula by which the maximum annual assessment may be adjusted annually to account for inflation.

II. DESCRIPTION OF THE DISTRICT

The District is located within the boundaries of the City of McFarland and is divided into the following four zones of benefit:

Zone 1: Zone 1 is composed of Tract 6373 (original APN’s 201-080-36 and 201-110-14), which is generally situated north of Taylor Avenue, south of Richards Drive, and east of Garzoli Avenue. This zone is to be composed entirely of single-family residential dwellings and includes lighting and landscaping improvements.

Zone 2: Zone 2 is composed of Tract 6416, a multi-family apartment complex and a commercial center located just north of the same tract. Both Tract 6416 and the apartment complex are within original APN 201-010-05. The commercial center’s original APN is 201-010-04. Zone 2 is generally situated north of Perkins Avenue, south of Elmo Highway, east of Garzoli Avenue, and west of Kendrea Street. This zone will include lighting and landscaping improvements.

Zone 3: Zone 3 is composed of Tract 6379 (original APN 201-010-38), which is generally situated north of Hail Lane, south of Elmo Highway, and east of Kendrea Street. This zone will be composed entirely of single-family residential dwellings and will only include lighting improvements.

Zone 4: Zone 4 is composed of Tract No. 6572 (original APN 201-120-03), which is generally situated in the southeast corner of Mast Avenue and Taylor Avenue. This

zone is to be made up entirely of single-family residential dwellings and includes lighting and landscaping improvements.

IMPROVEMENTS AUTHORIZED BY THE 1972 ACT

As applicable or may be applicable to this proposed District, the 1972 Act defines improvements to mean one or any combination of the following:

- The installation or planting of landscaping.
- The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- The installation or construction of public lighting facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
- The maintenance or servicing, or both, of any of the foregoing.
- The acquisition of any existing improvement otherwise authorized pursuant to this section.

Incidental expenses associated with the improvements including, but not limited to:

- The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
- The costs of printing, advertising, and the publishing, posting and mailing of notices;
- Compensation payable to the County for collection of assessments;
- Compensation of any engineer or attorney employed to render services;
- Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
- Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5.
- Costs associated with any elections held for the approval of a new or increased assessment.

The 1972 Act defines "Maintain" or "Maintenance" to mean furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including:

- Repair, removal, or replacement of all or any part of any improvement.
- Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury.

- The removal of trimmings, rubbish, debris, and other solid waste.
- The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

III. DESCRIPTION OF IMPROVEMENTS

The purpose of the District is to ensure the ongoing maintenance, operation, and servicing of public street landscaping and street lighting improvements installed in connection with the development of parcels within the District. These improvements may include, but are not limited to, irrigation systems including water mains, sprinklers, electrical wires, conduits and timers; plant forms including trees, shrubs, ground cover and turf; and lighting facilities hereafter to be constructed or planted in and for the benefit of parcels within the District and are of a public nature.

The assessment includes the cost of electricity, water, repairs, replacement, supervision, care and other items necessary for the proper maintenance and operation thereof, and additions and improvements thereto which may hereafter be made.

A. Landscaping Improvements

The collected special assessments will be used for the maintenance of the following landscaping improvements:

- **Zone 1:** Approximately 8,500 square feet of landscaping improvements along Garzoli Avenue.
- **Zone 2:** Approximately 7,950 square feet of landscaping improvements along Garzoli Avenue and Perkins Avenue.
- **Zone 3:** No landscaping improvements.
- **Zone 4:** Approximately 19,500 square feet of landscaping improvements along Taylor Avenue.

B. Street Lighting Improvements

All four zones will include lighting improvements along streets immediately within or adjacent to the Zones.

IV. METHOD OF ASSESSMENT

A. General

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements which include the construction, maintenance and servicing of public lights, landscaping and appurtenant facilities. The 1972 Act further requires that the cost of these improvements be levied according to benefit rather than assessed value:

“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”

The formula used for calculating assessments in each Zone of the District therefore reflects the composition of the parcels, and the improvements and services provided, to fairly apportion the costs based on estimated benefit to each parcel.

In addition, pursuant to Article XIID Section 4 (with some exceptions) a parcel’s assessment may not exceed the reasonable cost of the proportional special benefit conferred on that parcel, only special benefits are assessable, the District must separate the general benefits from the special benefits and property owners must approve any increased or new assessment. Therefore, in compliance with the new assessment requirements, only assessments that are identified as either “Exempt Assessments” or “Special Benefit Assessments” are assessed. The costs of any improvements considered to be “General Benefit” have been eliminated from the District assessments, and a property owner protest balloting was held. The balloting results showed majority support for the District assessments and improvements.

B. Benefit Analysis

Each of the proposed improvements, the associated costs and assessments have been carefully reviewed by the City and have been identified and allocated based on benefit, pursuant to the provisions of the 1972 Act and Article XIID of the California Constitution. Each improvement and the associated costs have been identified as either “general benefits” (not assessed) or “special benefits”. Although some existing assessments within the District qualified as exempt assessments pursuant to Article XIID, Section 5 of the Constitution and did not require a ballot proceeding under the provisions of Section 4, the improvements associated with these assessments are considered a special benefit to the assessed properties and are in compliance with the substantive requirements of Article XIID Section 4. The maximum assessment rates shown in this report are consistent with the provisions of Article XIID and any new or increased assessments shall be subject to the provisions of Section 4 therein.

Special Benefits

The method of apportionment (method of assessment) is based on the premise that each of the assessed parcels within the District and Zones receives benefit from the improvements maintained and financed by District assessments. Specifically, the assessments associated with each Zone are for the maintenance of local street lighting and landscaped improvements installed as part of the original development of the parcels within the Zones or were later installed for the benefit of those properties. The desirability and security of properties within each Zone is enhanced by the presence of street lighting and well-maintained landscaping in close proximity to those properties.

The landscape improvements provided by the District may include landscaped medians, parkways, entryways, slopes and appurtenant facilities. Street lighting improvements may include energy costs and necessary maintenance to the facilities related thereto. The annual assessments outlined in this Report are proposed to cover the estimated costs to provide necessary service, operation, administration and maintenance required each year to keep these improvements in a healthy, vigorous and satisfactory condition.

The special benefits associated with the local landscaping improvements are specifically:

- Enhanced desirability of properties through association with the improvements.
- Improved aesthetic appeal of properties within the Zones providing a positive representation of the area.
- Enhanced adaptation of the urban environment within the natural environment from adequate green space and landscaping.
- Environmental enhancement through improved erosion resistance, and dust and debris control.
- Increased sense of pride in ownership of property within the District resulting from well-maintained improvements associated with the properties.
- Reduced criminal activity and property-related crimes (especially vandalism) against properties in the District through well-maintained surroundings and amenities including abatement of graffiti.
- Enhanced environmental quality of the parcels within the Zones by moderating temperatures, providing oxygenation, and attenuating noise.

The special benefits of street lighting are the convenience, safety and security of property, improvements, and goods. Specifically:

- Enhanced deterrence of crime and the aid to police protection.

- Increased nighttime safety on roads and highways.
- Improved ability of pedestrians and motorists to see.
- Improved ingress and egress to property.
- Reduced vandalism and other criminal acts and damage to improvements or property.
- Improved traffic circulation and reduced nighttime accidents and personal property loss.
- Increased promotion of business during nighttime hours in the case of commercial properties.

The preceding special benefits contribute to the specific enhancement and desirability of each of the assessed parcels.

C. Assessment Methodology

Pursuant to the 1972 Act, the costs of the District may be apportioned by any formula or method that fairly distributes the net amount to be assessed, among assessable parcels in proportion to the estimated benefits to be received by each such parcel from the improvements. The apportionment of costs used for each Zone should reflect the composition of the parcels and the improvements and services provided, based on each parcel's estimated special benefit.

Equivalent Benefit Units:

In order to equitably apportion the cost of the improvements to each parcel, it is necessary to establish a correlation between the different properties and types of properties that benefit from those improvements. The Equivalent Benefit Unit ("EBU") method of apportioning benefits is typically seen as the most appropriate and equitable assessment methodology for districts formed under the 1972 Act, as the benefit to each parcel from the improvements are apportioned as a function of each parcel's land use type, size and development status.

An Equivalent Benefit Unit (EBU) basis was used to allocate the proposed assessments among the parcels within the District. A Single-Family Residence was determined to be one Equivalent Dwelling Unit. Commercial properties and Multi-Family residential parcels will be assessed at the rate of 4.0 EBU's per gross acre, which is also the overall average single-family residential lot count per acre for tracts within the Assessment District. The future public park parcels located within Zone 1 and Zone 2 are exempt from assessment.

The following table lists the EBU values for developments within the District:

Development Type	EBU Value	Multiplier
Single Family Residential	1.0	Unit
Multi-Family	4.0	Gross Acre
Commercial	4.0	Gross Acre

Within each zone, the following formula is used to calculate each parcel's EBU (proportional benefit):

$$\text{Development Type EBU Value} \times \text{Acreage or Dwelling Units per Parcel} = \text{Parcel EBU}$$

The assessment amount per EBU for each zone was established by taking the total cost of maintenance for improvements for each zone and dividing that amount by the total number of EBU's within each zone. This assessment per EBU was then multiplied by each parcel's individual EBU to determine that parcel's proportionate assessment obligation for the improvements within the zone. The following formulas summarize the calculation:

$$\text{Total Balance to Levy} / \text{Total EBU} = \text{Levy per EBU}$$

$$\text{Levy per EBU} \times \text{Parcel EBU} = \text{Parcel Assessment}$$

Note: Parcels will not be assessed until street lighting and landscaping improvements in their area have been installed and have been accepted for maintenance by the City.

D. Assessment Range Formula

Any new or increased assessments require certain noticing and meeting requirements by law. The Brown Act defines the terms "new or increased assessment" to exclude certain conditions. These certain conditions include "any assessment that does not exceed an assessment formula or range of assessments previously adopted by the agency or approved by the voters in the area where the assessment is imposed". This definition was later confirmed by Senate Bill 919 (the legislation implementing Proposition 218).

An assessment range formula for the District assessments has been confirmed through property owner ballot proceedings in compliance with Article XIID, except those existing assessments within the District which qualified as exempt assessments pursuant to Article XIID, Section 5 of the Constitution and did not require a ballot proceeding under the provisions of Section 4. The assessment range formula shall be applied to the future assessments within the District. The following describes this assessment range formula:

Wherein, if the proposed assessment (levy per unit or rate) is less than or equal to the prior year's maximum assessment plus the adjustments described in the following, then the proposed assessment is not considered an increased assessment. The purpose of establishing an assessment range formula is to provide for reasonable increases and inflationary adjustment to the assessment amounts without requiring costly noticing and mailing procedures, which would be added to the District costs and assessments.

The Maximum Annual Assessment per Equivalent Dwelling Unit for each zone has been increased by the change in the Los Angeles-Long Beach-Anaheim County/All Urban Consumers Consumer Price Index (CPI) from January of the previous calendar year to January of the current calendar year as determined by the United States Department of Labor, Bureau of Labor Statistics, or its successor. The Maximum Assessment is defined as the initial Assessment (approved by property owners within the District) adjusted annually by the CPI. If the proposed annual assessment for a given fiscal year is less than or equal to the calculated Maximum Assessment, then the proposed annual assessment is not considered an increased assessment.

For Fiscal Year 2021/2022, the increase in the CPI is 0.87% therefore the maximum assessment for Zone 1, 2, 3, 4 within the District increased by 0.87% from Fiscal Year 2020/2021.

Assessment for Fiscal Year 2021/2022

For fiscal year 2021/2022, the costs of improvements to be installed for each zone have been allocated to the current parcels within those zones as shown on the assessor's parcel maps in Appendix A.

The District Assessment Budget for fiscal year 2021/2022 is shown on the next page. The budget numbers are based on the estimated cost of maintenance and operation for improvements that are proposed to be completed this year. These costs are used to calculate the assessments for 2021/2022 listed in Appendix B.

V. DISTRICT BUDGET FOR FISCAL YEAR 2021/2022

BUDGET ITEMS	Zone 1		Zone 2		Zone 3		Zone 4		TOTAL	
	2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022
DIRECT COSTS										
Tree and Plant Replacement	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00
Landscape Water & Electricity	0.00	0.00	500.00	500.00	0.00	0.00	0.00	0.00	500.00	500.00
Fletcher Irrigation System	0.00	0.00	0.00	0.00	0.00	0.00	110.00	110.00	110.00	110.00
Mast Sprinkler System	0.00	0.00	0.00	0.00	0.00	0.00	108.00	108.00	108.00	108.00
Almond Grove (Taylor Ave.)	0.00	0.00	0.00	0.00	0.00	0.00	14,175.01	14,175.01	14,175.01	14,175.01
Munoz Park Maintenance	25,859.00	25,859.00	0.00	0.00	0.00	0.00	0.00	0.00	25,859.00	25,859.00
Garzoli Walkway Maintenance	3,918.00	3,918.00	0.00	0.00	0.00	0.00	0.00	0.00	3,918.00	3,918.00
Streetlight Electricity & Maintenance	8,413.76	8,413.76	4,500.00	\$4,500.00	0.00	0.00	11,990.00	11,990.00	24,903.76	24,903.76
Miscellaneous Parts, Equipment and Replacements	7,000.00	7,000.00	3,000.00	3,000.00	0.00	0.00	7,475.00	7,475.00	17,475.00	17,475.00
Direct Costs (Subtotal)	\$47,190.76	\$47,190.76	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$35,858.01	\$35,858.01	\$92,048.77	\$92,048.77
ADMINISTRATION COSTS										
City Administration Costs	\$2,625.60	\$2,625.60	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,625.60	\$2,625.60	\$7,751.20	\$7,751.20
Willdan Administration Costs	1,849.86	1,849.86	1,967.64	1,967.64	0.00	0.00	1,240.17	1,240.17	5,057.67	5,057.67
County Assessment Roll Fee	69.42	69.42	65.26	65.26	0.00	0.00	46.54	46.54	181.22	181.22
Reserve Fund Collection/Contribution	10,315.16	10,846.49	15,378.22	15,620.05	0.00	0.00	7,879.48	8,289.39	33,572.86	34,755.93
Administration Costs (Subtotal)	\$14,860.04	\$15,391.37	\$19,911.12	\$20,152.95	\$0.00	\$0.00	\$11,791.79	\$12,201.70	\$46,562.95	\$47,746.02
Balance to Levy	\$62,050.80	\$62,582.13	\$28,911.12	\$29,152.95	\$0.00	\$0.00	\$47,649.80	\$48,059.71	\$138,611.73	\$139,794.80
DISTRICT STATISTICS										
Assessable Parcels	267	267	251	251	1	1	179	179	641	698
Equivalent Benefit Units (EBU)	267	267	296	296.30	56	56	179	179	786	798.30
Proposed Assessment per EBU	\$232.36	\$234.39	\$97.54	\$98.39	\$0.00	\$0.00	\$266.16	\$268.49		
Maximum Assessment	\$232.37	\$234.3955	\$97.54	\$98.3915	\$55.53	\$56.0161	\$266.17	\$268.4911		
Maximum Rate Increase		0.87%		0.87%		0.87%		0.87%		
RESERVE FUND										
Estimated Beginning Reserve Balance - June 30, 2020	\$23,731.42	\$32,198.94	\$34,015.03	\$47,357.87	\$0.00	\$0.00	\$21,358.28	\$27,816.50	\$79,104.73	\$107,373.31
Reserve Fund Collection/Contribution	8,467.52	10,846.49	13,342.84	15,620.05	0.00	0.00	6,458.22	8,289.39	28,268.58	34,755.93
Estimated Ending Reserve Balance - June 30, 2021	\$32,198.94	\$43,045.43	\$47,357.87	\$62,977.92	\$0.00	\$0.00	\$27,816.50	\$36,105.90	\$107,373.31	\$142,129.24

APPENDIX A – DISTRICT DIAGRAM

The District boundaries are on file in the Office of the City Clerk and by reference made part of this Report. These maps are in connection with the Assessment Roll in Appendix B and constitute the District Assessment Diagram for fiscal year 2021/2022. The boundary map for the District has been previously approved and submitted to the City in the format required by the 1972 Act.

The boundary for the District is defined as the corresponding parcels for each Zone as identified on the Kern County Assessor's Map. The parcel identification, lines, and dimensions of each parcel within the District are those lines and dimensions shown on the Kern County Assessor's Map for the year in which this Report was prepared and by reference are incorporated and made part of this Report.

APPENDIX B – ASSESSMENT ROLL

Parcel identification, for each lot or parcel within the District, shall be the parcel as shown on the Kern County Assessor's map for the year in which this Report is prepared. The land use classification for each parcel is based on the Kern County Assessor's Roll. A listing of parcels assessed within this District, along with the proposed assessment amounts, shall be submitted to the City Clerk, under a separate cover, and by reference is made part of this Report.

Non-assessable lots or parcels may include areas of public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas and rights-of-ways including public greenbelts and parkways; utility rights-of-ways; common areas; landlocked parcels, small parcels vacated by the County, bifurcated lots, and any other property that cannot be developed. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment. Properties outside the District boundary receive no direct or special benefits from the improvements provided by the District and are not assessed.

Approval of this Report (as submitted or as modified) confirms the method of apportionment and the maximum assessment rate to be levied against each eligible parcel and thereby constitutes the approved levy and collection of assessments for the fiscal year. The parcels and the amount of assessment to be levied shall be submitted to the County Auditor/Controller and included on the property tax roll for the fiscal year.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the current fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rate approved in this Report. Therefore, if a single parcel has changed to multiple parcels, the assessment amount applied to each of the new parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment.

City of McFarland
Landscaping and Lighting District No. 1
Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)
Fiscal Year 2021/2022

Assessor's Parcel Number	Situs Address	Zone	Benefit Unit	Applied Special Rate	Maximum Special Rate
201-010-56-00	NO SITUS AVAILABLE	2	35.9	\$3,532.20	\$3,532.25
201-010-57-00	NO SITUS AVAILABLE	2	11.4	1,121.65	1,121.66
201-521-01-00	755 AZURITE AV	1	1.0	234.39	234.40
201-522-01-00	754 AZURITE AV	1	1.0	234.39	234.40
201-522-02-00	755 EBELL ST	1	1.0	234.39	234.40
201-523-02-00	251 CEDAR GROVE ST	1	1.0	234.39	234.40
201-523-03-00	245 CEDAR GROVE ST	1	1.0	234.39	234.40
201-523-04-00	239 CEDAR GROVE ST	1	1.0	234.39	234.40
201-523-05-00	233 CEDAR GROVE ST	1	1.0	234.39	234.40
201-523-06-00	227 CEDAR GROVE ST	1	1.0	234.39	234.40
201-523-07-00	221 CEDAR GROVE ST	1	1.0	234.39	234.40
201-523-08-00	215 CEDAR GROVE ST	1	1.0	234.39	234.40
201-523-09-00	208 CEDAR GROVE ST	1	1.0	234.39	234.40
201-523-10-00	630 CEDAR GROVE ST	1	1.0	234.39	234.40
201-523-11-00	220 CEDAR GROVE ST	1	1.0	234.39	234.40
201-523-12-00	226 CEDAR GROVE ST	1	1.0	234.39	234.40
201-523-13-00	232 CEDAR GROVE ST	1	1.0	234.39	234.40
201-523-14-00	238 CEDAR GROVE ST	1	1.0	234.39	234.40
201-523-15-00	244 CEDAR GROVE ST	1	1.0	234.39	234.40
201-524-01-00	701 EBELL ST	1	1.0	234.39	234.40
201-524-02-00	707 EBELL ST	1	1.0	234.39	234.40
201-524-03-00	713 EBELL ST	1	1.0	234.39	234.40
201-524-04-00	719 EBELL ST	1	1.0	234.39	234.40
201-524-05-00	725 EBELL ST	1	1.0	234.39	234.40
201-524-06-00	731 EBELL ST	1	1.0	234.39	234.40
201-524-07-00	737 EBELL ST	1	1.0	234.39	234.40
201-524-08-00	743 EBELL ST	1	1.0	234.39	234.40
201-524-09-00	742 AZURITE AV	1	1.0	234.39	234.40
201-524-10-00	736 AZURITE AV	1	1.0	234.39	234.40
201-524-11-00	730 AZURITE AV	1	1.0	234.39	234.40
201-524-12-00	724 AZURITE AV	1	1.0	234.39	234.40
201-524-13-00	718 AZURITE AV	1	1.0	234.39	234.40
201-524-14-00	712 AZURITE AV	1	1.0	234.39	234.40
201-524-15-00	706 AZURITE AV	1	1.0	234.39	234.40
201-524-16-00	700 AZURITE AV	1	1.0	234.39	234.40
201-524-17-00	701 AZURITE AV	1	1.0	234.39	234.40
201-524-18-00	689 WALNUT ST	1	1.0	234.39	234.40
201-524-19-00	713 AZURITE AV	1	1.0	234.39	234.40
201-524-20-00	719 AZURITE AV	1	1.0	234.39	234.40
201-524-21-00	725 AZURITE AV	1	1.0	234.39	234.40
201-524-22-00	731 AZURITE AV	1	1.0	234.39	234.40
201-524-23-00	737 AZURITE AV	1	1.0	234.39	234.40
201-524-24-00	743 AZURITE AV	1	1.0	234.39	234.40
201-531-01-00	700 TAYLOR AV	1	1.0	234.39	234.40
201-531-02-00	701 TOPAZ AV	1	1.0	234.39	234.40
201-532-01-00	700 TOPAZ AV	1	1.0	234.39	234.40
201-532-02-00	701 BERYL AV	1	1.0	234.39	234.40
201-533-01-00	700 BERYL AV	1	1.0	234.39	234.40
201-533-02-00	701 KYRA AV	1	1.0	234.39	234.40
201-534-01-00	700 KYRA AV	1	1.0	234.39	234.40
201-534-02-00	701 HAYDEN AV	1	1.0	234.39	234.40
201-534-03-00	707 HAYDEN AV	1	1.0	234.39	234.40
201-534-04-00	713 HAYDEN AV	1	1.0	234.39	234.40
201-534-05-00	719 HAYDEN AV	1	1.0	234.39	234.40
201-534-06-00	725 HAYDEN AV	1	1.0	234.39	234.40
201-534-07-00	731 HAYDEN AV	1	1.0	234.39	234.40
201-534-08-00	737 HAYDEN AV	1	1.0	234.39	234.40
201-535-01-00	738 HAYDEN AV	1	1.0	234.39	234.40
201-535-02-00	755 MISTY AV	1	1.0	234.39	234.40
201-536-01-00	754 MISTY AV	1	1.0	234.39	234.40
201-537-01-00	742 MISTY AV	1	1.0	234.39	234.40
201-537-02-00	736 MISTY AV	1	1.0	234.39	234.40
201-537-03-00	730 MISTY AV	1	1.0	234.39	234.40
201-537-04-00	724 MISTY AV	1	1.0	234.39	234.40

City of McFarland
Landscaping and Lighting District No. 1
Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)
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Assessor's Parcel Number	Situs Address	Zone	Benefit Unit	Applied Special Rate	Maximum Special Rate
201-537-05-00	718 MISTY AV	1	1.0	234.39	234.40
201-537-06-00	712 MISTY AV	1	1.0	234.39	234.40
201-537-07-00	706 MISTY AV	1	1.0	234.39	234.40
201-537-08-00	700 MISTY AV	1	1.0	234.39	234.40
201-537-09-00	701 MISTY AV	1	1.0	234.39	234.40
201-537-10-00	707 MISTY AV	1	1.0	234.39	234.40
201-537-11-00	713 MISTY AV	1	1.0	234.39	234.40
201-537-12-00	719 MISTY AV	1	1.0	234.39	234.40
201-537-13-00	725 MISTY AV	1	1.0	234.39	234.40
201-537-14-00	731 MISTY AV	1	1.0	234.39	234.40
201-537-15-00	737 MISTY AV	1	1.0	234.39	234.40
201-537-16-00	743 MISTY AV	1	1.0	234.39	234.40
201-537-17-00	726 HAYDEN AV	1	1.0	234.39	234.40
201-537-18-00	720 HAYDEN AV	1	1.0	234.39	234.40
201-537-19-00	714 HAYDEN AV	1	1.0	234.39	234.40
201-537-20-00	708 HAYDEN AV	1	1.0	234.39	234.40
201-537-21-00	702 HAYDEN AV	1	1.0	234.39	234.40
201-537-22-00	696 HAYDEN AV	1	1.0	234.39	234.40
201-537-23-00	690 HAYDEN AV	1	1.0	234.39	234.40
201-537-24-00	702 MELGAR AV	1	1.0	234.39	234.40
201-537-25-00	708 MELGAR AV	1	1.0	234.39	234.40
201-537-26-00	714 MELGAR AV	1	1.0	234.39	234.40
201-537-27-00	720 MELGAR AV	1	1.0	234.39	234.40
201-537-28-00	726 MELGAR AV	1	1.0	234.39	234.40
201-537-29-00	732 MELGAR AV	1	1.0	234.39	234.40
201-537-30-00	738 MELGAR AV	1	1.0	234.39	234.40
201-537-31-00	744 MELGAR AV	1	1.0	234.39	234.40
201-537-32-00	750 MELGAR AV	1	1.0	234.39	234.40
201-537-33-00	756 MELGAR AV	1	1.0	234.39	234.40
201-537-34-00	762 MELGAR AV	1	1.0	234.39	234.40
201-537-35-00	768 MELGAR AV	1	1.0	234.39	234.40
201-537-36-00	774 MELGAR AV	1	1.0	234.39	234.40
201-537-37-00	780 MELGAR AV	1	1.0	234.39	234.40
201-537-38-00	786 MELGAR AV	1	1.0	234.39	234.40
201-537-39-00	792 MELGAR AV	1	1.0	234.39	234.40
201-537-40-00	798 MELGAR AV	1	1.0	234.39	234.40
201-551-02-00	801 FLETCHER ST	4	1.0	268.49	268.49
201-551-03-00	807 FLETCHER ST	4	1.0	268.49	268.49
201-551-04-00	813 FLETCHER ST	4	1.0	268.49	268.49
201-551-05-00	819 FLETCHER ST	4	1.0	268.49	268.49
201-551-06-00	825 FLETCHER ST	4	1.0	268.49	268.49
201-551-07-00	831 FLETCHER ST	4	1.0	268.49	268.49
201-551-08-00	837 FLETCHER ST	4	1.0	268.49	268.49
201-551-09-00	843 FLETCHER ST	4	1.0	268.49	268.49
201-551-10-00	849 FLETCHER ST	4	1.0	268.49	268.49
201-551-11-00	864 BUTTE ST	4	1.0	268.49	268.49
201-551-12-00	858 BUTTE ST	4	1.0	268.49	268.49
201-551-13-00	852 BUTTE ST	4	1.0	268.49	268.49
201-551-14-00	846 BUTTE ST	4	1.0	268.49	268.49
201-551-15-00	840 BUTTE ST	4	1.0	268.49	268.49
201-551-16-00	385 THOMPSON DR	4	1.0	268.49	268.49
201-551-17-00	391 THOMPSON DR	4	1.0	268.49	268.49
201-551-18-00	397 THOMPSON DR	4	1.0	268.49	268.49
201-552-01-00	MAST AV	4	1.0	268.49	268.49
201-552-02-00	850 MAST AV	4	1.0	268.49	268.49
201-552-03-00	856 MAST AV	4	1.0	268.49	268.49
201-552-04-00	862 MAST AV	4	1.0	268.49	268.49
201-552-05-00	868 MAST AV	4	1.0	268.49	268.49
201-552-06-00	865 BUTTE ST	4	1.0	268.49	268.49
201-552-07-00	859 BUTTE ST	4	1.0	268.49	268.49
201-552-08-00	853 BUTTE ST	4	1.0	268.49	268.49
201-552-09-00	847 BUTTE ST	4	1.0	268.49	268.49
201-552-10-00	841 BUTTE ST	4	1.0	268.49	268.49
201-552-11-00	835 BUTTE ST	4	1.0	268.49	268.49

City of McFarland
Landscaping and Lighting District No. 1
Preliminary Assessment Roll
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Assessor's Parcel Number	Situs Address	Zone	Benefit Unit	Applied Special Rate	Maximum Special Rate
201-553-01-00	385 PEERLESS ST	4	1.0	268.49	268.49
201-553-02-00	379 PEERLESS ST	4	1.0	268.49	268.49
201-553-03-00	373 PEERLESS ST	4	1.0	268.49	268.49
201-553-04-00	367 PEERLESS ST	4	1.0	268.49	268.49
201-553-05-00	361 PEERLESS ST	4	1.0	268.49	268.49
201-553-06-00	355 PEERLESS ST	4	1.0	268.49	268.49
201-553-07-00	349 PEERLESS ST	4	1.0	268.49	268.49
201-554-01-00	842 FLETCHER ST	4	1.0	268.49	268.49
201-554-02-00	836 FLETCHER ST	4	1.0	268.49	268.49
201-554-03-00	830 FLETCHER ST	4	1.0	268.49	268.49
201-554-04-00	824 FLETCHER ST	4	1.0	268.49	268.49
201-554-05-00	818 FLETCHER ST	4	1.0	268.49	268.49
201-554-06-00	812 FLETCHER ST	4	1.0	268.49	268.49
201-554-07-00	806 FLETCHER ST	4	1.0	268.49	268.49
201-554-08-00	800 FLETCHER ST	4	1.0	268.49	268.49
201-561-01-00	343 PEERLESS ST	4	1.0	268.49	268.49
201-561-02-00	337 PEERLESS ST	4	1.0	268.49	268.49
201-561-03-00	331 PEERLESS ST	4	1.0	268.49	268.49
201-561-04-00	325 PEERLESS ST	4	1.0	268.49	268.49
201-561-05-00	319 PEERLESS ST	4	1.0	268.49	268.49
201-561-06-00	313 PEERLESS ST	4	1.0	268.49	268.49
201-561-07-00	307 PEERLESS ST	4	1.0	268.49	268.49
201-561-08-00	301 PEERLESS ST	4	1.0	268.49	268.49
201-562-01-00	848 PRICE ST	4	1.0	268.49	268.49
201-562-02-00	844 PRICE ST	4	1.0	268.49	268.49
201-562-03-00	840 PRICE ST	4	1.0	268.49	268.49
201-562-04-00	836 PRICE ST	4	1.0	268.49	268.49
201-562-05-00	832 PRICE ST	4	1.0	268.49	268.49
201-562-06-00	828 PRICE ST	4	1.0	268.49	268.49
201-562-07-00	824 PRICE ST	4	1.0	268.49	268.49
201-562-08-00	820 PRICE ST	4	1.0	268.49	268.49
201-562-09-00	816 PRICE ST	4	1.0	268.49	268.49
201-562-10-00	812 PRICE ST	4	1.0	268.49	268.49
201-562-11-00	808 PRICE ST	4	1.0	268.49	268.49
201-562-12-00	804 PRICE ST	4	1.0	268.49	268.49
201-562-13-00	800 PRICE ST	4	1.0	268.49	268.49
201-562-14-00	801 PRICE ST	4	1.0	268.49	268.49
201-562-15-00	805 PRICE ST	4	1.0	268.49	268.49
201-562-16-00	809 PRICE ST	4	1.0	268.49	268.49
201-562-17-00	813 PRICE ST	4	1.0	268.49	268.49
201-562-18-00	817 PRICE ST	4	1.0	268.49	268.49
201-562-19-00	821 PRICE ST	4	1.0	268.49	268.49
201-562-20-00	825 PRICE ST	4	1.0	268.49	268.49
201-562-21-00	829 PRICE ST	4	1.0	268.49	268.49
201-562-22-00	828 GARDEN PRINCE CT	4	1.0	268.49	268.49
201-562-23-00	824 GARDEN PRINCE CT	4	1.0	268.49	268.49
201-562-24-00	820 GARDEN PRINCE CT	4	1.0	268.49	268.49
201-562-25-00	816 GARDEN PRINCE CT	4	1.0	268.49	268.49
201-562-26-00	812 GARDEN PRINCE CT	4	1.0	268.49	268.49
201-562-27-00	808 GARDEN PRINCE CT	4	1.0	268.49	268.49
201-562-28-00	804 GARDEN PRINCE CT	4	1.0	268.49	268.49
201-562-29-00	800 GARDEN PRINCE CT	4	1.0	268.49	268.49
201-562-30-00	801 GARDEN PRINCE CT	4	1.0	268.49	268.49
201-562-31-00	805 GARDEN PRINCE CT	4	1.0	268.49	268.49
201-562-32-00	809 GARDEN PRINCE CT	4	1.0	268.49	268.49
201-562-33-00	813 GARDEN PRINCE CT	4	1.0	268.49	268.49
201-562-34-00	817 GARDEN PRINCE CT	4	1.0	268.49	268.49
201-562-35-00	821 GARDEN PRINCE CT	4	1.0	268.49	268.49
201-562-36-00	825 GARDEN PRINCE CT	4	1.0	268.49	268.49
201-562-37-00	829 GARDEN PRINCE CT	4	1.0	268.49	268.49
201-581-01-00	760 EBELL ST	1	1.0	234.39	234.40
201-581-02-00	766 EBELL ST	1	1.0	234.39	234.40
201-581-03-00	772 EBELL ST	1	1.0	234.39	234.40
201-581-04-00	778 EBELL ST	1	1.0	234.39	234.40

City of McFarland
Landscaping and Lighting District No. 1
Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)
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Assessor's Parcel Number	Situs Address	Zone	Benefit Unit	Applied Special Rate	Maximum Special Rate
201-581-05-00	784 EBELL ST	1	1.0	234.39	234.40
201-581-06-00	790 EBELL ST	1	1.0	234.39	234.40
201-581-07-00	351 CHERRYWOOD ST	1	1.0	234.39	234.40
201-581-08-00	361 CHERRYWOOD ST	1	1.0	234.39	234.40
201-581-09-00	371 CHERRYWOOD ST	1	1.0	234.39	234.40
201-581-10-00	381 CHERRYWOOD ST	1	1.0	234.39	234.40
201-581-11-00	391 CHERRYWOOD ST	1	1.0	234.39	234.40
201-581-12-00	401 CHERRYWOOD ST	1	1.0	234.39	234.40
201-581-13-00	411 CHERRYWOOD ST	1	1.0	234.39	234.40
201-581-14-00	421 CHERRYWOOD ST	1	1.0	234.39	234.40
201-581-15-00	431 CHERRYWOOD ST	1	1.0	234.39	234.40
201-582-01-00	761 EBELL ST	1	1.0	234.39	234.40
201-582-02-00	767 EBELL ST	1	1.0	234.39	234.40
201-582-03-00	773 EBELL ST	1	1.0	234.39	234.40
201-582-04-00	779 EBELL ST	1	1.0	234.39	234.40
201-582-05-00	360 CHERRYWOOD ST	1	1.0	234.39	234.40
201-582-06-00	370 CHERRYWOOD ST	1	1.0	234.39	234.40
201-582-07-00	380 CHERRYWOOD ST	1	1.0	234.39	234.40
201-582-08-00	778 AZURITE AV	1	1.0	234.39	234.40
201-582-09-00	772 AZURITE AV	1	1.0	234.39	234.40
201-582-10-00	766 AZURITE AV	1	1.0	234.39	234.40
201-582-11-00	760 AZURITE AV	1	1.0	234.39	234.40
201-583-01-00	761 AZURITE AV	1	1.0	234.39	234.40
201-583-02-00	767 AZURITE AV	1	1.0	234.39	234.40
201-583-03-00	773 AZURITE AV	1	1.0	234.39	234.40
201-583-04-00	779 AZURITE AV	1	1.0	234.39	234.40
201-583-05-00	400 CHERRYWOOD ST	1	1.0	234.39	234.40
201-583-06-00	410 CHERRYWOOD ST	1	1.0	234.39	234.40
201-583-07-00	420 CHERRYWOOD ST	1	1.0	234.39	234.40
201-583-08-00	778 MISTY AV	1	1.0	234.39	234.40
201-583-09-00	772 MISTY AV	1	1.0	234.39	234.40
201-583-10-00	766 MISTY AV	1	1.0	234.39	234.40
201-583-11-00	760 MISTY AV	1	1.0	234.39	234.40
201-591-01-00	441 CHERRYWOOD ST	1	1.0	234.39	234.40
201-591-02-00	451 CHERRYWOOD ST	1	1.0	234.39	234.40
201-591-03-00	461 CHERRYWOOD ST	1	1.0	234.39	234.40
201-591-04-00	471 CHERRYWOOD ST	1	1.0	234.39	234.40
201-591-05-00	481 CHERRYWOOD ST	1	1.0	234.39	234.40
201-591-06-00	491 CHERRYWOOD ST	1	1.0	234.39	234.40
201-591-07-00	501 CHERRYWOOD ST	1	1.0	234.39	234.40
201-591-08-00	511 CHERRYWOOD ST	1	1.0	234.39	234.40
201-591-09-00	790 KYRA AV	1	1.0	234.39	234.40
201-591-10-00	796 KYRA AV	1	1.0	234.39	234.40
201-592-01-00	761 MISTY AV	1	1.0	234.39	234.40
201-592-02-00	767 MISTY AV	1	1.0	234.39	234.40
201-592-03-00	773 MISTY AV	1	1.0	234.39	234.40
201-592-04-00	779 MISTY AV	1	1.0	234.39	234.40
201-592-05-00	440 CHERRYWOOD ST	1	1.0	234.39	234.40
201-592-06-00	450 CHERRYWOOD ST	1	1.0	234.39	234.40
201-592-07-00	460 CHERRYWOOD ST	1	1.0	234.39	234.40
201-592-08-00	762 HAYDEN AV	1	1.0	234.39	234.40
201-592-09-00	756 HAYDEN AV	1	1.0	234.39	234.40
201-592-10-00	750 HAYDEN AV	1	1.0	234.39	234.40
201-592-11-00	744 HAYDEN AV	1	1.0	234.39	234.40
201-593-01-00	743 HAYDEN AV	1	1.0	234.39	234.40
201-593-02-00	749 HAYDEN AV	1	1.0	234.39	234.40
201-593-03-00	755 HAYDEN AV	1	1.0	234.39	234.40
201-593-04-00	761 HAYDEN AV	1	1.0	234.39	234.40
201-593-05-00	767 HAYDEN AV	1	1.0	234.39	234.40
201-593-06-00	773 HAYDEN AV	1	1.0	234.39	234.40
201-593-07-00	772 KYRA AV	1	1.0	234.39	234.40
201-593-08-00	766 KYRA AV	1	1.0	234.39	234.40
201-593-09-00	760 KYRA AV	1	1.0	234.39	234.40
201-593-10-00	754 KYRA AV	1	1.0	234.39	234.40

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201-593-11-00	748 KYRA AV	1	1.0	234.39	234.40
201-593-12-00	742 KYRA AV	1	1.0	234.39	234.40
201-593-13-00	736 KYRA AV	1	1.0	234.39	234.40
201-593-14-00	730 KYRA AV	1	1.0	234.39	234.40
201-593-15-00	724 KYRA AV	1	1.0	234.39	234.40
201-593-16-00	718 KYRA AV	1	1.0	234.39	234.40
201-593-17-00	712 KYRA AV	1	1.0	234.39	234.40
201-593-18-00	706 KYRA AV	1	1.0	234.39	234.40
201-594-01-00	707 KYRA AV	1	1.0	234.39	234.40
201-594-02-00	713 KYRA AV	1	1.0	234.39	234.40
201-594-03-00	719 KYRA AV	1	1.0	234.39	234.40
201-594-04-00	725 KYRA AV	1	1.0	234.39	234.40
201-594-05-00	731 KYRA AV	1	1.0	234.39	234.40
201-594-06-00	737 KYRA AV	1	1.0	234.39	234.40
201-594-07-00	743 KYRA AV	1	1.0	234.39	234.40
201-594-08-00	749 KYRA AV	1	1.0	234.39	234.40
201-594-09-00	755 KYRA AV	1	1.0	234.39	234.40
201-594-10-00	761 KYRA AV	1	1.0	234.39	234.40
201-594-11-00	767 KYRA AV	1	1.0	234.39	234.40
201-594-12-00	773 KYRA AV	1	1.0	234.39	234.40
201-594-13-00	779 KYRA AV	1	1.0	234.39	234.40
201-594-14-00	785 KYRA AV	1	1.0	234.39	234.40
201-595-01-00	701 YAHUT ST	1	1.0	234.39	234.40
201-601-01-00	784 BERYL AV	1	1.0	234.39	234.40
201-601-02-00	778 BERYL AV	1	1.0	234.39	234.40
201-601-03-00	772 BERYL AV	1	1.0	234.39	234.40
201-601-04-00	766 BERYL AV	1	1.0	234.39	234.40
201-601-05-00	760 BERYL AV	1	1.0	234.39	234.40
201-601-06-00	754 BERYL AV	1	1.0	234.39	234.40
201-601-07-00	748 BERYL AV	1	1.0	234.39	234.40
201-601-08-00	742 BERYL AV	1	1.0	234.39	234.40
201-601-09-00	736 BERYL AV	1	1.0	234.39	234.40
201-601-10-00	730 BERYL AV	1	1.0	234.39	234.40
201-601-11-00	724 BERYL AV	1	1.0	234.39	234.40
201-601-12-00	718 BERYL AV	1	1.0	234.39	234.40
201-601-13-00	712 BERYL AV	1	1.0	234.39	234.40
201-601-14-00	706 BERYL AV	1	1.0	234.39	234.40
201-602-01-00	707 BERYL AV	1	1.0	234.39	234.40
201-602-02-00	713 BERYL AV	1	1.0	234.39	234.40
201-602-03-00	719 BERYL AV	1	1.0	234.39	234.40
201-602-04-00	725 BERYL AV	1	1.0	234.39	234.40
201-602-05-00	731 BERYL AV	1	1.0	234.39	234.40
201-602-06-00	737 BERYL AV	1	1.0	234.39	234.40
201-602-07-00	743 BERYL AV	1	1.0	234.39	234.40
201-602-08-00	749 BERYL AV	1	1.0	234.39	234.40
201-602-09-00	755 BERYL AV	1	1.0	234.39	234.40
201-602-10-00	761 BERYL AV	1	1.0	234.39	234.40
201-602-11-00	767 BERYL AV	1	1.0	234.39	234.40
201-602-12-00	773 BERYL AV	1	1.0	234.39	234.40
201-602-13-00	779 BERYL AV	1	1.0	234.39	234.40
201-602-14-00	785 BERYL AV	1	1.0	234.39	234.40
201-602-15-00	784 TOPAZ AV	1	1.0	234.39	234.40
201-602-16-00	778 TOPAZ AV	1	1.0	234.39	234.40
201-602-17-00	772 TOPAZ AV	1	1.0	234.39	234.40
201-602-18-00	766 TOPAZ AV	1	1.0	234.39	234.40
201-602-19-00	760 TOPAZ AV	1	1.0	234.39	234.40
201-602-20-00	754 TOPAZ AV	1	1.0	234.39	234.40
201-602-21-00	748 TOPAZ AV	1	1.0	234.39	234.40
201-602-22-00	742 TOPAZ AV	1	1.0	234.39	234.40
201-602-23-00	736 TOPAZ AV	1	1.0	234.39	234.40
201-602-24-00	730 TOPAZ AV	1	1.0	234.39	234.40
201-602-25-00	724 TOPAZ AV	1	1.0	234.39	234.40
201-602-26-00	718 TOPAZ AV	1	1.0	234.39	234.40
201-602-27-00	712 TOPAZ AV	1	1.0	234.39	234.40

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201-602-28-00	706 TOPAZ AV	1	1.0	234.39	234.40
201-603-01-00	707 TOPAZ AV	1	1.0	234.39	234.40
201-603-02-00	713 TOPAZ AV	1	1.0	234.39	234.40
201-603-03-00	719 TOPAZ AV	1	1.0	234.39	234.40
201-603-04-00	725 TOPAZ AV	1	1.0	234.39	234.40
201-603-05-00	731 TOPAZ AV	1	1.0	234.39	234.40
201-603-06-00	737 TOPAZ AV	1	1.0	234.39	234.40
201-603-07-00	743 TOPAZ AV	1	1.0	234.39	234.40
201-603-08-00	749 TOPAZ AV	1	1.0	234.39	234.40
201-603-09-00	755 TOPAZ AV	1	1.0	234.39	234.40
201-603-10-00	761 TOPAZ AV	1	1.0	234.39	234.40
201-603-11-00	760 TAYLOR AV	1	1.0	234.39	234.40
201-603-12-00	754 TAYLOR AV	1	1.0	234.39	234.40
201-603-13-00	748 TAYLOR AV	1	1.0	234.39	234.40
201-603-14-00	742 TAYLOR AV	1	1.0	234.39	234.40
201-603-15-00	736 TAYLOR AV	1	1.0	234.39	234.40
201-603-16-00	730 TAYLOR AV	1	1.0	234.39	234.40
201-603-17-00	724 TAYLOR AV	1	1.0	234.39	234.40
201-603-18-00	718 TAYLOR AV	1	1.0	234.39	234.40
201-603-19-00	712 TAYLOR AV	1	1.0	234.39	234.40
201-603-20-00	706 TAYLOR AV	1	1.0	234.39	234.40
201-604-01-00	790 TAYLOR AV	1	1.0	234.39	234.40
201-604-02-00	784 TAYLOR AV	1	1.0	234.39	234.40
201-604-04-00	772 TAYLOR AV	1	1.0	234.39	234.40
201-604-05-00	766 TAYLOR AV	1	1.0	234.39	234.40
201-604-06-00	767 TOPAZ AV	1	1.0	234.39	234.40
201-604-07-00	773 TOPAZ AV	1	1.0	234.39	234.40
201-604-08-00	779 TOPAZ AV	1	1.0	234.39	234.40
201-604-09-00	785 TOPAZ AV	1	1.0	234.39	234.40
201-604-10-00	733 YAHUT ST	1	1.0	234.39	234.40
201-604-11-00	729 YAHUT ST	1	1.0	234.39	234.40
201-604-12-00	725 YAHUT ST	1	1.0	234.39	234.40
201-604-13-00	721 YAHUT ST	1	1.0	234.39	234.40
201-604-14-00	717 YAHUT ST	1	1.0	234.39	234.40
201-604-15-00	713 YAHUT ST	1	1.0	234.39	234.40
201-604-16-00	709 YAHUT ST	1	1.0	234.39	234.40
201-604-17-00	705 YAHUT ST	1	1.0	234.39	234.40
201-611-01-00	384 CARMEL ST	4	1.0	268.49	268.49
201-611-02-00	378 CARMEL ST	4	1.0	268.49	268.49
201-611-03-00	372 CARMEL ST	4	1.0	268.49	268.49
201-611-04-00	366 CARMEL ST	4	1.0	268.49	268.49
201-611-05-00	360 CARMEL ST	4	1.0	268.49	268.49
201-611-06-00	354 CARMEL ST	4	1.0	268.49	268.49
201-611-07-00	348 CARMEL ST	4	1.0	268.49	268.49
201-612-01-00	874 MAST AV	4	1.0	268.49	268.49
201-612-02-00	880 MAST AV	4	1.0	268.49	268.49
201-612-03-00	886 MAST AV	4	1.0	268.49	268.49
201-612-04-00	892 MAST AV	4	1.0	268.49	268.49
201-612-05-00	898 MAST AV	4	1.0	268.49	268.49
201-612-06-00	372 MISSION ST	4	1.0	268.49	268.49
201-612-07-00	368 MISSION ST	4	1.0	268.49	268.49
201-612-08-00	364 MISSION ST	4	1.0	268.49	268.49
201-612-09-00	360 MISSION ST	4	1.0	268.49	268.49
201-612-10-00	356 MISSION ST	4	1.0	268.49	268.49
201-612-11-00	352 MISSION ST	4	1.0	268.49	268.49
201-612-12-00	348 MISSION ST	4	1.0	268.49	268.49
201-612-13-00	344 MISSION ST	4	1.0	268.49	268.49
201-612-14-00	340 MISSION ST	4	1.0	268.49	268.49
201-612-15-00	336 MISSION ST	4	1.0	268.49	268.49
201-612-16-00	332 MISSION ST	4	1.0	268.49	268.49
201-612-17-00	349 CARMEL ST	4	1.0	268.49	268.49
201-612-18-00	355 CARMEL ST	4	1.0	268.49	268.49
201-612-19-00	361 CARMEL ST	4	1.0	268.49	268.49
201-612-20-00	367 CARMEL ST	4	1.0	268.49	268.49

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201-612-21-00	373 CARMEL ST	4	1.0	268.49	268.49
201-612-22-00	379 CARMEL ST	4	1.0	268.49	268.49
201-612-23-00	385 CARMEL ST	4	1.0	268.49	268.49
201-612-24-00	391 CARMEL ST	4	1.0	268.49	268.49
201-612-25-00	889 BUTTE ST	4	1.0	268.49	268.49
201-612-26-00	883 BUTTE ST	4	1.0	268.49	268.49
201-612-27-00	877 BUTTE ST	4	1.0	268.49	268.49
201-612-28-00	871 BUTTE ST	4	1.0	268.49	268.49
201-613-01-00	385 MISSION ST	4	1.0	268.49	268.49
201-613-02-00	381 MISSION ST	4	1.0	268.49	268.49
201-613-03-00	377 MISSION ST	4	1.0	268.49	268.49
201-613-04-00	373 MISSION ST	4	1.0	268.49	268.49
201-613-05-00	369 MISSION ST	4	1.0	268.49	268.49
201-613-06-00	365 MISSION ST	4	1.0	268.49	268.49
201-613-07-00	361 MISSION ST	4	1.0	268.49	268.49
201-613-08-00	357 MISSION ST	4	1.0	268.49	268.49
201-613-09-00	353 MISSION ST	4	1.0	268.49	268.49
201-613-10-00	349 MISSION ST	4	1.0	268.49	268.49
201-613-11-00	345 MISSION ST	4	1.0	268.49	268.49
201-613-12-00	341 MISSION ST	4	1.0	268.49	268.49
201-613-13-00	337 MISSION ST	4	1.0	268.49	268.49
201-621-01-00	342 CARMEL ST	4	1.0	268.49	268.49
201-621-02-00	336 CARMEL ST	4	1.0	268.49	268.49
201-621-03-00	CARMEL ST	4	1.0	268.49	268.49
201-621-04-00	CARMEL ST	4	1.0	268.49	268.49
201-621-05-00	318 CARMEL ST	4	1.0	268.49	268.49
201-621-06-00	312 CARMEL ST	4	1.0	268.49	268.49
201-621-07-00	CARMEL ST	4	1.0	268.49	268.49
201-621-08-00	300 CARMEL ST	4	1.0	268.49	268.49
201-622-01-00	343 CARMEL ST	4	1.0	268.49	268.49
201-622-02-00	337 CARMEL ST	4	1.0	268.49	268.49
201-622-03-00	331 CARMEL ST	4	1.0	268.49	268.49
201-622-04-00	CARMEL ST	4	1.0	268.49	268.49
201-622-05-00	319 CARMEL ST	4	1.0	268.49	268.49
201-622-06-00	313 CARMEL ST	4	1.0	268.49	268.49
201-622-07-00	307 CARMEL ST	4	1.0	268.49	268.49
201-622-08-00	301 CARMEL ST	4	1.0	268.49	268.49
201-622-09-00	300 MISSION ST	4	1.0	268.49	268.49
201-622-10-00	304 MISSION ST	4	1.0	268.49	268.49
201-622-11-00	308 MISSION ST	4	1.0	268.49	268.49
201-622-12-00	312 MISSION ST	4	1.0	268.49	268.49
201-622-13-00	316 MISSION ST	4	1.0	268.49	268.49
201-622-14-00	320 MISSION ST	4	1.0	268.49	268.49
201-622-15-00	324 MISSION ST	4	1.0	268.49	268.49
201-622-16-00	328 MISSION ST	4	1.0	268.49	268.49
201-623-01-00	333 MISSION ST	4	1.0	268.49	268.49
201-623-02-00	329 MISSION ST	4	1.0	268.49	268.49
201-623-03-00	325 MISSION ST	4	1.0	268.49	268.49
201-623-04-00	321 MISSION ST	4	1.0	268.49	268.49
201-623-05-00	317 MISSION ST	4	1.0	268.49	268.49
201-623-06-00	313 MISSION ST	4	1.0	268.49	268.49
201-623-07-00	309 MISSION ST	4	1.0	268.49	268.49
201-623-08-00	305 MISSION ST	4	1.0	268.49	268.49
201-623-09-00	301 MISSION ST	4	1.0	268.49	268.49
201-623-10-00	888 PRICE ST	4	1.0	268.49	268.49
201-623-11-00	884 PRICE ST	4	1.0	268.49	268.49
201-623-12-00	880 PRICE ST	4	1.0	268.49	268.49
201-623-13-00	876 PRICE ST	4	1.0	268.49	268.49
201-623-14-00	872 PRICE ST	4	1.0	268.49	268.49
201-623-15-00	868 PRICE ST	4	1.0	268.49	268.49
201-623-16-00	864 PRICE ST	4	1.0	268.49	268.49
201-623-17-00	860 PRICE ST	4	1.0	268.49	268.49
201-623-18-00	856 PRICE ST	4	1.0	268.49	268.49
201-623-19-00	852 PRICE ST	4	1.0	268.49	268.49

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201-641-01-00	1021 HAIL LN	2	1.0	98.39	98.39
201-641-02-00	1017 HAIL LN	2	1.0	98.39	98.39
201-641-03-00	1013 HAIL LN	2	1.0	98.39	98.39
201-641-04-00	1009 HAIL LN	2	1.0	98.39	98.39
201-641-05-00	1005 HAIL LN	2	1.0	98.39	98.39
201-641-06-00	1001 HAIL LN	2	1.0	98.39	98.39
201-641-07-00	821 ACAPULCO DR	2	1.0	98.39	98.39
201-641-08-00	817 ACAPULCO DR	2	1.0	98.39	98.39
201-641-09-00	813 ACAPULCO DR	2	1.0	98.39	98.39
201-641-10-00	809 ACAPULCO DR	2	1.0	98.39	98.39
201-641-11-00	805 ACAPULCO DR	2	1.0	98.39	98.39
201-641-12-00	801 ACAPULCO DR	2	1.0	98.39	98.39
201-642-01-00	800 ACAPULCO DR	2	1.0	98.39	98.39
201-642-02-00	804 ACAPULCO DR	2	1.0	98.39	98.39
201-642-03-00	808 ACAPULCO DR	2	1.0	98.39	98.39
201-642-04-00	812 ACAPULCO DR	2	1.0	98.39	98.39
201-642-05-00	816 ACAPULCO DR	2	1.0	98.39	98.39
201-642-06-00	820 ACAPULCO DR	2	1.0	98.39	98.39
201-642-07-00	921 HAIL LN	2	1.0	98.39	98.39
201-642-08-00	917 HAIL LN	2	1.0	98.39	98.39
201-642-09-00	913 HAIL LN	2	1.0	98.39	98.39
201-642-10-00	909 HAIL LN	2	1.0	98.39	98.39
201-642-11-00	905 HAIL LN	2	1.0	98.39	98.39
201-642-12-00	901 HAIL LN	2	1.0	98.39	98.39
201-642-13-00	817 HAIL LN	2	1.0	98.39	98.39
201-642-14-00	813 HAIL LN	2	1.0	98.39	98.39
201-642-15-00	809 HAIL LN	2	1.0	98.39	98.39
201-642-16-00	805 HAIL LN	2	1.0	98.39	98.39
201-642-17-00	801 HAIL LN	2	1.0	98.39	98.39
201-650-01-00	824 RIO SANTANA CT	2	1.0	98.39	98.39
201-650-02-00	820 RIO SANTANA CT	2	1.0	98.39	98.39
201-650-03-00	816 RIO SANTANA CT	2	1.0	98.39	98.39
201-650-04-00	812 RIO SANTANA CT	2	1.0	98.39	98.39
201-650-05-00	808 RIO SANTANA CT	2	1.0	98.39	98.39
201-650-06-00	701 COZUMEL CT	2	1.0	98.39	98.39
201-650-07-00	705 COZUMEL CT	2	1.0	98.39	98.39
201-650-08-00	709 COZUMEL CT	2	1.0	98.39	98.39
201-650-09-00	713 COZUMEL CT	2	1.0	98.39	98.39
201-650-10-00	717 COZUMEL CT	2	1.0	98.39	98.39
201-650-11-00	721 COZUMEL CT	2	1.0	98.39	98.39
201-650-12-00	725 COZUMEL CT	2	1.0	98.39	98.39
201-650-13-00	729 COZUMEL CT	2	1.0	98.39	98.39
201-650-14-00	733 COZUMEL CT	2	1.0	98.39	98.39
201-650-15-00	736 COZUMEL CT	2	1.0	98.39	98.39
201-650-16-00	732 COZUMEL CT	2	1.0	98.39	98.39
201-650-17-00	728 COZUMEL CT	2	1.0	98.39	98.39
201-650-18-00	724 COZUMEL CT	2	1.0	98.39	98.39
201-650-19-00	720 COZUMEL CT	2	1.0	98.39	98.39
201-650-20-00	716 COZUMEL CT	2	1.0	98.39	98.39
201-650-21-00	712 COZUMEL CT	2	1.0	98.39	98.39
201-650-22-00	708 COZUMEL CT	2	1.0	98.39	98.39
201-650-23-00	704 COZUMEL CT	2	1.0	98.39	98.39
201-660-01-00	812 CABO SAN LUCAS CT	2	1.0	98.39	98.39
201-660-02-00	808 CABO SAN LUCAS	2	1.0	98.39	98.39
201-660-03-00	804 CABO SAN LUCAS	2	1.0	98.39	98.39
201-660-04-00	800 CABO SAN LUCAS	2	1.0	98.39	98.39
201-660-05-00	728 CABO SAN LUCAS CT	2	1.0	98.39	98.39
201-660-06-00	724 CABO SAN LUCAS CT	2	1.0	98.39	98.39
201-660-07-00	720 CABO SAN LUCAS CT	2	1.0	98.39	98.39
201-660-08-00	716 CABO SAN LUCS CT	2	1.0	98.39	98.39
201-660-09-00	712 CABO SAN LUCAS CT	2	1.0	98.39	98.39
201-660-10-00	708 CABO SAN LUCAS	2	1.0	98.39	98.39
201-660-11-00	704 CABO SAN LUCAS	2	1.0	98.39	98.39
201-660-12-00	700 CABO SAN LUCAS CT	2	1.0	98.39	98.39

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201-660-13-00	701 CABO SAN LUCAS	2	1.0	98.39	98.39
201-660-14-00	705 CABO SAN LUCAS	2	1.0	98.39	98.39
201-660-15-00	709 CABO SAN LUCAS	2	1.0	98.39	98.39
201-660-16-00	713 CABO SAN LUCAS	2	1.0	98.39	98.39
201-660-17-00	717 CABO SAN LUCAS CT	2	1.0	98.39	98.39
201-660-18-00	721 CABO SAN LUCAS	2	1.0	98.39	98.39
201-660-19-00	725 CABO SAN LUCAS	2	1.0	98.39	98.39
201-671-01-00	725 ENSENATA DR	2	1.0	98.39	98.39
201-671-02-00	729 ENSENATA DR	2	1.0	98.39	98.39
201-671-03-00	733 ENSENATA DR	2	1.0	98.39	98.39
201-671-04-00	737 ENSENATA DR	2	1.0	98.39	98.39
201-671-05-00	741 ENSENATA DR	2	1.0	98.39	98.39
201-672-01-00	724 RIO CARIBE CT	2	1.0	98.39	98.39
201-672-02-00	720 RIO CARIBE CT	2	1.0	98.39	98.39
201-672-03-00	716 RIO CARIBE CT	2	1.0	98.39	98.39
201-672-04-00	712 RIO CARIBE CT	2	1.0	98.39	98.39
201-672-05-00	708 RIO CARIBE CT	2	1.0	98.39	98.39
201-672-06-00	704 RIO CARIBE CT	2	1.0	98.39	98.39
201-672-07-00	700 RIO CARIBE CT	2	1.0	98.39	98.39
201-672-08-00	701 RIO CARIBE CT	2	1.0	98.39	98.39
201-672-09-00	705 RIO CARIBE CT	2	1.0	98.39	98.39
201-672-10-00	709 RIO CARIBE CT	2	1.0	98.39	98.39
201-672-11-00	713 RIO CARIBE CT	2	1.0	98.39	98.39
201-672-12-00	717 RIO CARIBE CT	2	1.0	98.39	98.39
201-672-13-00	721 RIO CARIBE CT	2	1.0	98.39	98.39
201-672-14-00	725 RIO CARIBE CT	2	1.0	98.39	98.39
201-681-01-00	725 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-682-01-00	801 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-682-02-00	805 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-682-03-00	809 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-682-04-00	813 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-682-05-00	817 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-682-06-00	821 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-682-07-00	825 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-682-08-00	829 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-682-09-00	828 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-682-10-00	824 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-682-11-00	820 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-682-12-00	816 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-682-13-00	812 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-682-14-00	808 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-683-01-00	837 CABO SAN LUCAS CT	2	1.0	98.39	98.39
201-683-02-00	833 CABO SAN LUCAS CT	2	1.0	98.39	98.39
201-683-03-00	829 CABO SAN LUCAS CT	2	1.0	98.39	98.39
201-683-04-00	825 CABO SAN LUCAS CT	2	1.0	98.39	98.39
201-683-05-00	821 CABO SAN LUCAS CT	2	1.0	98.39	98.39
201-683-06-00	817 CABO SAN LUCAS CT	2	1.0	98.39	98.39
201-683-07-00	813 CABO SAN LUCAS CT	2	1.0	98.39	98.39
201-683-08-00	809 CABO SAN LUCAS CT	2	1.0	98.39	98.39
201-690-01-00	828 SAN MIGUEL CT	2	1.0	98.39	98.39
201-690-02-00	824 SAN MIGUEL CT	2	1.0	98.39	98.39
201-690-03-00	820 SAN MIGUEL CT	2	1.0	98.39	98.39
201-690-04-00	816 SAN MIGUEL CT	2	1.0	98.39	98.39
201-690-05-00	812 SAN MIGUEL CT	2	1.0	98.39	98.39
201-690-06-00	808 SAN MIGUEL CT	2	1.0	98.39	98.39
201-690-07-00	804 SAN MIGUEL CT	2	1.0	98.39	98.39
201-690-08-00	800 SAN MIGUEL CT	2	1.0	98.39	98.39
201-690-09-00	801 SAN MIGUEL CT	2	1.0	98.39	98.39
201-690-10-00	805 SAN MIGUEL CT	2	1.0	98.39	98.39
201-690-11-00	809 SAN MIGUEL CT	2	1.0	98.39	98.39
201-690-12-00	813 SAN MIGUEL CT	2	1.0	98.39	98.39
201-690-13-00	817 SAN MIGUEL CT	2	1.0	98.39	98.39
201-690-14-00	821 SAN MIGUEL CT	2	1.0	98.39	98.39
201-690-15-00	825 SAN MIGUEL CT	2	1.0	98.39	98.39

City of McFarland
Landscaping and Lighting District No. 1
Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)
Fiscal Year 2021/2022

Assessor's Parcel Number	Situs Address	Zone	Benefit Unit	Applied Special Rate	Maximum Special Rate
201-701-01-00	701 ENSENATA DR	2	1.0	98.39	98.39
201-701-02-00	705 ENSENATA DR	2	1.0	98.39	98.39
201-701-03-00	709 ENSENATA DR	2	1.0	98.39	98.39
201-701-04-00	713 ENSENATA DR	2	1.0	98.39	98.39
201-701-05-00	717 ENSENATA DR	2	1.0	98.39	98.39
201-701-06-00	721 ENSENATA DR	2	1.0	98.39	98.39
201-702-01-00	724 LA PAZ CT	2	1.0	98.39	98.39
201-702-02-00	720 LA PAZ CT	2	1.0	98.39	98.39
201-702-03-00	716 LA PAZ CT	2	1.0	98.39	98.39
201-702-04-00	712 LA PAZ CT	2	1.0	98.39	98.39
201-702-05-00	708 LA PAZ CT	2	1.0	98.39	98.39
201-702-06-00	704 LA PAZ CT	2	1.0	98.39	98.39
201-702-07-00	700 LA PAZ CT	2	1.0	98.39	98.39
201-702-08-00	701 LA PAZ CT	2	1.0	98.39	98.39
201-702-09-00	705 LA PAZ CT	2	1.0	98.39	98.39
201-702-10-00	709 LA PAZ CT	2	1.0	98.39	98.39
201-702-11-00	713 LA PAZ CT	2	1.0	98.39	98.39
201-702-12-00	717 LA PAZ CT	2	1.0	98.39	98.39
201-702-13-00	721 LA PAZ CT	2	1.0	98.39	98.39
201-702-14-00	725 LA PAZ CT	2	1.0	98.39	98.39
201-710-01-00	721 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-710-02-00	717 COSTA ALSSA CT	2	1.0	98.39	98.39
201-710-03-00	713 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-710-04-00	709 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-710-05-00	705 CASTA ALYSSA CT	2	1.0	98.39	98.39
201-710-06-00	701 COSTA ALYSSA CT	2	1.0	98.39	98.39
201-710-07-00	837 QUINTANA CT	2	1.0	98.39	98.39
201-710-08-00	833 QUINTANA CT	2	1.0	98.39	98.39
201-710-09-00	829 QUINTANA CT	2	1.0	98.39	98.39
201-710-10-00	825 QUINTANA CT	2	1.0	98.39	98.39
201-710-11-00	821 QUINTANA CT	2	1.0	98.39	98.39
201-710-12-00	817 QUINTANA CT	2	1.0	98.39	98.39
201-710-13-00	813 QUINTANA CT	2	1.0	98.39	98.39
201-710-14-00	809 QUINTANA CT	2	1.0	98.39	98.39
201-710-15-00	805 QUINTANA CT	2	1.0	98.39	98.39
201-710-16-00	801 QUINTANA CT	2	1.0	98.39	98.39
201-710-17-00	800 QUINTANA CT	2	1.0	98.39	98.39
201-710-18-00	804 QUINTANA CT	2	1.0	98.39	98.39
201-710-19-00	808 QUINTANA CT	2	1.0	98.39	98.39
201-710-20-00	812 QUINTANA CT	2	1.0	98.39	98.39
201-710-21-00	816 QUINTANA CT	2	1.0	98.39	98.39
201-710-22-00	820 QUINTANA CT	2	1.0	98.39	98.39
201-710-23-00	824 QUINTANA CT	2	1.0	98.39	98.39
201-730-01-00	OLINDA CT	2	1.0	98.39	98.39
201-730-02-00	OLINDA CT	2	1.0	98.39	98.39
201-730-03-00	OLINDA CT	2	1.0	98.39	98.39
201-730-04-00	OLINDA CT	2	1.0	98.39	98.39
201-730-05-00	OLINDA CT	2	1.0	98.39	98.39
201-730-06-00	OLINDA CT	2	1.0	98.39	98.39
201-730-07-00	OLINDA CT	2	1.0	98.39	98.39
201-730-08-00	OLINDA CT	2	1.0	98.39	98.39
201-730-09-00	OLINDA CT	2	1.0	98.39	98.39
201-730-10-00	OLINDA CT	2	1.0	98.39	98.39
201-730-11-00	905 OLINDA CT	2	1.0	98.39	98.39
201-730-12-00	OLINDA CT	2	1.0	98.39	98.39
201-730-13-00	HAIL LN	2	1.0	98.39	98.39
201-730-14-00	914 HAIL LN	2	1.0	98.39	98.39
201-730-15-00	918 HAIL LN	2	1.0	98.39	98.39
201-730-16-00	HAIL LN	2	1.0	98.39	98.39
201-730-17-00	HAIL LN	2	1.0	98.39	98.39
201-741-01-00	901 LIMA CT	2	1.0	98.39	98.39
201-741-02-00	905 LIMA CT	2	1.0	98.39	98.39
201-741-03-00	909 LIMA CT	2	1.0	98.39	98.39
201-741-04-00	913 LIMA CT	2	1.0	98.39	98.39

City of McFarland
Landscaping and Lighting District No. 1
Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)
Fiscal Year 2021/2022

Assessor's Parcel Number	Situs Address	Zone	Benefit Unit	Applied Special Rate	Maximum Special Rate
201-741-05-00	917 LIMA CT	2	1.0	98.39	98.39
201-741-06-00	921 LIMA CT	2	1.0	98.39	98.39
201-741-07-00	920 LIMA CT	2	1.0	98.39	98.39
201-741-08-00	916 LIMA CT	2	1.0	98.39	98.39
201-741-09-00	912 LIMA CT	2	1.0	98.39	98.39
201-741-10-00	908 LIMA CT	2	1.0	98.39	98.39
201-741-11-00	904 LIMA CT	2	1.0	98.39	98.39
201-741-12-00	900 LIMA CT	2	1.0	98.39	98.39
201-742-01-00	962 VALENCIA DR	2	1.0	98.39	98.39
201-742-02-00	958 VALENCIA	2	1.0	98.39	98.39
201-742-03-00	954 VALENCIA	2	1.0	98.39	98.39
201-742-04-00	950 VALENCIA	2	1.0	98.39	98.39
201-751-01-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-751-02-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-751-03-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-751-04-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-751-05-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-751-06-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-751-07-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-751-08-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-751-09-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-752-01-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-752-02-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-752-03-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-752-04-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-752-05-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-752-06-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-752-07-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-752-08-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-752-09-00	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-01-00-2	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-02-00-5	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-03-00-8	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-04-00-1	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-05-00-4	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-06-00-7	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-07-00-0	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-08-00-3	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-09-00-6	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-10-00-8	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-11-00-1	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-12-00-4	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-13-00-7	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-14-00-0	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-15-00-3	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-16-00-6	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-17-00-9	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-18-00-2	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-19-00-5	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-20-00-7	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-21-00-0	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-22-00-3	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-23-00-6	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-24-00-9	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-25-00-2	NO SITUS AVAILABLE	2	1.0	98.39	98.39
201-770-26-00-5	NO SITUS AVAILABLE	2	1.0	98.39	98.39

Summary Fields	Values
APN Total Count:	697
EBU Total Sum:	742.30
Zone 1 Charge:	\$62,582.13
Zone 2 Charge:	\$29,152.96
Zone 4 Charge:	\$48,059.71
Charge Total Sum:	\$139,794.80

RESOLUTION NO. 2021-0025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND, CALIFORNIA INITIATING PROCEEDINGS FOR THE LEVY AND COLLECTION OF ASSESSMENTS FOR LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 1, FISCAL YEAR 2021/2022, PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE

The City Council of the City of McFarland (hereafter referred to as the "City Council") does resolve as follows:

WHEREAS, The City Council by previous Resolutions formed and levied annual assessments for the Landscaping and Lighting Assessment District No. 1 (hereafter referred to as the "District"), pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with section 22500) (hereafter referred to as the "Act"); and,

WHEREAS, the Act provides the City Council the authority to annually levy and collect assessment for the District on the Kern County tax roll on behalf of the City of McFarland to pay the maintenance and services of the improvements and facilities related thereto; and,

WHEREAS, the City Council has retained Willdan Financial Services for the purpose of assisting with the Annual Levy of the District, to prepare and file an Engineer's Annual Levy Report (hereafter referred to as the "Engineer's Report") with the City Clerk in accordance with the Act.

NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL FOR THE DISTRICT, PURSUANT TO CHAPTER 3, SECTION 22624 OF THE ACT, AS FOLLOWS:

Section 1: The above recitals are true and correct.

Section 2: The City Council hereby orders Willdan Financial Services to prepare and file with the City Clerk the Engineer's Report concerning the levy of assessments for the District for the fiscal year commencing July 1, 2021, and ending June 30, 2022, in accordance with Chapter 3, Section 22622 of the Act.

Section 3: The proposed improvements within the District include, but are not limited to: irrigation systems including water mains, sprinklers, electrical wires, conduits and timers; plant forms including trees, shrubs, ground cover and turf; and lighting facilities hereafter to be constructed or planted in and for the benefit of parcels within the District. The assessment includes the cost of electricity, water, repairs, replacement, supervision, care, and other items necessary for the proper maintenance and operation thereof, and additions and improvements thereto which may hereafter be made. The Engineer's Report

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describes the improvements and any substantial changes in existing improvements.

Section 4: Assessments: The City Council hereby determines that to provide the improvements generally described in Section 3 of this resolution and to be detailed in the Engineer's Report, it is necessary to levy and collect assessments against lots and parcels within the District for fiscal year 2021/2022 and said assessments shall be outlined and described in the Engineer's Report and imposed pursuant to the provisions of the Act and the California Constitution Article XIID.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2021.

Mayor of the
City of McFarland, California

ATTEST:

City Clerk of the
City of McFarland, California

I hereby certify that the foregoing Resolution was duly and regularly adopted by the City Council of the City of McFarland at a regular meeting thereof held on May 13, 2021.

City Clerk of the
City of McFarland, California

RESOLUTION NO. 2021-0025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND, CALIFORNIA FOR PRELIMINARY APPROVAL OF THE ENGINEER'S REPORT REGARDING THE PROPOSED LEVY AND COLLECTION OF ASSESSMENTS FOR THE LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 1, FISCAL YEAR 2021/2022.

The City Council of the City of McFarland (hereafter referred to as the "City Council") does resolve as follows:

WHEREAS, this City Council pursuant to provisions of the Landscaping and Lighting Act of 1972 (commencing with Section 22500) of Division 15 of the California Streets and Highways Code (hereafter referred to as the "Act") did by previous Resolution, order the preparation of an Engineer's Annual Levy Report (hereafter referred to as the "Engineer's Report") for the District known and designated as the Landscaping and Lighting Assessment District No. 1 (hereafter referred to as the "District") for fiscal year 2021/2022; and,

WHEREAS, The City Council pursuant to provisions of the Act proposes to levy and collect assessments against lots and parcels of land within the various Tracts of the District for the fiscal year 2021/2022, to pay the maintenance, servicing and operation of the improvements related thereto, and

WHEREAS, there has now been presented to this City Council the Engineer's Report as required by Chapter 3, Section 22623 of said Act; and,

WHEREAS, this City Council has examined and reviewed the Engineer's Report as presented. This City Council is preliminarily satisfied with the budget items and documents as set forth therein and is satisfied that the levy amounts have been spread in accordance with the special benefit received from the improvements, operation, maintenance and services to be performed within the District, as set forth in said Report.

NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL FOR THE DISTRICT, AS FOLLOWS:

Section 1: That the above recitals are true and correct.

Section 2: That the "Engineer's Report" as presented, consists of the following:

- a) A Description of Improvements.
- b) The Annual Budget (Costs and Expenses of Services, Operations and Maintenance).
- c) A diagram of the District that identifies the parcels within the District.

RESOLUTION NO. 2021-0025

- d) The District Roll containing the proposed levy of assessments for each Assessor Parcel within the District for fiscal year 2021/2022.

Section 3: The "Engineer's Report" as presented or as amended is hereby approved on a preliminary basis and ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

Section 4: That the City Clerk shall certify to the passage and adoption of this Resolution and the minutes of this meeting shall so reflect the presentation of the Report.

RESOLUTION NO. 2021-0025

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2021.

Mayor of the
City of McFarland, California

ATTEST:

City Clerk of the
City of McFarland, California

I hereby certify that the foregoing Resolution was duly and regularly adopted by the City Council of the City of McFarland at a regular meeting thereof held on May 13, 2021.

City Clerk of the
City of McFarland, California

Ayes:

Noes:

Absent:

Abstained:

RESOLUTION NO. 2021-0025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND, CALIFORNIA DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR THE LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 1 FOR FISCAL YEAR 2021/2022

The City Council of the City of McFarland (hereafter referred to as the "City Council") does resolve as follows:

WHEREAS, The City Council has by previous Resolution initiated proceedings for fiscal year 2021/2022 regarding the levy and collection of assessments for the Landscaping and Lighting Assessment District No. 1 (hereafter referred to as the "District"). Pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with section 22500) (hereafter referred to as the "Act"), assessments for the District shall be levied and collected by the County of Kern for the City of McFarland to pay the maintenance and services of the improvements and facilities related thereto; and,

WHEREAS, the proposed District assessments for fiscal year 2021/2022 are less than or equal to the maximum assessments previously approved in accordance with the requirements of the California Constitution, Article XIID; and,

WHEREAS, there has now been presented to this City Council an Engineer's Annual Levy Report (hereafter referred to as the "Engineer's Report"), and said Engineer's Report has been filed with the City Clerk in accordance with the Act; and,

WHEREAS, the City Council has examined and reviewed the Engineer's Report as presented and is satisfied with the District, the budget items and documents as set forth therein and is satisfied that the proposed assessments contained therein, have been spread in accordance with the benefits received from the improvements, operation, maintenance and services to be performed within the District, as set forth in said Report.

NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL FOR THE DISTRICT, PURSUANT TO CHAPTER 3, SECTION 22624 OF THE ACT, AS FOLLOWS:

Section 1: The above recitals are true and correct.

Section 2: The City Council hereby declares its intention to seek the annual levy and collection of assessments within the District pursuant to the Act, over and including the lands, lots and parcels within the District boundary. The City Council further declares its intention to levy and collect assessments on such land to pay the annual costs and expenses of the improvements and services described in Section 4 of this Resolution, for fiscal year 2021/2022.

RESOLUTION NO. 2021-0025

- Section 3: The boundaries of the District are described in the Engineer's Report and are consistent with the boundary established and described in the original formation documents, on file with the City Clerk, and incorporated herein by reference. The District is within the boundaries of the City of McFarland, within the County of Kern, State of California and includes the territory known as the Landscaping and Lighting Assessment District No.1.
- Section 4: The improvements within the District include, but are not limited to: irrigation systems including water mains, sprinklers, electrical wires, conduits and timers; plant forms including trees, shrubs, ground cover and turf; and lighting facilities hereafter to be constructed or planted in and for the benefit of parcels within the District. The assessment includes the cost of electricity, water, repairs, replacement, supervision, care, and other items necessary for the proper maintenance and operation thereof, and additions and improvements thereto which may hereafter be made. The Engineer's Report describes the improvements and any substantial changes in existing improvements.
- Section 5: The City Council hereby determines that to provide the improvements generally described in Section 4 of this resolution and to be detailed in the Engineer's Report, it is necessary to levy and collect assessments against lots and parcels within the District for fiscal year 2021/2022 and said assessments shall be outlined and described in the Engineer's Report and imposed pursuant to the provisions of the Act and the California Constitution Article XIID.
- Section 6: The proposed assessments for fiscal year 2021/2022, as outlined in the Engineer's Report, do not exceed the maximum assessment approved by the property owners through a property owner balloting proceeding. As such, the proposed assessments do not constitute an increased assessment and do not require additional property owner approval in accordance with the requirements of the California Constitution, Article XIID.
- Section 7: The City Council hereby declares its intention to conduct a Public Hearing concerning the District and the levy of assessments in accordance with Chapter 3, Section 22626 of the Act.
- Section 8: Notice is hereby given that a Public Hearing on these matters will be held by the City Council on Thursday, May 27, 2021 at 6:00 p.m., or as soon thereafter as feasible in the City Council Chambers, located at 401 W. Kern Street, McFarland.
- Section 9: The City Council hereby authorizes and directs the City Clerk to give notice of the time and place of the Public Hearing to the property owners within the

RESOLUTION NO. 2021-0025

District pursuant to Sections 22626, 22552 and 22553 of the Act and 6061 of the Government Code. The City Clerk shall give notice to the property owners by: causing notice of the public hearing to be published in the local newspaper one time at least 10 days prior to the Public Hearing; and, posting a copy of this resolution on the official bulletin board (s) customarily used for posting such notices.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2021.

Mayor of the
City of McFarland, California

ATTEST:

City Clerk of the
City of McFarland, California

I hereby certify that the foregoing Resolution was duly and regularly adopted by the City Council of the City of McFarland at a regular meeting thereof held on May 13, 2021.

City Clerk of the
City of McFarland, California

Ayes:

Noes:

Absent:

Abstained:

MEMORANDUM
CITY OF MCFARLAND

To: Honorable Mayor and City Council

From: Mario Gonzales, Public Work Director
Fernando R. Lara, Accounting Supervisor

Date: May 13, 2021

Subject: Discussion and Approval of a Resolution of the City Council of the City of McFarland Authorizing the Federal Funding under Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA)

SUMMARY:

Resolution of the City Council of the City of McFarland Authorizing the Federal Funding under Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA)

BACKGROUND:

On December 27, 2020, the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA), which includes \$900 billion in supplemental appropriations for COVID-19 relief, \$14 billion of which will be allocated to support the transit industry during the COVID-19 public health emergency, was signed into law. \$678.2 million was allocated for rural areas and tribes (Section 5311 formula grants).

The funding is 100 percent federal share for all projects funded by CRRSAA. Pre-award authority for all projects starting on January 20, 2020. Expenses may be incurred prior to grant award.

The CRRSAA funds are available until expended with no lapse date. The FTA encourages to use funds expeditiously for operating and payroll expenses.

FINANCIAL IMPACT:

The City will receive Emergency Relief – Operating Assistance (100% Federal Share) of \$141,536.00.

RECOMMENDATION:

Staff recommends the City Council approve Resolution No. 2021-0026, **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND AUTHORIZING THE FEDERAL FUNDING UNDER CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT OF 2021 (CRRSAA) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION.**

RESOLUTION NO. 2021-0026

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND
AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C.
SECTION 5311 - FTA C 9040.1G) WITH CALIFORNIA DEPARTMENT OF
TRANSPORTATION**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MCFARLAND AS FOLLOWS:

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1G**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, City of McFarland, desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in McFarland; and

WHEREAS, the City of McFarland has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the City of McFarland City Council does hereby Authorize the City Manager, to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1G**), as amended.

That City Manager is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That City Manager is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That City Manager is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

DATED:

Sally Gonzalez, Mayor

ATTEST:

Francisca Alvarado, City Clerk

I, Francisca Alvarado, City Clerk of the City Council of the City of McFarland, do hereby certify that the foregoing resolution was duly adopted by the City Council of said City at a regular meeting held May 13, 2021 and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Francisca Alvarado, City Clerk

MEMORANDUM
CITY OF MCFARLAND

To: Honorable Mayor and City Council

From: Mario Gonzales, Public Work Director
Fernando R. Lara, Accounting Supervisor

Date: May 13, 2021

Subject: Resolution of the City Council of the City of McFarland Authorizing the Federal Funding under FTA with California Department of Transportation

SUMMARY:

Resolution of the City Council of the City of McFarland Authorizing the Federal Funding under FTA Section 5311 with California Department of Transportation for transit operational assistance.

BACKGROUND:

Federal Transit Administration (FTA) Section 5311 is a formula-based program that provides funding to states for the purpose of supporting public transportation in rural areas. Rural areas encompass all populations, housing, and territory not included within an urbanized area of 50,000 or more population.

Operating assistance consists of activities and services directly provided or purchased by the City of McFarland. The project funds may be used for expenses such as labor, supplies, and fuel. Operating funds cannot be used for depreciation on vehicles purchased with federal or state dollars; expenses associated with charter and school use for vehicles; and costs associated with expenses incurred for timeframes outside of the stated operating period.

GOALS:

- Enhance the access of people in non-urbanized areas to health care, shopping, education, employment, public services, and recreation;
- Assist in the maintenance, development, improvement, and use of public transportation systems in non-urbanized areas;
- Encourage and facilitate the most efficient use of all transportation funds used to provide passenger transportation in non-urbanized areas through the coordination of programs and services;
- Assist in the development and support of intercity bus transportation;
- And provide for the participation of private transportation providers in rural areas.
- Improve access to transportation services to employment and employment related activities for welfare recipients and eligible disadvantage communities;

FISCAL IMPACT:

The City will receive \$231,498 to be used for meeting the transportation needs of the residents of McFarland. Funding period is from July 01, 2021 through June 30, 2022.

RECOMMENDATION:

Staff recommends Council approval of resolution 2021-0027.

RESOLUTION NO. 2021- 0027

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND
AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C.
SECTION 5311 - FTA C 9040.1F and FTA C 9050.1) WITH CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MCFARLAND AS FOLLOWS:

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, City of McFarland, desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in County of Kern; and

WHEREAS, the City of McFarland has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the City of McFarland City Council does hereby Authorize the City Manager, to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**), as amended.

That City Manager is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That City Manager is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That City Manager is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

DATED:

Sally Gonzalez, Mayor

ATTEST:

Francisca Alvarado, City Clerk

I, Francisca Alvarado, City Clerk of the City Council of the City of McFarland, do hereby certify that the foregoing resolution was duly adopted by the City Council of said City at a regular meeting held May 13, 2021 and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Francisca Alvarado, City Clerk

MEMORANDUM

CITY OF MCFARLAND

TO: Honorable Mayor and Council Members

FROM: Maria Lara, City Manager
Mario Gonzales, Public Works Director

DATE: May 13, 2021

SUBJECT: PROCLAMATION AND RESOLUTION TO CELEBRATE/HONOR
NATIONAL PUBLIC WORKS WEEK MAY 16 – 22, 2021

Discussion:

This week, and every day, it is our honor to celebrate you, our Public Works Staff, during the American Public Works Association (APWA) National Public Works Week (NPWW) which takes place May 16-22, 2021.

We are so proud of the work all Public Works Professionals do every day, and it is with immense pride and gratitude that we celebrate you - all who participate in Public Works in the City of McFarland across the Valley, State and Nation.

Public Works helps maintain a community's strength by working together to provide an infrastructure of services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks, and grounds, emergency management and first response, solid waste, and right-of-way management. Public Works provides togetherness needed for collaboration with all the stakeholders in capital projects, infrastructure solutions, and quality of life services.

Happy National Public Works Week!

Recommendations:

Staff recommends that the City council approve Resolution 2021-0028 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND, CALIFORNIA, PROCLAIMING THE WEEK OF MAY 16-22, 2021 AS "NATIONAL PUBLIC WORKS WEEK".

Fiscal Impact:

None

Attachments:

1. Proclamation
2. Resolution 2021-0028



National Public Works Week Proclamation

May 16 – 22, 2021

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of City of McFarland; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in City of McFarland to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2021 marks the 61st annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.

NOW, THEREFORE, BE IT RESOLVED, that I, Sally Gonzalez, Mayor of the City of McFarland do hereby designate the week May 16 – 22, 2021 as National Public Works Week; I urge all citizens to join with representatives of the City of McFarland and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

PASSED AND ADOPTED 13th day of May 2021.

Sally Gonzalez, Mayor

City of McFarland

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RESOLUTION 2021-0028

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND,
CALIFORNIA, PROCLAIMING THE WEEK OF MAY 16-22, 2021 AS
“NATIONAL PUBLIC WORKS WEEK”**

WHEREAS, public works services are provided for our community/county and are a vital and integral part of our citizens' everyday lives; and

WHEREAS, the support of the community is vital to the efficient operation of public works systems and programs such as water, sewers, streets, fleet maintenance, building maintenance, wastewater treatment, solid waste collection, and airport operations; and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency and effectiveness of the qualified personnel who staff the City's Public Works Department are influenced by the people's attitude and understanding of the importance of the work they perform,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of McFarland does hereby proclaim the week of May 16 - 22, 2021 as

“National Public Works Week”

AND, BE IT FURTHER RESOLVED that the City Council of the City of McFarland requests that all citizens and civic organizations acquaint themselves with the issues involved in providing our public works and to recognize the contributions which our public works employees make every day to our health, safety, comfort and quality of life.

**CITY OF MCFARLAND
MEMORANDUM**

TO: THE HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: Nathan M. Hodges, City Attorney

DATE: April 30, 2021

SUBJECT: RECORDS RETENTION POLICY AND SCHEDULE

RECOMMENDATION:

Staff recommends that the City Council approve Resolution No 2021-0029 adopting the City's Records Retention Policy and Schedule, as prepared by the City Attorney.

BACKGROUND:

Municipal records retention is regulated by the Municipal Code, the California Government Code, the California Department of Justice, and in some cases, federal regulations. The Secretary of State has established the local government records program which provides guidelines for local government retention and archival support to local agencies. These regulations require the City to have a retention schedule for all pertinent public records.

Currently, the City does not have a records retention policy and/or schedule.

ANALYSIS:

A sound records management program doesn't cost—it pays. It pays by improving customer service, increasing staff efficiency, allocating scarce resources, and providing a legal foundation for how an agency conducts its daily mission. It helps identify and justify opportunities for new technology. Microfilm, optical disk, optical character recognition, workflow, e-mail, and other related technologies cannot be adequately evaluated and cost-justified without a good records management program. Other benefits include:

- Providing public access to and protecting the public's rights to inspect public records in accordance with the California Public Records Act;
- Preservation of records with long-term or permanent value;
- Protection of records vital to City government in the event of a disaster;
- Protection of records essential to City government, but which are referenced infrequently;
- Demonstration of compliance with legal retention requirements established by federal, state, and local authorities;
- Orderly retirement and destruction of records no longer required by statute to be retained or needed for reference;
- Elimination of duplicate records filed in several departments;
- Ensuring proper administration of records not subject to disclosure;

- Providing protection in litigation, audits, and other disputes;
- Saving space; and
- Increased efficiency in information retrieval.

Understanding the importance of a good records management program is to establish policies and procedures for the efficient and economical management of the creation, utilization, maintenance, retention, preservation, and disposal of City records, based on federal and state statutes governing public records. And, further, to ensure that a responsible program of records management is practiced within the City organization, serving the best interest of the City and its citizens.

Effective Records Management ensures that records are kept **only** as long as they have some administrative, fiscal, or legal value. When records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance. If that is the case the records should be preserved by an appropriate historical agency. **Records retained beyond their value “just in case” only extend the agency’s legal liability in the event of adverse litigation.**

FISCAL IMPACT:

There would be an impact on office organization with the consistent destruction of obsolete records both on and off-site, which results in additional records storage space.

RESOLUTION NO. 2021-0029

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF MCFARLAND, CALIFORNIA, ADOPTING A RECORDS
RETENTION POLICY AND RECORDS RETENTION
SCHEDULE**

WHEREAS, Government Code Section 34090 regulates the retention and destruction of city records and authorizes cities to adopt by resolution record retention schedules consist with Section 34090 and other statutes governing city records; and,

WHEREAS, the City of McFarland currently does not have a records retention policy or records retention schedule; and,

WHEREAS, the City of McFarland's Interim Finance Director requested the City Attorney to create a records retention policy and records retention schedule, which is attached as Exhibit "A" to this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MCFARLAND as follows:

1. SECTION 1. The records retention policy and records retention schedule, attached as Exhibit A to this resolution, is adopted as the records retention policy and schedule for the City of McFarland in accordance with Government Code Section 34090.
2. SECTION 2. The City Clerk shall certify to the passage and adoption of this Resolution.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of McFarland on the ____ day of May, 2021 by the following vote:

	AYE	NO	ABSENT	ABSTAIN
Sally Gonzalez				
Maria T. Perez				
Eric Rodriguez				
Saul Ayon				
Ricardo Cano				

Sally Gonzalez, Mayor

ATTEST: _____
Francisca Alvarado,
City Clerk

City Attorney

	Section	Series #	Title and Description	Retention	Basis of Retention
City Attorney	Administrative Services	1	PUBLIC RECORDS REQUESTS FOR INFORMATION	2 Years	GC 34090
City Attorney	Administrative Services	2	COUNCIL CLOSED SESSION FILES - Minutes, Agendas and Brown Act Documents	PERMANENT	GC 34090
City Attorney	Administrative Services	3	STATISTICAL REPORTING	10 Years	Department Policy
City Attorney	Administrative Services	4	IMANAGE - Database for Document Tracking	Indefinite	Department Policy
City Attorney	Claims and Investigation	5	LITIGATED INVESTIGATION FILES - Includes all Pre-Litigation Claim / Investigation Files, Surveillance Records	Destroy Same Time as Litigation Case File	Department Policy
City Attorney	Claims and Investigation	6	NON-LITIGATED INVESTIGATION FILES - Potential Claim Files, Civil Claims Files Not Resulting in Litigation, Any Other Investigation Records not Resulting in Litigation, Surveillance Records	Closure+2 Years with Review	Department Policy
City Attorney	Claims and Investigation	7	CLAIMS DATABASE - Information Stored on Database for Managing Claims Files	PERMANENT	Department Policy
City Attorney	Departments	8	LEGAL OPINIONS / MEMORANDA	2 Years+While Useful	Department Policy
City Attorney	Departments	9	FORMAL WRITTEN CORRESPONDENCE - Including Notes and Research	2 Years+While Useful	Department Policy
City Attorney	Litigation	10	CRIMINAL MUNICIPAL CODE VIOLATIONS	Closure+10 Years	Department Policy
City Attorney	Litigation	11	LABOR GRIEVANCES - Labor Arbitration, All Other Cases Related to MOUs	Closure+10 Years	Department Policy
City Attorney	Litigation	12	REAL PROPERTY - Eminent Domain, Inverse Condemnation, Land Use, Annexations, Tax Liens, Assessment Districts	PERMANENT	GC 34090
City Attorney	Litigation	13	CASE FILES - Torts, Property Damage, Code Enforcement, Collections, Breach of Contract, Petitions and Writs (Non-Land Use), Nuisance Abatement, Civil & Administrative Municipal Code Violations, Any Litigation Case File Not Under Another Category	Closure+10 Years	Department Policy
City Attorney	Litigation	14	CASE FILES - Pitchess Motions, Abatement Warrants, Disposition of Weapons, Bankruptcy, AIDs Testing, SDTs	Closure+5 Years	Department Policy
City Attorney	Litigation	15	CASE FILES - Employee Disciplinary, Writ of Garnishment	Closure+7 Years	Department Policy
City Attorney	Litigation	16	CASE FILES - Joinders	Closure+35 Years	Department Policy
City Attorney	Litigation	17	CASE FILES - Workers' Compensation Cases Closed by Stipulation, Surveillance Records	Closure+5 Years	Department Policy

City Attorney	Litigation	18	CASE FILES - Workers' Compensation Cases Closed by Compromise and Release, Surveillance Records	Closure+2 Years	GC 34090
City Attorney	Litigation	19	INDEX CARDS - Open/Closed Workers' Compensation Case Files	PERMANENT	Department Policy
City Attorney	Litigation	20	INDEX CARD HISTORY - Closed Cases	PERMANENT	Department Policy
City Attorney	Litigation	21	SETTLEMENT AGREEMENTS - Final Settlement Agreement Managed as a separate record	Fulfillment of Terms+10 Years	Department Policy
City Attorney	Litigation	22	DATABASE - Tracking of Litigation Cases both Opened and Closed, Summation	PERMANENT	Department Policy

City Audit

	Section	Series #	Title and Description	Retention	Basis of Retention
City Audit	ALL	23	AUDITS, FINAL REPORTS	PERMANENT	Department Policy
City Audit	ALL	24	AUDITS, WORKING FILES - Work Plans, Assignment Completed Sheets	Audit+10 Years	Department Policy
City Audit	ALL	25	MONTHLY AUDITOR REPORTS	10 Years	Department Policy
City Audit	ALL	26	DEPARTMENT FILES - Files Created for Each Department to Address Issues and Projects Specific to a Business Function and/or Operations of a Department	Close of Issue+10 Years	Department Policy
City Audit	ALL	27	SPECIAL STUDIES - Proposal to Sell/Lease Municipal Water System, Review of Casino/Card Room Audits, Quarterly Follow-Up of Audit Recommendations, Other Studies as Requested	Completion of Study+10 Years	Department Policy
City Audit	ALL	28	SALES AND USE TAX AUDITS - Supporting Material, Final Reports	Completion of Audit+6 Years	Department Policy
City Audit	ALL	29	BUSINESS LICENSE AUDITS - Supporting Material, Final Reports	Completion of Audit+6 Years	Department Policy
City Audit	ALL	30	EQUIPMENT INVENTORY FILES - Annual Inventory of Computer Equipment	2 Years	GC 34090

City Clerk*Disclosure*

Section	Series #	Title and Description	Retention	Basis of Retention
DISC	800	MAYOR & COUNCILMEMBER DISCLOSURE RECORDS - Forms disclosing various information filed by Councilmembers in accordance with SJMC 12 et seq. or by Council direction, excluding campaign finance disclosure statements. (Ex. DFR1 and Income and Time Disclosure Statement).	Term + 2 Years	GC 34090 & Department Policy
DISC	801	STATEMENTS OF ECONOMIC INTEREST (FORM 700) AND FAMILY GIFT REPORTING FORMS - Forms disclosing financial income and assets of all individuals required to file including but not limited to candidates, officials, members of boards and commissions, and designated employees and contractors.	7 Years	GC 81009(e) & (f) and Department Policy
DISC	802	LOBBYIST REGISTRATION AND REPORT RECORDS - Documents filed by lobbyists with the City Clerk as required by SJMC 12.12.400 et seq.	5 Years from Date of Filing	SJMC 12.12.430(f)
DISC	829	GIFT AND PAYMENT DISCLOSURE RECORDS - Records documenting gifts, event tickets, and other Payments received by City staff, including but not limited to Forms 801, 802, and 803	7 Years from date of Filing	GC 81009(e)

Elections

Section	Series #	Title and Description	Retention	Basis of Retention
ELEC	803	NOMINATION PAPERS AND SIGNATURES IN LIEU OF FEES - Original records of nominations of candidates for City office including both elected and unsuccessful candidates.	Term of Office for Which Filed + 4 Years	EC 17100(a)
ELEC	804	ELECTED CANDIDATE DISCLOSURE STATEMENTS - Original campaign finance disclosure statements filed by or in support of candidates for City office who are successful in their candidacies.	Indefinite	GC 81009(b)
ELEC	805	UNSUCCESSFUL CANDIDATE CAMPAIGN STATEMENTS - Original campaign statements filed by or in support of candidates for City office who are unsuccessful in their candidacies.	5 Years	GC 81009(b)
ELEC	806	BALLOT MEASURE DISCLOSURE STATEMENTS - Original campaign finance disclosure statements filed by local primarily formed ballot measure committees (i.e., Forms 410, 425 , 460, 470, 495, 501). Copies of campaign finance	7 Years	GC 81009(e) & (f)

disclosure statements filed by committees not specified in other series of campaign finance disclosure statements, including but not limited to General Purpose Recipient Committees, Major Donor Committees and Independent Expenditure Committees (i.e., Forms 461, 465, 496, 497).

ELEC	808	PETITIONS - Petitions to qualify initiatives, referendums, charter amendments, and recalls.	8 Months	EC 17200 & EC 17400
ELEC	809	ELECTION FILES – Records documenting the conduct of elections, including but not limited to election results, reports, certificates of sufficiency, City Clerk's "Green Book" summary of election results, and ballot materials for candidates and local ballot measures (initiatives, referendum, charter amendments, and recalls.)	PERMANENT	Historical Value
ELEC	824	BOARD AND COMMISSION NOMINATION ELECTIONS - Materials used to conduct elections among City employees and retirees to nominate candidates for appointment by City Council to City retirement boards and the Civil Service Commission under City Charter Section 1001(b), SJMC 2.08.1070, and SJMC 2.08.1245.	2 years	EC 34090
ELEC	828	BALLOTS - Ballots cast by voters in elections, initiatives, referendums, and any other electorate voting event.	6 Months from date of election or 6 Months from date of Council action deeming no election necessary	EC 17302
ELEC	831	ASSESSMENT DISTRICT PROCEEDINGS - Petitions and ballots relating to the formation, annexation or expansion of special districts, including maintenance, property based improvement and community based facility districts.	2 Years	GC 53753(e)(2)
ELEC	832	COMMUNITY FACILITY DISTRICT PROCEEDINGS - Petitions and ballots relating to the formation, annexation or expansion of community facility districts including the convention center facilities district.	2 Years	GC 34090

Legislative

Section	Series #	Title and Description	Retention	Basis of Retention
LEG	810	CITY COUNCIL & COUNCIL COMMITTEE MEETING PRIMARY RECORDS - Minutes, ordinances, resolutions, and other records documenting the meetings of the City Council and Council Committee meetings excluding drafts, convenience copies, and documents covered by other retention schedules.	PERMANENT	Historical Value - GC 34090 & Departmental Policy
LEG	811	CITY COUNCIL & COUNCIL COMMITTEE MEETING ANCILLARY RECORDS – Supporting records for Council and Council Committee meetings including but not limited	2 Years	GC 34090

to presentations, notices, affidavits, request to speak cards,
and working files.

Recordkeeping

Section	Series #	Title and Description	Retention	Basis of Retention
REC	814	CITY CHARTER - Including all amendments.	PERMANENT	GC 34460
REC	815	CITY SEAL AND ALL MODIFICATIONS	PERMANENT	Historical Value
REC	816	OATHS OF OFFICE - Records documenting the oaths of office taken by all officers of the City as defined by Section 900 and 903 of the City Charter and all employees as defined in section 3105(c) of the California Government Code.	Term + 6 Years	29 USC 1113 GC 3105(c)
REC	817	BOARD, COMMISSION, AND COMMITTEE RECORDS	Citywide General Schedule	Citywide General Schedule
REC	818	APPLICATIONS FOR BOARDS AND, COMMISSIONS UNSUCCESSFUL - Applications by individuals to serve on boards and commissions that were not successful.	2 Years	GC 34090
REC	819	BOARDS AND COMMISSIONS ROSTERS AND MASTER LIST - Citywide semi-annual roster of members and terms for Council appointed commissions, boards, and other bodies, and the master listing of all of these entities.	Until no longer useful after a 2 Years minimum.	GC 34090
REC	820	THE PUBLIC RECORD - Correspondence and other communications filed with the City Clerk and presented to the Rules and Open Government Committee.	2 Years	GC 34090
REC	821	CONTRACTS	Citywide General Schedule	Citywide General Schedule
REC	822	EMPLOYMENT CONTRACTS - Obsolete records of contracts between the City and individual employees outlining the terms of employment -- now discontinued. Excludes employment contracts for Council appointees.	End of Tenure + 5 Years	Department Policy
REC	823	CLAIMS RECEIPT RECORDS - Records documenting the receipt of claims against the City and the transfer of those claims to the City Attorney's Office.	5 Years	CCP 337.1
REC	825	CITY COUNCILMEMBER GRANT RECORDS - Records documenting the award and administration of discretionary grants by Councilmembers.	End of Term + 5 Years	CCP 337 + 1 year
REC	826	DEPUTIZATION MEMORANDA - Memoranda documenting the deputization of individuals No Longer in Effect empowering them to perform various City functions.	Term + 5 Years	CCP 337 + 1 year
REC	827	BOARD AND COMMISSION MEMBER	End of Term + 2 Years	GC 34090

APPLICATION & APPOINTMENT RECORDS -
Records documenting the application and selection of
members of the public to serve on City boards and
commissions, including but not limited to applications
and supporting materials.

REC

830

ETHICS TRAINING CERTIFICATION RECORDS -
Forms and other documents used to verify completion
of state mandated ethics training.

5 Years from date
of filing

GC 53235.2(b)

City Council

	Section	Series #	Title and Description	Retention	Basis of Retention
City Council	ALL	861	PROJECTS/ISSUES - Records pertaining to specific projects or issues, including but not limited to correspondence, emails, memos, reports, plans, notes, and reference materials.	2 years	GC 34090
City Council	ALL	862	GENERAL CORRESPONDENCE - Communications, including attachments, excluding documents that are covered under other records series, to and from individuals and organizations both within and without City government.	2 years	GC 34090
City Council	ALL	863	SUBJECT REFERENCE FILES - Informational materials including but not limited to clippings, brochures and pamphlets, of reports or other records for which the record copy is copies. maintained elsewhere, and other items retained solely for reference value.	Until No Longer Useful for Reference	These materials consist solely of non- record materials and convenience copies
City Council	ALL	864	MEETINGS - Documents compiled or received in preparation for or during meetings of the City Council, Committees, or other official bodies, including but not limited to copies of notices, agenda, minutes, ordinances, resolutions, contracts, memoranda, reports, and reference materials.	Until No Longer Useful for Reference	These materials consist solely of non- record materials and convenience copies.
City Council	ALL	865	POLICY AND LEGISLATIVE DEVELOPMENT - Documents created and/or compiled during the development of new or revised policies and/or legislation.	2 years	GC 34090
City Council	ALL	866	SPEECHES, ADDRESSES, AND PRESENTATIONS - Text of formal proclamations, speeches, addresses, and presentations by Council members.	2 years	GC 34090
City Council	ALL	867	AUDIO-VISUAL RECORDS - Photographs, video, and other AV materials not maintained elsewhere in other City offices.	2 years	GC 34090
City Council	ALL	869	APPOINTMENTS - Records documenting the search for and appointment of individuals to serve on commissions, task forces, and other volunteer organizations.	2 Years	GC 34090
City Council	ALL	870	CONSTITUENT SERVICES - Correspondence with constituents regarding specific complaints, requests for service, or other issues not including Public Records Act requests.	2 Years	GC 34090
City Council	ALL	871	CALENDARS AND SCHEDULES - Records documenting upcoming and past events regarding the activities of Council members and senior staff.	2 Years	GC 34090

City Manager

	Section	Series #	Title and Description	Retention	Basis of Retention
City Manager	Administration	528	STANDING COUNCIL COMMITTEES ANCILLARY RECORDS - Supporting records for committee meetings including but not limited to presentations, notices, affidavits, and working files.	5 Years	Department Policy
City Manager	Administration	530	AD HOC COMMITTEE RECORDS - Records of neighborhood and other temporary committees including but not limited to agenda, minutes, correspondence, and reports.	2 Years	GC 34090
City Manager	Administration	531	INTERGOVERNMENTAL RELATIONS PROGRAM RECORDS - Records documenting the management of the City's Intergovernmental Relations program, including but not limited to copies of bills and legislation and associated documents, correspondence, emails, reference materials, reports, notes, and memoranda.	2 Years	GC 34090
City Manager	Administration	535	GRANT ADMINISTRATION RECORDS - Records documenting the successful application for, and the award, use, and general administration of various grants from State and Local granting agency agencies and other entities, including but not limited to whichever is longer applications, correspondence, follow-up requests, awards, and reports.	Final Report+4 Years or requirements of granting agency	Granting Agency
City Manager	Administration	538	MAYOR AND COUNCIL MEMBER FILES - Records documenting interactions with the Mayor and individual Council members including regular meetings, projects, and Special issues, and consisting of correspondence, notes, meeting agendas, memoranda, reference materials, and other documents and files.	Term(s) of Office + 2 Years	GC 34090
City Manager	Administration	560	SUBJECT AND CORRESPONDENCE FILES, SENIOR STAFF - Records documenting various projects, issues, programs, and activities overseen or managed by the Office including but not limited to correspondence, emails, plans, proposals, presentations, reports, and memoranda.	5 Years minimum, but may be retained longer if useful	Department Policy
City Manager	Agenda Services	536	REFERRAL FILES - Records of Council action items referred to staff and of follow-up activities.	2 Years	GC 34090
City Manager	Agenda	669	INFORMATION MEMORANDA - Memoranda from City departments and offices to the Mayor and City Council providing information not requiring Council action.	2 Years	GC 34090 Services
City Manager	Budget Office	540	DEPARTMENT BUDGET FILES - Records documenting budget issues for each department/office, including but not limited to budget requests, supporting materials, justifications, proposed and ongoing projects, analysis, and additional reports generated to back up budget decisions.	5 Years	Department Policy
City Manager	Budget Office	541	POSITION CONTROL RECORDS - Records used in the management of City staffing levels, including but not limited to	4 Years	Department Policy

information on all positions, analysis of staffing, new position requests, requests to fill during hiring freezes, and recommendations regarding positions and position levels.

City Manager	Budget Office	542	COUNCIL FINANCIAL REPORTS - Memoranda provided to Council on a periodic basis containing information on City revenues and expenditures, and on the management of the City budget generally.	4 Years	Department Policy
City Manager	Budget Office	543	ADOPTED BUDGETS - Final Adopted Capital and Operating budgets approved by Council.	PERMANENT	Department Policy
City Manager	Budget Office	544	BUDGET ADDENDA - Memos accompanying the Proposed Budgets providing background information on specific issues.	5 Years	Department Policy
City Manager	Budget Office	546	ANNUAL REPORTS - Reports to the Council made on an annual basis regarding City revenues and expenditures for the previous year and of the City's current financial condition.	PERMANENT	Department Policy
City Manager	Budget Office	549	BUDGET OFFICE PROJECT RECORDS - Records documenting specific projects including but not limited to correspondence, memoranda, emails, notes, reports, spreadsheets, calculations, and reference materials.	Completion or Termination of Project+5 Years	Department Policy
City Manager	Budget Office	577	BUDGET REPORTS AND PUBLICATIONS, NON-PERMANENT - Periodic reports and other publications regarding budgetary information and issues retained for reference purposes and not requiring permanent retention, including but not limited to Fees and Charges, Mid-Year Budget Review, City Manager's Budget Request and Five-Year Forecast and Revenue Projections, and Budgeted Funds Guide.	10 Years	Department Policy
City Manager	Budget Office	578	OPERATING AND CAPITAL BUDGET LOCKED DATA - Data created and used in the creation of operating and capital budgets that has been "locked" and is no longer subject to revision, maintained currently within the Automated Budget and the Capital Automated Budget Systems but may be migrated to new systems in the future.	Retain until no longer useful after a minimum of 2 Years	GC 34090
City Manager	Budget Office	579	PROPOSED BUDGETS - Operating and Capital Budgets proposed by the City Manager to the Council.	10 Years	Department Policy
City Manager	Communications	661	PRESS RELEASES - Master copy of press releases distributed by or through the City Manager's Office.	PERMANENT	Department Policy
City Manager	Communications	662	MEDIA ADVISORIES AND ALERTS - Brief information releases to the media regarding issues requiring immediate dissemination to the public or not significant enough to require a formal Press Release.	2 Years	GC 34090
City Manager	Communications	663	LOGOTYPES - City of McFarland official logos	PERMANENT	Department Policy
City Manager	Communications	664	CITY COUNCIL MEETING VIDEO - Video footage of City Council meetings.	Indefinite – minimum of 2 years	Department Policy

City Manager	Communications	665	PHOTOGRAPHIC RECORDS - Still photographs created or acquired for publicity and other public relations purposes.	Indefinite – minimum of 2 years	Department Policy
City Manager	Communications	666	PROJECT AND PROGRAM FILES - Records relating to the various projects, programs, events, and activities with which the Office involved with or manages/oversees including but not limited to correspondence, notes, reports, memoranda, saved emails, and reference materials.	Completion / Closure +5 Years	Department Policy
City Manager	Communications	667	WEB PLANNING AND MANAGEMENT RECORDS - Records related to planning and management of the City's Internet and Intranet presence including but not limited to plans, surveys, designs, memoranda, emails, reports, and posting requests.	2 Years	GC 34090
City Manager	Communications	668	RECORDS RETENTION SCHEDULE FILES - Active and superseded records retention schedules for all departments and supporting documentation including but not limited to transmittal and approval memos, and approved revision forms	Superseded or Obsolete + 5 Years	Department Policy
City Manager	Employee Relations	552	EMPLOYEE RELATIONS RECORDS - Records documenting employee relations matters involving individual employees or incidents, including but not limited to formal and informal discipline, investigations that do not result in disciplinary action, complaints, and Fair Employment related records such as administrative complaints and EEOC and DFEH responses.	Completion / Closure+20 Years	Department Policy
City Manager	Employee Relations	553	LABOR-MANAGEMENT NEGOTIATION & AGREEMENT RECORDS - Records documenting negotiations & agreements between City & unions including but not limited to final written agreements (including MOA's & side agreements), arbitration, notes, surveys, decisions, drafts, background, meet & confer, agreements of individual issues, & PERB complaints/charges & supporting documentation.	PERMANENT	Department Policy
City Manager	Employee	556	LABOR RELATIONS RECORDS - Records of interactions with employee unions excluding labor-management agreements (see series #553) and including but not limited to grievances, informal labor complaints, Labor-Management Committee files, Department of Industrial Relations complaints and supporting documentation, and all other documentation such as issue or subject files.	Completion / closure of issue + 20 Years	Department Policy Relations
City Manager	Employee Relations	671	CITY POLICY MANUAL - All documentation regarding the updating or development of City administrative policies, including approvals, superseded and cancelled policies, and communications regarding policies, including those giving notice of additions and changes to bargaining units.	PERMANENT	Department Policy
City Manager	Employee Relations	672	VACATION CARRYOVER RECORDS - Records documenting the carryover of vacation by employees.	5 Years	Department Policy
City Manager	Employee Relations	673	ALTERNATIVE WORK SCHEDULE RECORDS - Applications by employees for alternative work schedules and the subsequent	2 Years or until superseded or	Department Policy and GC 34090

			approval or denial of those applications.	obsolete, whichever is longer.	
City Manager	Employee Relations	674	FURLOUGH/SPECIAL REDUCED WORKWEEK APPLICATION RECORDS - Applications by employees for furloughs or special reduced workweeks and the subsequent approval or denial of those applications.	5 Years	Department Policy

Citywide General

Note: Department specific retention schedules have precedence over this schedule.

General Administration & Workpapers

Section	Series #	Title and Description	Retention	Basis of Retention
ADM	146	Postage Records – Private carrier receipts (i.e. UPS), postage meter logs, messenger services	2 Years	GC 34090
ADM	153	MEETING RECORDS, ROUTING – Staff departmental, management and admin committees, retreats, department orientation, conferences, seminars, and other routine meetings, but not including any meeting related records that are covered by series #164 or #166.	2 Years	GC 34090
ADM	156	POLICIES AND PROCEDURES, ADMINISTRATIVE - Departmental policies, procedures, general orders, standards, guidelines, forms, safety rules & regulations, department mission statement, best practices. These do not include Council policies, Citywide administrative policies, or any policies and/or procedures needed to document compliance with federal or state statutes, regulations, or guidelines.	Until Superseded +2 Years	GC 34090
ADM	157	STUDIES/REPORTS, ROUTINE ADMINISTRATIVE - All studies and reports created and/or commissioned by the City, including facilities, land and/or reorganization and excluding any such documents covered by other records schedules.	5 Years minimum, but may be retained longer if useful for reference.	City Policy
ADM	159	DEPARTMENT WORK PLANS - Annual and other routine plans used to guide departmental work.	5 Years	City Policy
ADM	163	COUNCIL REFERRALS - Copies of referrals from City Council members seeking information on various topics routed through and coordinated by the City Manager's Office.	Until matter is closed and no longer needed for reference.	Record copy of these materials are retained by CMO.
ADM	176	SUBPOENAS - Requesting information on cases not involving the City.	2 Years	GC 34090
ADM	393	INTERNET DOMAIN NAME REGISTRATION AND MAINTENANCE RECORDS - Records documenting the registration and maintenance of the Department web site longer. domain names.	Expiration/renewal or 2 years whichever is	GC 34090 and City Policy
ADM	404	ACTIVITY REPORTS & LOGS - Records documenting routine activities on a periodic basis and not subject to other retention requirements in statute, regulation or policy.	2 Years	GC 34090
ADM	405	PARKING VALIDATION RECORDS - Logs and other records documenting the validation of parking for visitors. for accounting records--may be used in audits.	4 Years	Consistent with Finance Department schedule
ADM	561	SCHEDULES AND CALENDARS - Routine appointment calendars and work schedules.	2 years	GC 34090

ADM	562	SUPPLIES INVENTORY MANAGEMENT RECORDS – Inventories and other records documenting the management of office and other work supplies, excluding hazardous materials or any other materials subject to other retention requirements.	Superseded + 2 years	GC 34090
ADM	563	PUBLIC RECORDS ACT REQUESTS AND RESPONSES - Includes original requests and responses, copies of materials supplied to the requestor, background documentation, and tracking information.	2 Years GC 34090	
ADM	565	RECORDS DESTRUCTION DOCUMENTATION - Records documenting the destruction of records according to approved records retention schedules.	2 Years	GC 34090
ADM	566	REFERENCE FILES - Articles, brochures, reports, news clippings, downloaded or web pages, and other non-record materials for reference. retained for informational purposes only.	Until no longer useful for reference	These are not records and are not subject to retention requirements beyond their usefulness for reference.
ADM	568	CONVENIENCE COPIES - Copies of documents and/or files for which the official copy of record is retained elsewhere.	Until no longer useful for reference but no longer than the official copy of record	GC 34090.5
ADM	569	DRAFTS AND WORKPAPERS - Drafts of documents and files not ordinarily retained in the normal course of business including but not limited to notes, raw data, raw video footage and other materials collected and created during the course of finalizing a record.	Until superseded or no longer needed for reference	These are not records and are not subject to retention requirements beyond their usefulness
ADM	572	PROGRAM AND PROJECT PROPOSALS - Proposals for new programs and projects including but not limited to project/program descriptions, preliminary plans, estimates of resources required, projected schedules, and supporting documents, but excluding any such records that are retained in other specific records series. See series #388 and #570 for proposals that are part of grant applications.	2 Years	GC 34090

Boards Commissions and Committees

Section	Series #	Title and Description	Retention	Basis of Retention
BCC	164	COMMISSIONS, BOARDS, & COMMITTEES (COUNCIL APPOINTED) MEETING FILES - Minutes and other meeting related records excluding drafts, convenience copies, and documents covered by other retention schedules.	PERMANENT	GC 34090
BCC	165	COMMISSIONS, BOARDS & COMMITTEES (COUNCIL APPOINTED) ADMINISTRATIVE RECORDS - Including but not limited to project files, reports, notices, work plans, and correspondence of Council appointed commissions, boards, committees and other volunteer workgroups (e.g., taskforces).	5 Years	City Policy
BCC	166	COMMITTEES (ADMINISTRATIVELY APPOINTED) MEETING	Life of Committee+2	City Policy

		RECORDS - Minutes and other meeting related records of Council standing committees excluding drafts, convenience copies, and documents covered by other retention schedules.	Years	
BCC	167	COMMITTEES (ADMINISTRATIVELY APPOINTED) ADMINISTRATIVE RECORDS - Including but not limited to projects, reports, notices, work plans, and correspondence of administratively appointed committees, taskforces, and other volunteer workgroups.	5 Years	City Policy
BCC	571	AUDIO-VISUAL RECORDINGS OF MEETINGS - Audio and/or video recordings of meetings of commissions, boards, committees, and other City bodies that are required to create such recordings.	2 Years	GC 34090

Communications and Outreach

Section	Series #	Title and Description	Retention	Basis of Retention
C&O	154	CORRESPONDENCE AND COMMUNICATIONS, GENERAL - Communications of a general nature that are not retained in other specific records series or subject to specific records retention requirements in regulation or statute, including but not limited to correspondence, memos, message logs, notes, chronological files, bulletins, public inquiries, complaints and responses. Includes Prop 218 protests.	2 Years	GC 34090; GC 53753(e)(2)
C&O	155	PUBLICATIONS - Published by or for the City and intended for Public dissemination, including but not limited to books, brochures, event programs, invitations, advertising, flyers, pamphlets, newsletters, photos, videos, press releases, media releases, logos and banners.	Retain 1 copy PERMANENTLY	These records will have value for historical research.
C&O	386	PUBLIC HEARING AND OUTREACH RECORDS - Records documenting efforts to inform the public and gain input regarding proposed new and revised programs, services, requirements, plans, and other City activities, and including but not limited to meeting notices and advertisement, attendance records, presentation materials, and proceedings. Does not include records covered by series #164 and #166 or records of City Council or Council Committee meetings.	2 Years	GC 34090
C&O	567	MAILING/CONTACT LISTS - Includes electronic files such as spreadsheets, databases, and word processing documents, in addition to or in place of paper lists, that are updated on a basis or discarded when no longer continuous needed for reference.	Until superseded or obsolete.	These are not records and are not subject to retention requirements beyond their usefulness for reference.

Facilities & Equipment

Section	Series #	Title and Description	Retention	Basis of Retention
F&E	169	ARCHITECTURAL AND ENGINEERING DESIGN AND CONSTRUCTION RECORDS - Records documenting the planning, design, construction, and acceptance of architectural and engineering structures, and which are	Retain per with the Department of Public Works retention	City Policy

not convenience copies (see schedule.
Citywide General series # 568) of original records maintained
by the Department of Public Works.

F&E	398	FACILITY AND EQUIPMENT PERMITS - Permits required for operation of facilities and equipment required by state or federal agencies, excluding any such records which must be retained longer according to statute or regulation.	Life of permit + 2 years	GC 34090
F&E	574	EQUIPMENT MAINTENANCE RECORDS - Records documenting maintenance and repair services for equipment and vehicles, but excluding equipment managed centrally by another City department, and any equipment records that must be retained for longer periods according to specific statutes, regulations, or other legal requirements. Excludes records pertaining to underground storage tanks (see series #393 thru #397).	Equipment No Longer in Use +2 Years	GC 34090 and City Policy
F&E	575	EQUIPMENT INVENTORY AND MANAGEMENT RECORDS - assignments, replacement schedules and other records documenting management of equipment and vehicles excluding records for equipment managed centrally by another City department, for any equipment records that must be retained according to specific statutes or regulations.	Superseded + 2 Years	GC 34090 and City Policy Inventories,

Finance, Budget & Grants

Section	Series #	Title and Description	Retention	Basis of Retention
FIN	147	BUDGET PREPARATION RECORDS - Materials created and used by Departments when developing budget requests, including but not limited to proposal narratives, emails, memoranda, estimates, spreadsheets, notes, calculations, fees and rates models, and drafts.	Retain until no longer useful reference.	These are not records, but working files--the final budget requests are retained in the City for Manager's Office.
FIN	168	CONTRACTS, GENERAL - Service and other contracts, and any records (including insurance certificates) needed to document contract compliance and/or performance. Does NOT include design and construction contracts, Williamson Act contracts, or contracts for sale or other transfer of real property.	Term + 5 Years	CCP 337
FIN	170	PROCUREMENT AND PURCHASING RECORDS - Records documenting procurement and contracting activities not conducted by the Finance Department/Purchasing Division or involving capital construction including but not limited to Qualifications Based Selection, Requests for Proposal, Request for Qualifications, Request for Information, proposal evaluation forms, confidentiality agreements, conflict of interest forms, and unsuccessful bids.	4 Years	Consistent with Finance Department retention schedule
FIN	174	DEPARTMENT CHECKING ACCOUNT AND PETTY CASH RECORDS - Accounting records for receipt and disbursement of petty cash including but not limited to statements, reconciliations, deposit slips, cancelled checks, receipts, logs, and other documentation not copies of records maintained by Finance Department.	4 Years	City Policy
FIN	175	DEPARTMENT CHECKING ACCOUNT SIGNATURE	Until Superseded+2 Years	GC 34090

AUTHORIZATIONS.

FIN	245	CELLULAR PHONE PAYMENT TRACKING RECORDS - Records documenting the payment of cellular phone bills.	2 Years	GC 34090
FIN	323	PROPERTY & LIABILITY INSURANCE POLICIES - Policies covering fire, theft, property damage, personal injuries, general liability, and other risk areas.	Expiration or supersession of policy or resolution of outstanding claims, whichever is longer, + 5 years	CCP 337
FIN	324	SUBROGATION RECORDS - All documents pertaining to subrogation of claims.	Last Payment +4 Years	CCP 338
FIN	387	GRANT AWARD AND MONITORING RECORDS, AWARDED BY CITY - Records documenting grants that are awarded by the City to external entities and subsequent monitoring of use of the funds, compliance with grant agreements, and final effects of the grant.	Term of Grant + 5 Years	CCP 337
FIN	388	GRANT APPLICATIONS, UNSUCCESSFUL - Applications for grants which were not successful. Includes both applications to the City and by the City.	2 Years	GC 34090
FIN	570	GRANT PROJECT ADMINISTRATION RECORDS, RECEIVED BY CITY - Records documenting the administration of grant funded projects or programs, including but not limited to successful applications, plans, correspondence, reports, memoranda, emails, and project budgets. For unsuccessful applications, see series #388.	Final Activity +5 Years or Granting Agency's Retention Requirement, Whichever Is Longer	City Policy and Requirements of Granting Agency
FIN	576	REVENUE AND FEE RECEIPTS RECORDS - Records of revenue and fees received and their collection including but not limited to - consistent with Finance Department schedule receipts, receipt logs and registers, invoices, cash register tapes, correspondence, billing notices, and records of transfers to the Finance Department.	4 Years	City Policy

Human Resources

Section	Series #	Title and Description	Retention	Basis of Retention
HR	148	DEPARTMENT PERSONNEL FOLDERS - Records for individual employees, including but not limited to evaluations, outside work permits, licenses, certificates, emergency notification, and training certificates of classes attended, but excluding any materials for which the record copy is maintained by Human Resources (see series #568 Convenience Copies).	Term of employment +2Years	GC 34090 and City Policy
HR	149	EMPLOYEE TIME RECORDS - Records documenting the management of employee work time including but not limited to work schedules, time-off requests, and sign-out sheets, but excluding any materials for which the record copy is maintained by Human Resources or Finance (see series #568 Convenience Copies).	3 Years	LC 200 et seq.and CCP 338

HR	150	RECRUITMENT RECORDS - Records documenting the search for and recruitment of departmental staff, but excluding any materials for which the record copy is maintained by Human Resources (see series #568 Convenience Copies).	Recruitment completed or cancelled+4 years	GC 34090
HR	151	SUPERVISORY FILES, INFORMAL DISCIPLINE - All documents maintained by supervisor regarding informal discipline including but not limited to counseling memoranda, letters of reprimand, and notes.	2 Years	Title 29 CFR Part 1602.31, Subpart I
HR	152	SUPERVISORY FILES, FORMAL DISCIPLINE - All documents relating to formal disciplinary actions such as suspension, salary step reduction, demotion and dismissal.	Personnel Action +2 Years	Title 29 CFR Part 1602.31, Subpart I
HR	158	PROFESSIONAL ASSOCIATION MATERIALS - Copies of minutes, notes, correspondence, membership records, presentations and other materials associated with membership in work-related professional associations.	2 Years	GC 34090
HR	171	VOLUNTEER PROGRAMS ADMINISTRATIVE RECORDS - Complaints, schedules, weekly logs, sign-in sheets, memos, expense reimbursements, training schedules, training registrations.	2 Years	GC 34090
HR	172	VOLUNTEER FILES - Records documenting the service of and members of Council appointed bodies, including but not limited to waivers, applications, ethics forms, and key logs.	End of Volunteer Service + 3 Years	CCP 335.1 + 1 year individual volunteers
HR	173	VOLUNTEER CONTACT INFORMATION - Names, addresses, telephone numbers, and email addresses of volunteers and their designated emergency contacts.	Until Superseded	City Policy - This series does not constitute records, but is more in the nature of mailing list. - see series #567.

Safety, Health & Environment

Section	Series #	Title and Description	Retention	Basis of Retention
SAF	160	MATERIAL SAFETY DATA SHEETS (MSDS) - Written or printed material concerning a hazardous chemical which is prepared in accordance with OSHA regulations.	Hazardous chemical substance use discontinued + 30 years	8CCR3204(d)
SAF	161	EMERGENCY PREPAREDNESS - Department emergency plans, evacuation plans, phone trees, and other records relating to preparation for possible emergencies.	Until Superseded+2 Years	GC 34090
SAF	385	SECURITY VIDEO - Routine monitoring security videotapes and files.	1 Year	GC 34090.6
SAF	389	SAFETY AND HEALTH INSPECTION AND MONITORING RECORDS - Records documenting the inspection, monitoring, and results thereof of City facilities and equipment in regard to health and safety, including but not limited to inspection forms, hazard identification and correction forms, and other reports and follow-up documents, and excluding records pertaining to underground storage tanks (see series #394 thru #397).	3 Years	CCP 338, GC 911.2, GC 945.6, and 22 CCR 66265.15(d), 23 CCR 2712(b)
SAF	390	CONFINED SPACE ENTRY PERMITS - Records documenting	Permit	8 CCR 5157(e) and GC 34090

		the obtaining of permits to permit employees to enter confined spaces as defined by 8 CCR 5157.	cancellation +2 years	
SAF	391	SAFETY TRAINING RECORDS - Records documenting staff training regarding on-the-job safety.	Duration of GC employee trained or 2 years whichever is longer.	34090
SAF	392	AIR QUALITY RECORDS – Records documenting compliance with air quality requirements including but not limited to collected data, inspection logs, and reports.	5 Years minimum but data useful for long term studies may be retained longer as needed.	40 CFR 63.10(b)
SAF	394	UNDERGROUND STORAGE TANK WRITTEN PERFORMANCE CLAIMS - Records documenting manufacturer/installer claims of performance for release detection systems of underground storage tanks.	5 Years	23 CCR 2712(b)
SAF	395	UNDERGROUND STORAGE TANK CATHODIC PROTECTION MAINTENANCE RECORDS - Records documenting routine monitoring and maintenance of cathodic protection devices for underground storage tanks.	6.5 Years	23 CCR 2712(b)
SAF	396	UNDERGROUND STORAGE TANK ROUTINE MONITORING AND MAINTENANCE RECORDS - Records documenting routine monitoring and maintenance of underground storage tanks.	3 Years	23 CCR 2712(b)
SAF	397	UNDERGROUND STORAGE TANK REPAIR, LINING AND UPGRADE RECORDS - Records documenting repairs, overhauls, linings, modifications, upgrades and other substantive changes to underground storage tanks.	Life of Tank + 2 Years	23 CCR 2712(b) and GC 34090
SAF	399	RECORDINGS OF TELEPHONE AND RADIO COMMUNICATIONS - Routine daily taping and recording of telephone communications to and from City departments and all radio communications relating to the operations of departments.	100 Days	GC 34090.6
SAF	400	TOXIC SUBSTANCE EXPOSURE RECORDS - Records of exposure or possible exposure of an employee to a toxic substance or other harmful physical agent (e.g., asbestos, lead, including background data to environmental monitoring or measuring, biological monitoring records which are designated as exposure records, material safety data sheets or chemical inventory records indicating use and identity of a toxic substance or harmful physical agent, and related records.	Term of 29 employment +30 years	CFR 1910.1020 and 29 CFR 1901.1001
SAF	401	HAZARDOUS MATERIALS SPILL REPORTS - Records documenting the required reporting of hazardous materials spills to state and federal agencies excluding any such records that fall under series 403 Environmental Clean Up and Remediation Project Records.	5 years	18 USC 3282 and 28 USC 1658
SAF	402	HAZARDOUS MATERIALS SHIPPING PAPERS - Shipping manifests for hazardous materials shipped or received.	3 Years	49 CFR 172.201(e)
SAF	403	ENVIRONMENTAL CLEAN UP AND REMEDIATION RECORDS	PERMANENT	Department Policy

PROJECT RECORDS - Records documenting clean up and remediation efforts on sites identified as environmental hazards, including but not limited to correspondence, memos, reports, regulatory records, consultant records, design records, monitoring records, stipulations, order of consent, legal records, confirming investigation, environmental site assessment (ESA), remedial investigation feasibility study (RIFS), remediation action plan (RA), maintenance and monitoring plan, project closure notice (notice of remedial action or no further action (NFA) and other related records.

SAF	406	HAZARDOUS MATERIALS TRAINING RECORDS - Records documenting training provided employees in the use and handling of hazardous materials.	Closure of facility/operation or 3 years, whichever is longer (current staff). 3 years after leaving City service (former staff)	40 CFR 265.16 and 22 CCR6625.16(e)
SAF	564	VISITOR AND FACILITY ADMITTANCE LOGS - Sign-ins by visitors and other records that document entry of individuals into City offices and facilities.	2 Years	GC 34090
SAF	573	INCIDENT REPORTING AND INVESTIGATION RECORDS - Records documenting routine security or safety related incidents including but not limited to complaints, incident reports, accident reports, and investigation records, but excluding any records that must be retained according to specific statutes or regulations or which are covered by department specific retention schedules.	3 Years	CCP 338, GC 911.2, and GC 945.6

Economic Development

	Section	Series #	Title and Description	Retention	Basis of Retention
Economic Development	ALL	701	ECONOMIC DEVELOPMENT PROGRAM AND PROJECT ADMINISTRATION RECORDS - Records documenting the development and administration of economic development programs and projects such as corporate outreach, revenue generation, business improvement districts, and international outreach, including but not limited to correspondence, emails, plans, proposals, presentations, and memoranda.	2 Years	GC 34090
Economic Development	ALL	705	ENTERPRISE ZONE DESIGNATION RECORDS - Records documenting the application for and designation of the City as an Enterprise Zone, and all records required for maintenance of that designation including but not limited to plans required by state and federal regulations.	Life of Program + 5 Years	25 CCR 8463
Economic Development	ALL	706	ENTERPRISE ZONE EMPLOYER APPLICATIONS AND VOUCHERS - Applications from employers for certification of eligibility for Enterprise Zone tax benefits, records of approval or denial, and vouchers issued to the successful applicants.	5 Years	25 CCR 8463
Economic Development	ALL	710	WORKFORCE INVESTMENT ACT FUNDED PROGRAM RECORDS - All records, with exception of grant administration records, documenting programs funded under the Federal Workforce Investment Act including but not limited to Adult Program, Dislocated Worker Program, Youth Program, and Rapid Response Program.	3 years	29 CFR 97.42
Economic Development	ALL	711	GRANT ADMINISTRATION RECORDS - Applications, proposals, awards, agreements, correspondence, reports, performance tracking, plans, and other records documenting the administration of grants awarded by the Office. Does not apply to records documenting grants received by the Office (see series #570 of the Citywide General Records Retention Schedule).	5 Years	CCP 337
Economic Development	ALL	712	GRANT APPLICATIONS, UNSUCCESSFUL - Applications and proposals for grants which were not awarded by the Office, including applications, supporting materials, and materials documenting reasons for the decision not to fund and the communication of the decision to the applicant.	2 Years	GC 34090
Economic Development	ALL	713	PUBLIC ART PROJECT RECORDS - Records documenting the planning and administration of projects to commission public works of art, including but not limited to plans, proposals, RFP's, selections, designs, presentations, correspondence, reports, and marketing materials. Excludes original contracts (see Citywide General Records Retention Schedule series #168 and #169).	2 Years	GC 34090 – Materials related to design and construction are convenience copies of records retained by Public Works.
Economic Development	ALL	714	PUBLIC ARTWORK CURATORIAL RECORDS - Series documenting the acquisition, care, maintenance, repair, restoration, provenance, and, if applicable, transport, removal, or destruction of individual works in the City's collection of public artwork.	PERMANENT	Department Policy
Economic Development	ALL	715	EVENT PRODUCTION RECORDS - Records documenting the planning and production of City public events, including but not limited to proposals, correspondence, reports, insurance, and	2 Years	GC 34090

marketing materials. Excludes original contracts (see Citywide General Records Retention Schedule series #168).

Economic Development	ALL	716	SPONSORSHIP RECORDS - Records documenting the negotiation and development of sponsorship partnerships between the City and businesses including but not limited to correspondence, proposals, plans, and reports. Excludes original contracts (see Citywide General Records Retention Schedule series #168).	2 Years	GC 34090
Economic Development	ALL	717	EVENT PERMITTING AND COORDINATION RECORDS - Records documenting the process of approving/denying public event permits and providing coordination services to permit holders, including but not limited to applications, approval/denial notices, correspondence, plans, and other records documenting the administration of the public event permit program.	2 Years	GC 34090
Economic Development	ALL	718	AUDIO-VISUAL RECORDS - Photographs, sound recordings, video, artwork and other audio or visual records not retained elsewhere by the City documenting City-produced events or created for marketing and other uses.	PERMANENT	These records may be historical and can be useful for research, publications, presentations, and exhibits.
Economic Development	ALL	719	CULTURAL PROGRAM AND PROJECT ADMINISTRATION RECORDS - Records documenting the development and administration of cultural programs and projects such as arts education, neighborhood arts, and public arts, including but not limited to correspondence, emails, plans, proposals, presentations, and memoranda.	2 Years	GC 34090
Economic Development	Real Estate	627	REAL PROPERTY, ACQUISITIONS	PERMANENT	GC 34090-34097
Economic Development	Real Estate	628	RELOCATION - 30- & 90-Day Notices, Relocation Referrals, Relocation Plans, Claims, Expenses, Negotiations	PERMANENT	
Economic Development	Real Estate	629	APPRAISALS - (Land Not Purchased) - Preliminary Development Site Selection Cost Validation, Appraisal	PERMANENT	CCP 320
Economic Development	Real Estate	630	PROPERTY DISPUTES - Claims, Correspondence, Cases	PERMANENT	
Economic Development	Real Estate	631	TITLE REPORTS	PERMANENT	GC 34090-34097
Economic Development	Real Estate	632	TELECOMMUNICATIONS CONTRACTS – Active assignments and contracts for placement of privately owned telecommunications equipment on City-owned property; correspondence, agreements currently under negotiation and executed contracts which have not expired	2 Years following termination of contract	
Economic Development	Real Estate	633	TELECOMMUNICATIONS CONTRACTS - Terminated/expired assignments and contracts for placement of privately owned telecommunications equipment on City-owned property with all facilities since removed from City property; correspondence and agreements/contract.	2 Years following termination of contract	

Economic Development	Real Estate	634	PROPERTY RELATED CORRESPONDENCE - Acquisition, Appraisal, City Attorney, City Manager, Council Memos, General Information, Redevelopment Agency and Relocation.	3 Years
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Environmental Services

	Section	Series #	Title and Description	Retention	Basis of Retention
Environmental Services	Integrated Waste Management	442	INTEGRATED WASTE MANAGEMENT PROJECT AND PROGRAM FILES - Records retained for programmatic purposes that document the development and administration of Integrated Waste Management programs and projects such as recycling, zero waste, and waste prevention including but not limited to correspondence, emails, plans, proposals, presentations, and memoranda, but excluding any records required to be retained longer under any grant agreement.	2 Years	GC 34090
Environmental Services	Integrated Waste Management	443	SOLID WASTE PLAN WORKING FILES - Documents, files, and data created or collected during the development of Solid Waste Plans required by the California Waste Management Act.	Until next plan revision or 2 years whichever is longer	GC 34090 and Department Policy
Environmental Services	Integrated Waste Management	444	SOLID WASTE PLANS - Planning documents required by the California Waste Management Act including the Source Reduction and Recycling Element, and the Household Hazardous Waste Element.	PERMANENT	Department Policy
Environmental Services	Integrated Waste Management	445	GARBAGE AND RECYCLING RATES HISTORY - Records documenting the rates for garbage and recycling services over time.	30 Years	Department Policy
Environmental Services	Integrated Waste Management	446	GARBAGE RATE ASSISTANCE PROGRAM RECORDS - Records documenting the receipt and review of applications by City residents for assistance with garbage rates, actions to award or deny those applications, and eligibility audits.	Renewal or termination of assistance + 2 years	GC 34090
Environmental Services	Integrated Waste Management	447	CONSTRUCTION AND DEMOLITION DIVERSION DEPOSIT PROGRAM RECORDS - Materials documenting the receipt and refund of construction and demolition diversion deposits, or the transfer of those funds to the City if not reclaimed by the depositor.	Refund or Transfer + 4 Years	Consistent with Finance Department accounting records retention.
Environmental Services	Water Pollution Control Plant	430	WATER QUALITY MONITORING REPORTS – Water quality reports including but not limited to Monthly Self-Monitoring, Water Recycling Quarterly Reclamation, and Treatment Reports.	PERMANENT	Department Policy
Environmental Services	Water Pollution Control Plant	435	WASTEWATER MANAGEMENT RECORDS – Records documenting treatment and discharge of wastewater, including but not limited to treatment logs, backflow preventers, and storage.	Retain for term of current permit + 5 years. Data useful for longer term studies may be retained longer as needed.	40 CFR 122.41, 40 CFR 122.44, 18 USC 3282, 28 USC 2462, and Department Policy
Environmental Services	Water Resources	436	CUSTOMER-OWNED EQUIPMENT INSPECTION RECORDS, POTABLE WATER - Records documenting inspections of equipment such as backflow devices owned and operated by customers for potable water.	10 Years	

Environmental Services	Water Resources	437	GROUNDWATER MONITORING DATA - Results of monitoring and testing of groundwater quality.	5 Years	Department Policy
Environmental Services	Water Resources	438	WATER QUALITY RECORDS, POTABLE WATER - Records documenting the testing and treatment of potable and/or recycled water for the purposes of achieving and maintaining acceptable water quality.	12 Years	40 CFR 141.91 and Department Policy
Environmental Services	Water Resources	439	WATER ACQUISITION AND DISTRIBUTION RECORDS, POTABLE WATER - Records documenting the acquisition and distribution of potable water and the management of those activities.	7 Years	Department Policy
Environmental Services	Water Resources	440	RECYCLED WATER PERMITTING RECORDS - Records documenting the issuance and/or management of recycled water permits including but not limited to permittee inspections and testing, permittee reports, usage data, and communications.	Disconnection + 5 Years	Department Policy
Environmental Services	Water Resources	441	WATER DISTRIBUTION SYSTEM MAINTENANCE RECORDS - Records documenting preventative and/or repair related activities for potable and/or recycled water delivery systems or components thereof that are not covered by Citywide General series #574 Equipment Maintenance Records.	5 Years	Department Policy
Environmental Services	Water Resources	448	WATER CUSTOMER SERVICE POINT RECORDS - Records documenting service provided to and management of specific customer service points including but not limited to activation, deactivation, water usage, incidents, allocations, communications, and reports.	Life of service point +3 Years	Department Policy and CCP338 - consistent with Finance Department Utility Receivables Documents retention
Environmental	Water Resources	449	WATER DELIVERY SYSTEM INFRA-STRUCTURE DOCUMENTATION - Drawings, maps, and other descriptive documentation of the physical infra-structure of the potable and recycled water delivery systems.	PERMANENT	Department Policy
Environmental Services	Water Resources	450	RECYCLED WATER REPORTS - Reports regarding recycled water submitted to the State and self-inspection/self-monitoring reports.	PERMANENT	Department Policy
Environmental Services	Watershed Protection	451	NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) REPORTS - Reports submitted to the California Water Resources Control Board and to the US Environmental Protection Agency, including but not limited to annual reports, semi-annual reports, work plans, and special studies.	PERMANENT	Department Policy
Environmental Services	Watershed Protection	452	NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) - All materials documenting the Municipal Discharge of Stormwater.	Term of permit + 3 years	40 CFR 122.21 and Department Policy
Environmental Services	Watershed Protection	456	LABORATORY CERTIFICATION RECORDS - All materials documenting the application for and renewals of laboratory certification under the California State Environmental Laboratory Accreditation Program.	Term of current certification + 5 years	Department Policy and GC 34090
Environmental Services	Watershed Protection	457	PRETREATMENT SOURCE CONTROL PROGRAM (PSCP) RECORDS - Records documenting monitoring, inspections, and other activities relating to the enforcement of wastewater rules and regulations for industrial and critical users, including but not	Life of Inspected Entity +3 Years	40 CFR 403.12 and Department Policy

limited to inspection reports, correspondence, sampling, audits, laboratory analyses results, and logs.

Environmental
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LABORATORY RECORDS, MISCELLANEOUS - All materials associated with laboratory analyses NOT associated with any NPDES Permit or regulatory requirements and may include contracted or work for other departments or agencies, including but not limited to chain of custodies, laboratory results, and QA/QC data.

Date of analysis
+ 5 years

Department Policy

Finance

	Section	Series #	Title and Description	Retention	Basis of Retention
Finance	Accounting	291	FINANCIAL DATABASES - Financial Management System Receivable, Utility Billing, Business Tax	Indefinite	Department Policy (FMS), Payroll, Accounts
Finance	Accounting	292	ACCOUNTS PAYABLE - Invoice Entry Files, Petty Cash Edit Accruals, Stop Notices, Vendor Maintenance (Forms, Contract Copy, W-9s), Refunds, Encumbrance JV Edit Lists, Sales & Use Tax Returns, 1099 Filings, Check Registers, Void Check Registers, Invoice	Final payment made + 4 Years	18CCCR1698, Department Policy and List, Statute of Limitations
Finance	Accounting	293	STATIONARY CONTROL FILES - Cash Receipt Books	2 Years	GC 34090
Finance	Accounting	299	GENERAL LEDGER - Subsidiary Records, Ledger Reports	PERMANENT	Department Policy
Finance	Accounting	300	GENERAL LEDGER SUPPORT - Support Documentation, Journal Vouchers, Cash Journal Vouchers	4 Years	Department Policy
Finance	Accounting	301	RECONCILIATION FILES - Fund/Program Reconciliations	4 Years	Department Policy
Finance	Accounting	302	YEAR END FINANCIAL STATEMENTS & REPORTS - Financial Statements, Comprehensive Annual Financial Statements (CAFR), State Controller Annual Financial Reports, Audit Publications	PERMANENT	Department Policy
Finance	Accounting	303	YEAR END FINANCIAL STATEMENTS & REPORTS - Financial Statement Work papers, Audit Work papers	10 Years	Department Policy
Finance	Accounting	304	PAYROLL - Withholding & Deductions, Allowances, Direct Deposit Applications, File Maintenance Request from Departments, Deferred Compensation Records (documentation regarding a portion of leave balances being applied to deferred compensation), Imputed Vehicle Files (records related to vehicle or vehicle allowances provided to City employees/officials as a benefit).	4 Years	29CFR516.5 and 29 USC 211
Finance	Accounting	305	PAYROLL - Workers' Compensation Supplemental Pay Authorization, Workers' Compensation Disability Hours/Adjustment Authorization, Deferred Vested Employee Files, Time Sheets, Time Card Adjustments, Garnishment Records	50 Years	Department Policy
Finance	Accounting	307	INCOME TAX FILES - W-2s, 1099s, W-9s, DE-4s, W-4s	Superseded+4 Years	26CFR31.6001-1 26 USC 6001
Finance	Accounting	308	BUDGET - Cost Allocation Plans including work papers	Completion of Single Audit+4 Years	OMB A87 Circular (Federal Government) and Department Policy
Finance	Accounting	311	GRANTS - Federal Grants, State Grants, Local Grants - Contract, Reports, Disbursements, Revenue Payment or Granting	4 Years Past Final Agency's Retention Requirement, Whichever is Longer	Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments for Feral Grants and other grants incorporating these standards & Granting Agency Requirements
Finance	Accounting	314	DISTRIBUTED TAXES - (Gas, Property, Cigarette, Sales, Federal, State, County) - Support Documentation (Forms,	4 Years	Department Policy

			Reports, Spreadsheets)		
Finance	Accounting	315	MANDATED OR REQUIRED REPORTS - Annual Street Report (Streets & Highway Code Sections 2151-2155)	5 Years	Streets & Highways Code Section 2151-2155 and Department Policy
Finance	Accounting	316	EQUIPMENT INVENTORY - Support Documentation (Grant Deeds, Title Policies, Fixed Assets Accounting Transactions, Physical Inventories and Certifications)	2 Years from Completion of Annual Inventory	GC 34090
Finance	Accounting	317	FIXED ASSET DATABASE	Superseded +2 Years	GC 34090
Finance	Accounting	322	UTILITY & ASSESSMENT DISTRICT BILLING - Lien Docs (System Reports, Correspondence), File Maintenance (Property Ownership Changes, Work Orders, Adjustments), Accounting (Bank Deposit Reconciliations, Write-Off Docs, Payment Stubs, Fund Reconciliations)	4 Years	Department Policy
Finance	Accounting	327	MANDATED OR REQUIRED REPORTS - Diesel Fuel Tax Return (and underlying information) (Rev & Tax Code Section 60205.5)	4 Years	Title 18 California Code of Regulations (CCR) Sections 1470 and 4901
Finance	Accounting	328	MANDATED OR REQUIRED REPORTS - Exempt Bus Operator Diesel Fuel Tax Return (Rev & Tax Code Section 60205)	5 Years	Department Policy
Finance	Accounting	329	MANDATED OR REQUIRED REPORTS - Report of Lobbyist Employer (Govt Code Section 86116)	5 Years from the date of the final report for the calendar year	Title 2 CCR Section 18615
Finance	Accounting	330	MANDATED OR REQUIRED REPORTS - Use Tax Return (18 Cal. Adm. Code Section 1685)	4 Years	18 CCR Section 1698 (and underlying information)
Finance	Debt Management	312	BONDS - Bonds issued by the City or entities established by the City, Debt for which City is obligor - Transcripts, Proceeds Disbursement Requests, Annual Cost Allocation Plans, Trustee Statements, Rebate Reports, IRS Tax Filings, 15c2-12 Filings, Final Bond Sizing & Pricing Reports	Term of Bond; +6 Years If bonds are refunded, the term of bonds is extended to the term of the refunding bonds	Federal Arbitrage Regulations or City of McFarland Financing Authority
Finance	Debt Management	313	BONDS - Bonds issued by the City* or entities established by the City, Debt for which City is obligor - Official Statements	PERMANENT	Department Policy or McFarland Financing Authority, or Redevelopment Agency.
Finance	Investment	295	BANKING - Cash Management - Debit & Credit Memos, Daily Cash Reports, Daily Cash Flow Pages	4 Years	Department Policy
Finance	Investment	296	BANKING - Bank Letters, Statements, Reconciliations, Deposit Slips, Department Checking Account Files	4 Years	Department Policy
Finance	Investment	310	INVESTMENTS - Income Allocation, Reconciliations, Quarterly Reports, Monthly Reports, Daily Reports, Weekly Reports	4 Years	Department Policy
Finance	Investment	321	SIGNATURE AUTHORIZATIONS for Financial Processes	Superseded +2 Years	GC 34090
Finance	Materials Management	366	SURPLUS FILES	5 Years	Municipal Code 4.16.050B

Finance	Materials Management	367	MOVES FILES	2 Years	GC 34090
Finance	Materials Management	368	EQUIPMENT - Non-vehicular - Replacement, Repairs, Operating Manuals	Life of Equipment +2 Years	GC 34090
Finance	Materials Management	369	EQUIPMENT - Non-vehicular (Radios, Tools, Pagers, etc.) Inventories	Superseded +2 Years	GC 34090
Finance	Materials Management	370	AUCTIONS - Advertising, Reports (not monies)	2 Years	GC 34090
Finance	Materials Management	372	RECORDS MANAGEMENT - Box Requests, Inactive Storage 2 Years Inventories, Transmittals		GC 34090
Finance	Materials Management	373	RECORDS MANAGEMENT - Approved Records Destruction Lists and Certificates	5 Years	Department Policy
Finance	Materials Management	374	RECORDS MANAGEMENT - Records Center Database	2 Years	GC 34090
Finance	Materials Management	375	HISTORIC RESOURCES - City Collections - Press Releases, Newspaper Articles and Notices, City Publications, City Newsletters, Proclamations, City Gifts, Artifacts, Gift Documents, Photos, Scrapbooks	PERMANENT	Department Policy
Finance	Materials Management	376	HISTORIC RESOURCES - Registrations, Receipts, Disposition Schedules, Disposition Lists and Certificates	5 Years	Department Policy
Finance	Materials Management	377	HISTORIC RESOURCES - City Gifts, Corporate Artifacts and Documents Database	PERMANENT	Department Policy
Finance	Materials Management	378	STORES - Requisitions, Receiving Lists, A/R Edit List, Inventories	2 Years	GC 34090
Finance	Materials Management	379	PRINT SHOP - Copy Requests, Logs	2 Years	GC 34090
Finance	Procurement	380	PURCHASING DOCUMENTS - Contracts, Purchase Order Files (service/product POs, open POs, Emergency POs), Purchase Requisitions, Requests for Proposals (RFPs), Requests for Quotes (RFQs), Requests for Information (RFI), Brand Name/Sole Source requests and determinations, Tax Exemption Status. Retention Schedules to initiate at document expiration date. Files to be purged on an annual basis.	4 Years	Department Policy
Finance	Procurement	381	SHIPPING AUTHORIZATIONS	2 Years	GC 34090
Finance	Procurement	382	UNSUCCESSFUL BIDS AND PROPOSALS	2 Years	GC 34090
Finance	Procurement	383	CREDIT CARDS - List of Employees with Credit Cards	2 Years	GC 34090
Finance	Procurement	384	VENDORS - Buyer's Edit List, Vendor Lists	2 Years	GC 34090
Finance	Revenue	294	FEE & TAX REVIEWS - (such as Landfill Tax, Transient	10 Years	Department Policy

	Management		Occupancy Taxes, Utility Users Taxes) - Support Documentation (Forms, Reports, Spreadsheets), Reports		
Finance	Revenue	297	SMALL CLAIMS COURT RECORDS – Collection Documentation	Final Payment Received+4 Years	Department Policy
Finance	Revenue Management	298	RECEIVABLES - Vouchers, Payment Batches and Support Documentation (Forms, Reports, Spreadsheets)	Final Payment Received+4 Years	Department Policy
Finance	Revenue Management	309	LOANS - Documentation for monies loaned by the City, Applications, Payment Schedules, Approvals	Final Payment +4 Years	Statute of Limitations
Finance	Revenue Management	318	BUSINESS TAX - Applications, Exemptions, Business Tax Close Out Files (for Firms no longer in Business)	4 Years	Statute of Limitations
Finance	Revenue Management	319	ASSESSMENTS - Support Documentation (Spreadsheets, Fee Schedules, Memos), Assignment of Fees, Rates	Final Payment +4 Years	Department Policy
Finance	Revenue Management	320	ASSESSMENTS - Assessor Maps, Annexation Documents	PERMANENT	Department Policy
Finance	Revenue Management	326	SANITARY AND STORM SEWER BILLING AND ASSESSMENT System Reports, File Maintenance, Annexation Reports and Maps, Payment Files, Refund Logs, Accounts Receivable Files and Reconciliations, Tax Roll Reports	4 Years	Department Policy
Finance	Revenue Management	731	UTILITY RECEIVABLE DOCUMENTS - Copies of documents sent to customers regarding billing for City utility services (water, sewer, and garbage pickup) including but not limited to invoices, late payment notices, notices of intent to record or assess garbage liens, and correspondence.	3 Years	CCP 338
Finance	Revenue Management	732	BUSINESS TAX DOCUMENTS - Copies of documents sent to customers regarding business tax assessment and collection including but not limited to invoices, late payment notices, delinquency notices, tax certificates, regulatory permits, and correspondence.	Current + 2 Years	CCP 338

Housing

	Section	Series #	Title and Description	Retention	Basis of Retention
Housing	Administration	188	HOUSING DEPARTMENT REPORTS, ROUTINE -Division Monthly, Bi-Monthly, Quarterly, City Service Area (CSA)	2 years	GC 34090
Housing	Administration	189	HOUSING DEPARTMENT REPORTS, OFFICIAL - Including but not limited to Consolidated Plan, Consolidated Action Plan & Evaluation Report (CAPER), Five-Year Housing Plan, RDA Five-Year Investment Plan, Housing Element	20 Years	Department Policy
Housing	Administration	190	ACCOUNTS PAYABLE DISBURSEMENTS - Includes all Housing Disbursements in Project Development, Rehab Construction, Single Family Loans, Grants, contracts.	Longer of life of Loan or Affordability Restrictions + 2 Years	Department Policy
Housing	Administration	194	DENIED TRANSACTIONS - All cancelled projects and applications, rejected RFP/RFQ, Ineligible petitions within Housing except CDBG program	2 Years	GC 34090
Housing	Asset Management	204	LOAN MONITORING & COMPLIANCE - Records documenting monitoring of housing development projects for compliance with program requirements, including but not limited to insurance, certification, income verification, property taxes, Housing Revenue Bond Monthly Statements, and other financial reports.	5 Years	CCP 337 + 1 year
Housing	Asset Management	205	LEGAL CUSTODY FILES - Supporting documentation the transfer of title for closed/paid off housing development project loans, including but not limited to deeds of trust, affordability restrictions, promissory notes, and loan documents.	Longer of life of Loan or Affordability Restrictions+ 7 Years	Department Policy
Housing	Asset Management	206	SINGLE FAMILY LOAN RECORDS - Records of loans and their repayment for single family homes, including but not limited to first time home buyers, second mortgages, Teacher Housing Program, and inclusionary for sale.	Longer of life of Loan or Affordability Restrictions + 12 Years	Department Policy
Housing	Community Development Block Grants	195	COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG) ADMINISTRATION RECORDS - Records documenting the application for, approval of, and administration of CDBG grants including but not limited to applications, agreements, financial folders, goal measures, activity reports, award letters, and background information (due diligence).	Term + 4 Years	24 CFR 570.506
Housing	Community Development Block Grants	196	COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG), DENIED APPLICATIONS - Unsuccessful applications for CDBG grants and related documentation such as correspondence	2 Years	GC 34090
Housing	Community Development Block Grants	197	COMMUNITY DEVELOPMENT BLOCK GRANTS PROGRAM AUDIT RECORDS - Records documenting HUD audits and	Final Report Issued + 3 Years follow-ups to HUD audits of the CDBG program.	24 CFR 44.10
Housing	Community	702	SMALL BUSINESS LOAN RECORDS - Records documenting	5 Years	13 CFR 307.13 and CCP 337

	Development Block Grants		loans to small business from the Revolving Loan Fund, including but not limited to applications, agreements, awards, reports, correspondence, and payments.		
Housing	Community Development Block Grants	703	SMALL BUSINESS LOAN APPLICATIONS, UNSUCCESSFUL - Applications for Small Business Loans which were not awarded, including supporting materials, reasons for the decision not to fund, and the communication of the decision to the applicant.	2 Years	GC 34090
Housing	Community Development Block Grants	704	SMALL BUSINESS TECHNICAL ASSISTANCE PROGRAM RECORDS - Correspondence, reports, plans, referrals, and any other records documenting the provision of technical assistance to small businesses.	2 Years	GC 34090
Housing	Community Development Block Grants	720	CONSTRUCTION LOANS/CONDITIONAL GRANTS ADMINISTRATION RECORDS - Records related to grants used for acquisition/rehabilitation of commercial property including public facilities and community centers, and secured by those properties.	Term or until paid in full + 5 years	24 CFR 570.503b.7.ii, CFR 570.505, and 570.506
Housing	Healthy Neighborhoods Venture Funds	918	HEALTHY NEIGHBORHOODS VENTURE FUNDS - Program Plans	Term +2 Years	GC 34090
Housing	Healthy Neighborhoods Venture Funds	919	HEALTHY NEIGHBORHOODS VENTURE FUNDS - Service Grants Approved - Applications, Agreements, Tracking of Payments, Goal Measures, Activity Reporting, Award Letters, Background Information Received (Due Diligence), Program Audit Reports and documentation.	Final Payment + 5 Years	Consistent with Citywide Records Retention Schedule Series #387 and #388
Housing	Homeless Services	192	GRANTS - Records grants provided to support homeless services including but not limited to Emergency Shelter Grants (ESG), Housing Opportunities for Persons with AIDS (HOPWA), Homeless Prevention and Rapid Re-Housing Program (HPRP) Housing Trust Fund and other HUD and City Programs. Documents include applications, contracts, financial, statistical, and any supporting records pertinent to an award.	Term of contract + 4 Years	24 CFR 574.530 & 576.65
Housing	Project Development	208	PROJECT DEVELOPMENT CONSTRUCTION RELATED RECORDS - Records pertaining to construction projects, including but not limited to plans, surveys, City clearances, releases, certifications, change orders, and draw requests.	Completion of Project and Notice of lien Completion + 10 Years	Department Policy and CCP 337.15
Housing	Project Development	209	PROJECT DEVELOPMENT APPLICATION RECORDS, INTERNALLY FUNDED - Records documenting the application for, review and approval of, and underwriting of housing development projects supported by City funding including Loan Committee Records.	Longer of life of lease or affordability restrictions + 5 Years	Department Policy and CCP 337
Housing	Project Development	210	PROJECT DEVELOPMENT APPLICATION RECORDS, EXTERNALLY FUNDED - Records documenting the application for, review and approval of, and underwriting of housing development projects supported by funding sources other than the City, including but not limited to the California Debt Limit	Longer of life of lease or affordability restrictions + 5 Years	Department Policy and CCP 337

			Allocation Committee (CDLAC) and the Tax Credit Allocation Committee (TCAC). Also includes Notifications of Funding Availability (NOFA) applications.		
Housing	Project Development	211	NOTIFICATIONS OF FUNDING AVAILABILITY (NOFA), APPLICATIONS NOT APPROVED - Applications for funding available for single and multi-family housing projects that were not approved including related NOFAs.	2 Years	GC34090
Housing	Rehabilitation	212	REHABILITATION SINGLE FAMILY LOANS UNDERWRITING - CALDAP, Home Improvement, Infill Housing, Mobile home Repair, Rental Housing Rehab, Housing Preservation Program, Emergency Repair, Other Loan Programs	Longer of life of Loan or affordability restrictions + 4 Years	Department Policy
Housing	Rehabilitation	213	REHABILITATION GRANTS - Paint, Lead, Rehab Funds, Emergency Repair Program	Completion of project +4 Years	24 CFR570.608
Housing	Relocation	214	PERMANENT RELOCATION	Final Payment + 3 Years	Cal. Code of Regs. And City Ordinance
Housing	Relocation	215	TEMPORARY RELOCATION	Final Report + 3 Years	Cal. Code of Regs. And City Ordinance
Housing	Relocation	216	FINANCIALS, RELOCATION - Federal Audits, Grant Support Documentation	Final Report + 3 Years	Cal. Code of Regs. And City Ordinance

Human Resources

	Section	Series #	Title and Description	Retention	Basis of Retention
Human Resources	All Divisions	461	EMPLOYEE SURVEYS	2 Years	GC 34090
Human Resources	All Divisions	462	EMPLOYEE SERVICES / PAYROLL SYSTEM	PERMANENT	Department Policy
Human Resources	Benefits	464	COMMUNICATION FILES - Employee Handbook, Plan Descriptions, Rate Sheets, Fact Sheets, EAP Communication Flyers, Insurance Certificates	PERMANENT	Department Policy
Human Resources	Benefits	465	PLANS - Medical, Dental, Vision, Life, Health In-Lieu, Long Term Care - Plans, Transaction Forms, Transaction Forms	Term of Plan +4 Years	Department Policy
Human Resources	Benefits	466	BENEFIT TRACKING, COBRAR APPLICATIONS - Cobra Applications	6 Years	Department Policy
Human Resources	Benefits	467	BENEFIT TRACKING, COBRA TRACKING DATABASE - Cobra Tracking Database	COBRA +6 years	Department Policy
Human Resources	Benefits	468	CATASTROPHIC ILLNESS TIME DONATION - Applications, Approvals, Donations, Conversions	2 Years	GC 34090
Human Resources	Benefits	469	EMPLOYEE ASSISTANCE PROGRAM - Counseling Case Files, Mediation Case Files, Drug Treatment Invoices	2 Years	GC 34090
Human Resources	Benefits	470	POLICIES - Provider and Consultant	Term of Contract +4 Years	Department Policy
Human Resources	Benefits	471	PERSONNEL BENEFIT FILES - Forms and Certificates (Insurance Enrollment and Cancellation, Proof of Alternate Coverage, Marriage, Divorce, Dependent Children Affidavit, Drop & Add Dependent, Legal Guardianship or Adoption, Deferral Change, Beneficiary)	Term of Employment +10 Years	Department Policy
Human Resources	Benefits	472	CLAIMS, LONG TERM DISABILITY - Long Term Disability	Term of Claim +30 Years	Department Policy - needed by Retirement
Human Resources	Benefits	473	CLAIMS, LIFE INSURANCE - Life Insurance	4 Years	Same as Finance Payables
Human Resources	Benefits	474	CLAIMS, PERSONNEL ACCIDENT INSURANCE - Personnel Accident Insurance	2 Years	GC 34090
Human Resources	Benefits	475	REPORTS - Performance, Utilization, Activity	4 Years	Department Policy
Human Resources	Benefits	476	UNEMPLOYMENT INSURANCE - Quarterly Wage Reports, Billings, Fund Transfers, Invoices	4 Years	22CCR1085-2(c)
Human Resources	Compensation	477	COMPENSATION & STUDIES - incl. Reallocation and job analysis documentation, pay equity studies and related salary surveys, and other related data and analysis documents	5 Years	Department Policy
Human Resources	Compensation	478	MAJOR (MULTIPLE CASE) COMPENSATION & CLASSIFICATION STUDY SUMMARY DOCUMENTS - recommendations, summary data on class/pay changes, and	10 years	Department Policy

			applicable Council/Commission memos		
Human Resources	Compensation	479	CLASSIFICATION SPECIFICATIONS	5 years	Department Policy
Human Resources	Compensation	480	PAY PLANS	15 Years	Department Policy
Human Resources	Deferred Compensation	481	Quarterly financial reports, annual investment review, payroll interfaces	10 years	Federal Treasury Guidelines
Human Resources	Deferred Compensation	482	DEFERRED COMPENSATION COMMITTEE - Agendas, Minutes	PERMANENT	GC 34090
Human Resources	Deferred Compensation	483	Deferred Comp plan enrollments, contribution & investment changes, distribution requests	10 years	GC 34090
Human Resources	Deferred Compensation	484	457 Plan documents: Voluntary and PTC plans	Superseded +2 Years	Department Policy
Human Resources	Employment	485	PERSONNEL FILES - Full-Time, Part-Time - Personnel Action Notices (Appointment, Separation, etc.), Appraisals, Employee Years Record Mod. Requests, Name Change Forms, Management Performance Forms, Leave Forms (Family, Medical, Military, Etc.), Exit Checklist, City Driving Permits/Transportation Request Form	Term of Employment +10 Years	Department Policy
Human Resources	Employment	486	PERSONNEL FILES - Hourly Employees, Seasonal Employees - Exit Checklist	Term+5 Years Requirements	Federal and State Tax Retention
Human Resources	Employment	487	PERSONNEL FILES - Temp, Rehire of Retirees - Appointments, Appraisals, Memos, Exit Checklist	Term+5 Years	Federal and State Tax retention requirements
Human Resources	Employment	488	POSITION / SECTION CHANGES - Completed Forms	2 Years	GC 34090
Human Resources	Employment	489	EXIT INTERVIEWS - Completed Interview Forms	2 Years	GC 34090
Human Resources	Employment	490	I-9 FORMS - Less than 3 Years employment	later of hire date + 3 years	8CFR274a.2
Human Resources	Employment	491	I-9 FORMS - 3+ years employment	Termination+1 Year	8CFR274a.2
Human Resources	Employment	492	NEW EMPLOYEE ORIENTATION - Packet, Presentation	2 Years	GC 34090
Human Resources	Employment	493	PARKING PERMITS - Applications, Logs	2 Years	GC 34090
Human Resources	Health and Safety	494	EMPLOYEE MEDICAL FILES - Fitness for Duty Evaluations, Physicals, Pre-employment Medical History (not hired) statements and exams	Term of Employment +30 Years	8CCR 3204(d)(1)(a)
Human Resources	Health and Safety	495	HEALTH SERVICES TRACKING SYSTEM	Term of Employment +30 Years	8CCR 3204(d)(1)(a)
Human Resources	Health and Safety	496	ERGONOMICS - Evaluations, Equipment Orders	10 years	GC 34090
Human Resources	Health and Safety	497	RETURN-TO-WORK - Completed Forms, Correspondence	5 Years	GC 34090

Human Resources	Health and Safety	498	SAFETY OFFICER RECORDS - Injury and accident investigation reports, correspondence, notices	2 Years	GC 34090
Human Resources	Health and Safety	499	SAFETY COMMITTEE - Agendas, Minutes, Packets	2 Years	GC 34090
Human Resources	Health and Safety	500	INJURY & ILLNESS PREVENTION PLANS (IIPP)	Current Version+1 Version Back	8CCR3203(a)(7), 8CCR3203(b)(2) & Department Policy
Human Resources	Health and Safety	501	HAZARDOUS IDENTIFICATION AND CONTROL - Databases - Hazards, Information & Corrections	3 Years	Department Policy
Human Resources	Health and Safety	502	REGULATORY COMPLIANCE - Reports, Correspondence, Surveillance Documents	5 Years	Department Policy
Human Resources	Health and Safety	503	OSHA COMPLIANCE - Inspections & Audits	5 Years	Department Policy
Human Resources	Health and Safety	504	DRIVERS - Drivers' Log, Certification, Driver Proficiency, Drug-Alcohol Testing, Copies of Licenses	4 Years	Term of License
Human Resources	Health and Safety	505	EMPLOYEE DOT DRUG TEST RECORDS, NEGATIVE AND CANCELLED TESTS - Negative and Cancelled Tests	2 Years	49 CFR 382.401, 49 CFR 40.333, and GC 34090
Human Resources	Health and Safety	506	EMPLOYEE DOT DRUG TEST RECORDS - Positive Tests, Refusals, EBT Calibrations, SAP Evaluations and Referrals, Retesting Requests, Notices	5 Years	49 CFR 382.401 and 49 CFR 40.333
Human Resources	Health and Safety	507	EMPLOYEE DOT DRUG TEST RECORDS COLLECTION RECORDS - Collection Records	2 Years	GC 34090
Human Resources	Health and Safety	509	FMLA MEDICAL CERTIFICATION	6 years	Federal Law
Human Resources	Recruitment	510	APPLICATIONS, RESUMES - Not Hired	4 Years	GC 34090; 29CFR1627.3
Human Resources	Recruitment	511	TESTING - Oral Boards, Interview Questions, Applicant Screening and Assessments, Proctor's Instructions	4 Years	GC 34090; 29CFR1627.3
Human Resources	Recruitment	512	ELIGIBLE LISTS, QUALIFIED CANDIDATES GROUPS - Applications/resumes, eligible lists/qualified candidate group spreadsheets, requisition forms, certification forms	4 Years	GC 34090; CA Labor Code 1197.5(d)
Human Resources	Recruitment	514	JOB REQUESTS - Temporary Unclassified	4 years from expiration date	GC 34090
Human Resources	Recruitment	515	ON-LINE APPLICATIONS SYSTEM	4 years	Department policy
Human Resources	Recruitment	516	POSITION SPECIFIC ASSESSMENT RECORDS - Assessment plan, application/supplemental questionnaire rating sheets, interview questions, rating sheets, rater notes, reference check forms, record of candidate notification, offer letter	4 Years	29CFR 1627.3, CPM 10.01.14
Human Resources	Recruitment	517	EXAMINATION HISTORY RECORDS - job analysis, written examinations and answer keys, written exam item analyses, oral/practical exams and scoring criteria, proctor instructions, Scoring reports, correspondence regarding issues pertaining	5 years	GC 34090, 29CFR 1627.3

			to recruitment		
Human Resources	Recruitment	518	APPLICANT FLOW DATA - ethnic/gender distribution of test Results	5 years	EEOC
Human Resources	Training	519	CATALOGS - Listing of Classes Offered to City Employees	PERMANENT	Department Policy
Human Resources	Training	520	PLANNING - Needs Assessments, Training Plans, Standards, Curriculum	2 Years	GC 34090
Human Resources	Training	521	COURSE MATERIALS - Videos, DVDs, audio	10 years	GC 34090
Human Resources	Training	522	TRAINING REGISTRATION DATABASES	PERMANENT	GC 34090
Human Resources	Workers Compensation	523	WORKERS' COMPENSATION - Claims - Applications, Payment Records, Release to Work	File Closed+10 Years	Department Policy
Human Resources	Workers Compensation	524	WORKERS' COMPENSATION - Future Medical Awards	File Closed+10 Years	Department Policy
Human Resources	Workers Compensation	525	WORKERS' COMPENSATION - Misc. items to include: RFPs, Audits, Actuarial Studies	10 years	Department Policy
Human Resources	Workers Compensation	526	WORKERS' COMPENSATION INFORMATION SYSTEM - database containing all Workers' Compensation cases	PERMANENT	Department Policy

Information Technology

	Section	Series #	Title and Description	Retention	Basis of Retention
Information Technology	ALL	683	USAGE AND MONITORING RECORDS - Records documenting details and/or summaries of the use of City computer resources including login files, system usage, and internet usage.	2 Years	GC 34090
Information Technology	ALL	684	USER ACCESS RECORDS - Records indicating levels of access permitted to individual users and groups of users.	Superseded or Obsolete + 2 Years	GC 34090
Information Technology	ALL	685	DISASTER PREPARATION AND RECOVERY PLANS - Plans detailing steps for responses to and recovery from disasters and threatened or actual loss of data.	Superseded or Obsolete + 2 Years	GC 34090
Information Technology	ALL	686	INFORMATION TECHNOLOGY MASTER PLAN - Plan used to guide overall direction and development of information technology for the City.	Superseded or Obsolete + 5 Years	Department Policy
Information Technology	ALL	687	HARDWARE AND SOFTWARE DOCUMENTATION AND MAINTENANCE RECORDS - Manuals, warranties, maintenance logs, and any other records documenting the operation and use of IT hardware and software. Excludes documentation of repairs on end user computers and any other equipment located in department offices.	No Longer in Use + 2 Years	GC 34090
Information Technology	ALL	688	SYSTEM AND DATA DOCUMENTATION - Records documenting systems and data including but not limited to network diagrams, data dictionaries, flow charts, specifications, file layouts, source code, metadata, configurations, system change notices, and security records.	Superseded or Obsolete + 2 Years	GC 34090
Information Technology	ALL	689	TELEPHONE BILLING RECORDS - Telephone bills received and paid by the Information Technology Department. Does not include cellular telephone billing records--see Citywide General retention schedule Schedule series #245.	4 Years	Consistent with Finance Department
Information Technology	ALL	690	HARDWARE AND SOFTWARE INVENTORY RECORDS – Running inventories of hardware and software used to track locations, to whom assigned, and licensing information.	Superseded + 2 Years	GC 34090
Information Technology	ALL	691	DESIGN AND IMPLEMENTATION PROJECT FILES - Records created during the design and implementation of information technology systems and applications including but not limited to schedules, plans, tracking, analyses, proposals, draft documentation, evaluations and test results.	Obsolete + 2 Years	GC 34090
Information Technology	ALL	692	HARDWARE, SOFTWARE, AND SERVICES SELECTION AND ACQUISITION RECORDS - Records documenting all activities related to the selection and acquisition of IT equipment, software, and services including but not limited to requests for assistance from departments, research, approval requests, requests for information or proposals, proposal evaluations, non-disclosure forms, conflict of interest forms, and approvals.	4 Years	Consistent with Finance Department retention schedule

Information
Technology

ALL

693

INFORMATION TECHNOLOGY SERVICE REQUEST AND
RESPONSE RECORDS - Records documenting requests for
IT helpdesk, Call Center, and other services and the responses
thereto, including but not limited to helpdesk tickets, request
tracking information, communications, and descriptions/reports of
services provided.

2 Years

GC 34090

Mayor

	Section	Series #	Title and Description	Retention	Basis of Retention
Mayor	ALL	850	AUDIO-VISUAL RECORDS - Photographs, video, and other AV materials not maintained elsewhere in other City offices.	PERMANENT	Records will be useful for Historical research and exhibits.
Mayor	ALL	851	CALENDARS AND SCHEDULES - Records documenting upcoming and past events regarding the activities of the Mayor and senior staff.	End of Term(s) + 2 Years	GC 34090 - minimum 2-year retention
Mayor	ALL	852	PROJECTS/ISSUES - Records pertaining to specific projects or issues, including but not limited to correspondence, emails, memos, reports, plans, notes, and reference materials.	PERMANENT	Records will be useful for historical research.
Mayor	ALL	853	GENERAL CORRESPONDENCE - Communications, including attachments, excluding documents that are covered under other records series (e.g., Constituent Services), to and from individuals and organizations both within and without City government.	PERMANENT	Records will be useful for historical research.
Mayor	ALL	854	SUBJECT REFERENCE FILES - Informational materials including but not limited to clippings, brochures and pamphlets, copies of reports or other records for which the record copy is maintained elsewhere, and other items retained solely for reference value.	Until No Longer Useful for Reference	These materials consist solely of non-record materials and convenience copies.
Mayor	ALL	855	MEETINGS - Documents compiled or received in preparation for or during meetings of the City Council, Committees, or other official bodies, including but not limited to copies of notices, agenda, minutes, ordinances, resolutions, contracts, memoranda, reports, and reference materials.	Until No Longer Useful for Reference	These materials consist solely of non-record materials and convenience copies
Mayor	ALL	856	APPOINTMENTS - Records documenting the search for and appointment of individuals to serve on commissions, task forces, and other volunteer organizations.	End of Term(s) + 2 Years	GC 34090
Mayor	ALL	857	PROCLAMATIONS, SPEECHES, ADDRESSES, AND PRESENTATIONS - Text of formal proclamations, speeches, addresses, and presentations by the Mayor.	PERMANENT	Records will be useful for historical research and exhibits.
Mayor	ALL	858	INVITATIONS - Invitations received by the Office of the Mayor.	2 Years	GC 34090 - minimum 2 year retention
Mayor	ALL	859	CONSTITUENT SERVICES - Correspondence with constituents regarding specific complaints, requests for service, or other issues not including Public Records Act requests.	End of Term(s) + 2 Years	GC 34090 - minimum 2 year retention
Mayor	ALL	860	POLICY AND LEGISLATIVE DEVELOPMENT - Documents compiled during the development of new or revised policies and/or legislation.	PERMANENT	Records will be useful for historical created and/or research and exhibits. Drafts and other non-record materials may be weeded at any time.

Parks Recreation & Neighborhood Services

Section	Series #	Title and Description	Retention	Basis of Retention
Parks Recreation	910	COMMISSIONS - Agendas, Minutes, Reports, Recommendations	PERMANENT	GC 34090 Neighborhood
Parks Recreation	911	COMMITTEES - Agendas, Minutes, Reports, Recommendations	8 Years	Department Policy Neighborhood
Parks Recreation	912	FEE SCHEDULES	4 years	GC 34090 Neighborhood
Parks Recreation	915	RECEIVABLES - Deposits, Cash Receipts, Payments for Reservations, Cash Summary Logs, Fees (Entrance, Parking, Use), Cash Vouchers, Vending Machine Revenue, Video Machine Revenue	1 Year	Department Policy Neighborhood
Parks Recreation	917	GRANTS ADMINISTRATION - Funds Donated - Applications, Award Letters, Check Requests, Copies of Checks, Reports Received from Recipients, Correspondence	Final Payment +5 Years	Department Policy Neighborhood
Parks Recreation	921	DEPARTMENT TIMECARDS - Part-time Employee Timecards	7 Years	Workers Comp Regulations Neighborhood
Parks Recreation	922	MAILING LISTS - Citizens, Government Agencies, Community Groups, Project Contacts	2 years	Department Policy Neighborhood
Parks Recreation	923	PROJECTS - Notes, Task Lists, Timelines, Reports, Schedules, Background Materials, Work Orders, Logs, Data Management, Surveys	Completion of Project+2 Years	GC 34090
Parks Recreation	925	ACCIDENTS - Logs, Follow-up Documentation, Appeals, Correspondence, Investigation Notes and Reports, Visitor Accident Forms and Reports	5 Years	29CFR1904.6; 8CCR14307
Parks Recreation	926	INCIDENT REPORTS - Incidents Involving Visitors to the Parks, Written Reports Regarding Park Concerns	5 Years	29CFR1904.6; 8CCR14307
Parks Recreation	927	COMPLAINTS & CONCERNS - Written Complaints, Responses, Correspondence	2 Years	GC 34090
Parks Recreation	928	TAXES - Reports and Approvals, Revenue Collected, Allocation Reports	5 Years	Department Policy
Parks Recreation	929	USAGE STATISTICS & REPORTS	5 Years	Department Policy
Parks Recreation	932	VOLUNTEER PROGRAMS - Complaints, Schedules, Weekly Logs, Sign-In Sheets, Project Lists, Memos, Expense Reimbursements, Training Schedules, Training Registrations	2 Years	GC 34090
Parks Recreation	933	VOLUNTEER PROGRAMS - Waivers, Applications, Key Logs	Length of Service+2 Years	GC 34090
Parks Recreation	934	VOLUNTEER PROGRAMS - List of Volunteers and Emergency Contacts, Database of Participants	Length of Service +2 Years	Department Policy
Parks Recreation	935	SPECIAL EVENTS - Schedules, Participant Lists,	5 Years	Department Policy

Correspondence, Notices, Announcements, Expenses,
Agreements, Sponsorships, Donations

Parks Recreation	937	PROGRAMS - Work Plans, Correspondence, Training, Notes, Schedules, Program Reports	2 Years	GC 34090
Parks Recreation	939	PROGRAMS OFFERED - Announcements, Calendars, Catalogs, Class Changes, Notifications, Rosters, Sign-In Sheets, Reservations, Waivers, Vouchers, Scholarships	2 Years	GC 34090
Parks Recreation	940	MASTER PLANS - Parks, Trails, Community Centers, Regional Parks - Final Master Plans, Maps, Drawings, Photographs	PERMANENT	Department Policy
Parks Recreation	942	PROPOSALS - New Park Project Proposals, Feasibility Studies	20 years	Department Policy
Parks Recreation	944	COMMUNITY FACILITIES DEVELOPMENT – Developer Information	6 Years	Department Policy
Parks Recreation	945	COMMUNITY MEETINGS - Notices, Agendas, Minutes, Notes, Correspondence	2 Years	Department Policy
Parks Recreation	946	PARK DEDICATION IMPACT INFORMATION	5 Years	Department Policy
Parks Recreation	947	PARK DEDICATION IMPACT INFORMATION - Parkland Agreements	Term + 5 years	Department Policy
Parks Recreation	952	RECREATIONAL CENTERS - Staffing Schedules, Transportation Schedules, Visitor/Attendee Sheets, Special Events Calendars and Notices, Brochures	2 Years	GC 34090
Parks Recreation	955	RESERVATIONS - Facility, Fields, Courts, Equipment – Reservations, Scheduling, Fees Collected, Work Orders, Rental Agreements	2 Years	GC 34090
Parks Recreation	956	RECREATION EVENTS/CLASSES - Registration, Announcements and Flyers, Volunteer Lists, Teacher Lists, Waivers	2 Years	GC 34090
Parks Recreation	957	RECREATION EVENTS/CLASSES - Electronic Recreation System Database	2 Years	GC 34090
Parks Recreation	959	SPORTS PROGRAMS - Referee Contracts	Term of Contract+3 Years	Department Policy
Parks Recreation	978	PARKS / GOLF COURSES / GARDENS - Use Fees, Reservations, Schedules, Receipts, Insurance, Tournament Schedules, Participant Lists, Landscape Maintenance, Water Usage Records, Equipment Rentals	2 Years	GC 34090
Parks Recreation	979	PARKS / GOLF COURSES / GARDENS, LANDSCAPE PLANS	Term+2 Years	GC 34090
Parks Recreation	980	PARK RANGER MANAGEMENT RECORDS - Trails Assessments, Trails Actions, Monitoring Reports, Ranger Daily Logs, Roster of All Park Rangers, Program Files	2 Years	GC 34090; 29CFR1910.157

Parks Recreation	982	SURVEYS - Customer, Zip Code	5 Years	Department Policy
Parks Recreation	983	CONCESSIONS - Food & Equipment Inventories, DHS Inspection Reports, Remediation Action, Correspondence, Work Schedules, Cleaning Logs, Repair Schedules, Sales Receipts, Sales Reports	2 Years	GC 34090
Parks Recreation	986	FIRST AID STATIONS - Inventories of Supplies, Waivers, Signature Sheets for Medicine	2 Years	GC 34090
Parks Recreation	987	PARK RANGERS - Pre-Hire Background Checks - Hired and Not Hired	7 Years	Matches Police Retention
Parks Recreation	988	NEW EMPLOYEES - Equipment Assignments, Key List	Length of Assignment+4 Years	GC 34090
Parks Recreation	989	ENVIRONMENTAL HEALTH - Asbestos - Asbestos Testing, Reporting, Follow-up, Findings, Recommendations, Remediation, Notifications for all Park Facilities	30 Years	29CFR1910.1020(d); 29CFR1910.1001(m); HS25915
Parks Recreation	990	ENVIRONMENTAL HEALTH - Audits, Internal Inspections, Findings and Recommendations, Reports	Term + 2 Years	GC 34090
Parks Recreation	991	ENVIRONMENTAL HEALTH - Backflow Reports	2 Years	GC 34090
Parks Recreation	993	ENVIRONMENTAL HEALTH - Prop 65 Exemption Letters, TSCA Exemption Letters	Term of Exemption +2 Years	GC 34090
Parks Recreation	994	INSPECTIONS - Playground Inspection Forms and Reports, Fire Extinguisher Inspection Forms and Reports, Park Regular Safety Checks	2 Years	GC 34090; 29CFR1910.157
Parks Recreation	995	INSPECTIONS - Regulating Agencies Correspondence, Reports, Recommendations	Completion of Recommendations +2 Years	GC 34090
Parks Recreation	996	NATURAL RESOURCES MANAGEMENT - Quarterly & Annual Reports to Fish and Game Agency, Interaction Reports, Domestic Waterfowl Control Documentation, Animal Control Documentation	2 Years	GC 34090
Parks Recreation	997	NATURAL RESOURCES MANAGEMENT - Vegetation Management, Routine Maintenance Schedules, Correspondence, Monitoring Reports	2 Years	Department Policy
Parks Recreation	1000	WATER - Public Water Monitoring and Testing Data	30 Years	29CFR1910.95(m)
Parks Recreation	1001	WATER - Storm Water Monitoring and Runoff - Field Data Forms, Reports	5 Years	Department Policy
Parks Recreation	1002	PERMITS - Parks, Golf Courses, Gardens, Zoos – Alcohol Beverage, Wastewater, Irrigation Discharge, Fish & Game, Development	Term of Permit +2 Years	GC 34090
Parks Recreation	1003	PESTICIDE APPLICATORS PROFESSIONAL ASSOCIATION - Licenses, Training Logs	Term+2 Years	GC 34090

Parks Recreation	1004	PESTICIDES - Chemicals Used at Facilities and on Park Grounds - Storage, MSDS, Disposal, Profiles	30 Years	29CFR1910.1020(d), 8CCR3204 & Department Policy
Parks Recreation	1005	PESTICIDES - Inventories, Spraying Schedules, Purchase Authorizations, Inspections, Manifests, Permits and Material Plans	5 Years	Department Policy
Parks Recreation	1006	PESTICIDES - Training Logs, Licenses, Medical Waivers, Pesticide Control Applicator Cards	5 Years	Department Policy
Parks Recreation	1007	SAFETY MEETINGS - Tailgate Safety Training, Biweekly Meetings	5 Years	OSHA Requirement
Parks Recreation	1008	FACILITIES - Facility Inventories	15 years	GC 34090
Parks Recreation	1009	FACILITIES MAINTENANCE RECORDS - Custodial Services, Regular Maintenance, Routine Building and Equipment Inspections, Checklists, HVAC Records, Key Logs, Rosters, Pest Extermination	2 Years	GC 34090
Parks Recreation	1010	FACILITIES - Plans and Drawings, As-Built, Repair Records	Life of Structure +2 Years	GC 34090
Parks Recreation	1011	FACILITIES - Work Orders - Requests for Service, Cost Sheets,	2 Years Logs	GC 34090
Parks Recreation	1012	EQUIPMENT - Apparatus Daily & Monthly Inspections	2 Years	GC 34090
Parks Recreation	1013	EQUIPMENT - Repair Records, Operating Manuals, Maintenance Manuals, Annual Maintenance Reports	Life of Equipment +2 Years	GC 34090
Parks Recreation	1014	VEHICLE ASSIGNMENTS - Driver Identity Cards, Assignments	2 Years	GC 34090
Parks Recreation	1015	VEHICLES - DMV Records - License Plate Records, Lost License Plates, Licenses and Permits, Certificates	Term+4 Years	Department Policy
Parks Recreation	1016	VEHICLES - Accidents - Reports, Repairs, Damage Assessments	Case Closed +5 Years	GC 34090
Parks Recreation	1017	ANTI-GRAFFITI - Paint Supply Logs, Phone Logs of Requests, Applications, Schedules, Permission from Private Property Owners, Volunteer Lists, Training Records	2 Years	GC 34090
Parks Recreation	1018	PARKS USE - Permits, Deposits, Applications, Insurance and Deposit Receipts, Health Permits, Special Uses Notifications	Term of Permit +2 Years	GC 34090
Parks Recreation	1019	COMMUNITY MEETINGS - Notices, Agendas, Public Comments	2 Years	GC 34090
Parks Recreation	1020	PROGRAMS - Registrations, Schedule of Events, Work Regional, Neighborhood, Schedules, Volunteer Lists, Training Class Material, Roster of Attendees, Sign-In Sheets, Parent Release Forms, Waivers, Fees Collected, Records of Assigned Plots for Gardens	2 Years	GC 34090
Parks Recreation	1021	CAPITAL PROJECTS/RENOVATIONS - Schedules, Funding Receipts, Tracking of Expenses, Notices, Correspondence, Work Required and List of Activities	Completion +2 Years	GC 34090
Parks Recreation	1022	FACILITIES - Key Logs, Equipment Inventories	2 Years	GC 34090

Parks Recreation	1023	INSPECTIONS - Fire Extinguisher Inspection Forms and Reports	2 Years	GC 34090; 29CFR1910.157
Parks Recreation	1024	SAFETY MEETINGS - Tailgate Safety Training, Biweekly Meetings	5 Years	OSHA Requirement
Parks Recreation	1025	ENVIRONMENTAL HEALTH - Asbestos - Asbestos Testing, Reporting, Follow-up, Findings, Recommendations, Remediation, Notifications for all Park Facilities	30 Years	29CFR1910.1020(d); 29CFR1910.1001(m); HS25915
Parks Recreation	1026	ENVIRONMENTAL HEALTH - Audits, Internal Inspections, Findings and Recommendations, Reports	2 Years	GC 34090
Parks Recreation	1027	NATURAL RESOURCES MANAGEMENT – Vegetation Management, Routine Maintenance Schedules, Correspondence, Tree Monitoring Checks	Term of contract + 2 years	GC 34090
Parks Recreation	1028	NATURAL RESOURCE MANAGEMENT - Quarterly and Annual Reports to Fish and Game Agency, Interaction Reports, Domestic Waterfowl Control Documentation, Animal Control Documentation	Term of contract +2 Years	GC 34090
Parks Recreation	1029	NATURAL RESOURCE MANAGEMENT - Fish & Game Permits	Expiration Date +2 Years	GC 34090
Parks Recreation	1030	WATER - Public Water Monitoring and Testing Data	30 Years	29CFR1910.95(m)
Parks Recreation	1031	WATER - Soil and Ground Water Testing Results and Reports	PERMANENT	Department Policy
Parks Recreation	1032	WATER - Storm Water Monitoring and Runoff - Field Data Forms, Reports	5 Years	Department Policy
Parks Recreation	1033	WATER RIGHTS - Documentation	PERMANENT	Department Policy
Parks Recreation	1034	WORK ORDERS - Requests for Service, Cost Sheets, Logs, Repairs, Maintenance	2 Years	GC 34090
Parks Recreation	1035	TECHNICIAN'S LOG	2 Years	GC 34090
Parks Recreation	1036	PESTICIDES - Training Logs, Licenses, Medical Waivers, Pesticide Control Applicator Cards	5 Years	Department Policy
Parks Recreation	1037	PESTICIDES - Storage, MSDS, Disposal, Profiles	30 Years	29CFR1910.1020(d), 8CCR3204 & Department Policy
Parks Recreation	1038	PESTICIDES - Inventories, Spraying Schedules, Purchase Authorizations, Inspections, Manifests, Permits and Material Plans	5 Years	Department Policy
Parks Recreation	1039	HAZARDOUS MATERIALS - Inspection Violation Reports	5 Years	Department Policy
Parks Recreation	1040	PESTICIDE APPLICATORS PROFESSIONAL ASSOCIATION Licenses, Training Logs	Term+2 Years	GC 34090
Parks Recreation	1041	EQUIPMENT - Non-vehicular - Repair Schedules, Operating	Life of Equipment	GC 34090

		Manuals, Replacement Schedules	+2 Years	
Parks Recreation	1042	EQUIPMENT - Non-vehicular (Lawn Mowers, Weed Sprayers, Hedgers, etc.) - Asset Inventories	Life of Equipment +2 Years	GC 34090
Parks Recreation	1043	HORTICULTURIST DOCUMENTS - Tree Inventories, Complaints, Work Schedules, Pruning, Planting, Stump Removal	2 Years	GC 34090
Parks Recreation	1044	PARK DESIGN - Landscaping, Blueprints, Specifications, Markings, Signs	PERMANENT	GC 34090

Planning Building and Code Enforcement

	Section	Series #	Title and Description	Retention	Basis of Retention
PBCE	Building	580	BUILDING FILES - Documentation on every structure for which the City issues a building permit, including but not limited to Approved Applications, Permits, Plans, Evaluations, Plan checks, Alternate Materials, Non-Conforming Uses, Inspections, Complaints, Correspondence, Reports, Violations and Solutions, Correction Notices, Ledgers, Certificates of Occupancy, Condemnations, and Closures.	Life of Structure +2 Years	HSC 19850 and Department Policy
PBCE	Building	581	PLAN CHECKS, NO PERMIT ISSUED - Building permit applications that have been approved, but for which the applicant did not complete the application process and for which no permit was issued.	2 Years	GC 34090
PBCE	Building	582	BUILDING PERMIT APPLICATIONS, DENIED - Building permit applications received but were denied approval.	5 Years	Department Policy
PBCE	Building	583	SOIL REPORTS - Records of analysis of soil from proposed building sites.	PERMANENT	Department Policy
PBCE	Building	584	BUILDING DEMOLITION FILES - Records documenting the demolition of buildings including but not limited to correspondence and permits.	15 Years	Department Policy
PBCE	Building	585	APPEALED ENFORCEMENT CASE FILES - Inspection cases appealed to the Appeals Hearing Board including but not limited to reports, decisions, correspondence, and supporting documentation.	Life of Structure +2 Years	Department Policy
PBCE	Building	586	STATISTICS, CITATIONS GIVEN - Statistics of Sites Inspected, Citations Given, Appeals Heard	5 Years	Department Policy
PBCE	Building	587	STREETS / NUMERIC ADDRESSING / TRACT MAPS - Records documenting the naming and numbering of streets and addresses.	PERMANENT	Department Policy
PBCE	Code Enforcement	589	CASE FILES - Inspections, Complaints, Correspondence, Reports, Violations, Correction Notices, Photos, Administrative Citations (not appealed)	Case Closure +2 Years	Department Policy
PBCE	Code Enforcement	590	CODE ENFORCEMENT SYSTEM DATABASE - Inspections, Complaints, Correspondence, Reports, Violations, Correction Notices.	PERMANENT	Department Policy
PBCE	Code Enforcement	591	CODE ENFORCEMENT PHOTOGRAPHS - Digital images in the Code Enforcement System database.	Closure + 5 Years	Department Policy
PBCE	Code Enforcement	592	CITATIONS - Administrative Citations (appealed Citation only), Criminal Citations (Citation and associated case file)	Closure + 5 Years	Department Policy
PBCE	Code Enforcement	593	APPEALS HEARING BOARD - Cases, Resolutions, Agendas,	PERMANENT	GC 34090

Synopsis, Minutes, Packets, and Hearing Files

PBCE	Code Enforcement	594	APPEALS / HEARING OFFICER - Written decisions on appeals of Administrative Citations	PERMANENT	GC 34090
PBCE	Code Enforcement	595	STATISTICS, CITATIONS ISSUED - Statistics of Sites Inspected, Citations Issued, Appeals Heard	PERMANENT	Department Policy
PBCE	Code Enforcement	596	PERMITS - Multiple Housing Occupancy Permits, Off-Sale Alcohol, Abandoned Cart, Auto Dismantler, Auto Body, Waste Tire Program Renewals, Modifications and Changes	PERMANENT	Department Policy
PBCE	Code Enforcement	597	SOLID WASTE FACILITY PERMITS - Revisions, Amendments	PERMANENT	PRC 43209
PBCE	Code Enforcement	598	RECORDS - Certification, Correspondence, Training and other required documentation	PERMANENT	PRC 43209
PBCE	Code Enforcement	599	APPEALS / INDEPENDENT HEARING PANEL - Cases, Resolutions, Agendas, Synopsis, Minutes, Packets and Hearing	PERMANENT	PRC 43209
PBCE	Planning	650	PLANNING DATA AND PROJECTION FILES - Records of projections of growth-related activities in the City including but not limited to Construction Activity Projections, Vacant Land Inventory, Census Projections	PERMANENT	Department Policy - Historical Research
PBCE	Planning	651	GENERAL PLAN FILES - Records constituting the City's General Plan including but not limited to General Plan Amendments, Elements, Horizon 2000, 1987 Special General Plan Review, General Plan 2020, General Plan interpretations, Inter-City Jurisdictions; Boundary Adjustments.	PERMANENT	Department Policy - Historical Research
PBCE	Planning	652	AREA SPECIFIC PLANS - Published plans providing detailed information about specific neighborhoods or other geographic areas within the borders of the General Plan.	Retain 1 Copy PERMANENTLY	Department Policy - Citywide General Schedule
PBCE	Planning	653	PLAN WORKING FILES - Records produced during the creation of plans including but not limited to outlines, internal correspondence, notes, calculations, research materials, maps, and audio-visual materials, but excluding any drafts that would normally be discarded when superseded or the plan has been finalized.	2 Years	GC 34090
PBCE	Planning	654	PLAN IMPLEMENTATION FILES - Records created during the implementation of plans including but not limited to Development Review Procedures, Development Standards, Planned Community Implementation, Preliminary Review proposals, and design guidelines.	2 years	GC 34090
PBCE	Planning	655	DEVELOPMENT PROJECT FILES, APPROVED - Records created during the review and approval of proposed developments having enduring value for operational and historical research including but not limited to Zonings, Planned Development Permits, ABC Permits, Subdivision Maps, Development Agreements, Annexations, Williamson Act files, Site Development Permits, Conditional and Special Use,	PERMANENT	Department Policy - Historical Research

Cluster Permits, Exception Permits, TM Permits, Adjustments, and Variances.

PBCE	Planning	656	DEVELOPMENT PROJECT FILES, NON-PERMANENT - Records created during the review of proposed developments that do not amend the underlying land use permit and that do not have long-term value for research, including but not limited to Tree Removal (TR) Permits and Administrative Permits.	2 years	GC 34090
PBCE	Planning	657	DEVELOPMENT PROJECT FILES, UNAPPROVED - Records created during the review of proposed developments that were not approved including but not limited to various permits and agreements.	20 Years	Department Policy
PBCE	Planning	658	ENVIRONMENTAL REVIEW FILES - Records documenting the conduct and results of environmental reviews including but not limited to Public and Private Project Exemptions, Re-uses, Negative Declarations, and Environmental Impact Reports (EIR's).	PERMANENT	Department Policy - Historical Research
PBCE	Planning	659	PROPERTY STATUS CORRESPONDENCE – Correspondence to public inquiries documenting the status of a particular property, including but not limited to Legal Non-Conforming Letters, ABC Letters, DMV Letters, Comprehensive Research Letters, RSL Letters (Basic Zoning & GP / Burn Down / Massage)	10 Years	Department Policy
PBCE	Planning	660	HISTORIC PRESERVATION FILES - Records related to the preservation and management of historic sites and structures including but not limited to Historic Landmark Designations, Historic Preservation Permits, Historic Property Contracts, Historic Survey Files, Historic Inventory, Historic Landmark Commission Synopses	PERMANENT	Department Policy - Historical Documentation

Police

	Section	Series #	Title and Description	Retention	Basis of Retention
Police	Cases	32	BOMB SQUAD CASE FILES	Closed+7 Years	Department Policy
Police	Cases	71	COURT LIAISON RECORDS - Docket Lists, Calendars, Bail Summary, Affidavits for Probable Cause, District Attorney Rejection Slips	2 Years	GC 34090
Police	Cases	74	FINANCIAL CRIMES - Pawnbroker Receipts, Tickets	2 Years	GC 34090
Police	Cases	77	INVESTIGATIONS, GENERAL CRIMES PROSECUTED - Case Files - General Crimes - Assault (Except Kidnapping for Ransom / Extortion), Financial (Except Embezzlement, Falsification of Public Records), High-Tech Crimes, Narco Drug Files, Robbery, Motor Vehicle Theft - Criminal Prosecution	Closed+5 Years	Department Policy
Police	Cases	78	INVESTIGATION CASE FILES, GENERAL CRIMES NOT PROSECUTED - Case Files - General Crimes - Assault (Except Kidnapping for Ransom / Extortion), Financial (Except Embezzlement, Falsification of Public Records), High-Tech Crimes, Narco Drug Files, Robbery, Motor Vehicle Theft - No Criminal Prosecution	Closed+3 Years	Department Policy
Police	Cases	79	INVESTIGATION CASE FILES, ASSAULT UNIT - Case Files - Assault Unit - Kidnapping for Ransom / Extortion, Embezzlement, Falsification of Public Records	50 Years	Department Policy
Police	Cases	80	INVESTIGATION CASE FILES, CHILD ABUSE SUBSTANTIATED - Child Abuse, Child Neglect – Substantiated Cases	PERMANENT	PC11169
Police	Cases	81	INVESTIGATIONS CASE FILES, CHILD ABUSE, UNSUBSTANTIATED - Child Abuse, Child Neglect – Unsubstantiated Cases	Last report received for suspected child abuser +10 Years	PC 11169(c) and 11170(a)(3)
Police	Cases	82	INVESTIGATION CASE FILES, DOMESTIC VIOLENCE AND ELDER ABUSE/NEGLECT - Case Files - Family Violence Unit - Domestic Violence and Elder Abuse or Neglect	Closed+10 Years	Department Policy
Police	Cases	83	INVESTIGATION CASE FILES, GANGS	Closed+5 Years	Department Policy
Police	Cases	85	INVESTIGATIONS, HOMICIDE AND OFFICER INVOLVED SHOOTINGS - Case Files - Homicide Unit - Homicide (Not Including Suicide) and Officer Involved Shootings	50 years	Department Policy
Police	Cases	87	INVESTIGATION CASE FILES, SUICIDE - Suicide and Attempted Suicide Case Files	20 Years	Department Policy
Police	Cases	89	INVESTIGATION CASE FILES, MISSING PERSONS - Case Files - Missing Persons Unit	Closed+5 Years	Department Policy

Police	Cases	91	INVESTIGATION CASE FILES, CHILD MOLESTATION - Sexual Assault Unit - Child Molest - Substantiated Cases	PERMANENT	PC 11169 and Department Policy
Police	Cases	92	INVESTIGATION CASE FILES, CHILD MOLESTATION - Sexual Assault Unit - Inconclusive and Unsubstantiated Cases	10 Years after most recent report	PC 11170(a)(3)
Police	Cases	93	INVESTIGATIONS, SEXUAL ASSAULT - Sexual Assault Unit – Sexual Assault excluding child molestation cases (see series 91 and 92).	No further activity foreseen+20 Years	Department Policy
Police	Cases	99	INVESTIGATIONS, GANGS ACTIVE - Gangs - Information on Gang Activity and Members for CAL-GANG Database	Inactive+5 Years	Department Policy
Police	Cases	106	SPECIAL EMPLOYEES UNDERCOVER AGENT CASE FILES	Date Closed +5 Years	Department Policy
Police	Cases	115	FACTUALLY INNOCENT RECORDS - Sealed Factually Innocent Records	Sealed+3 Years	Department Policy
Police	Cases	120	JUVENILE ARREST AND INVESTIGATION RECORDS, SEALED (Juvenile Sealings)	Date of Petition +5 Years	WIC 781
Police	Cases	128	STOLEN GUN FILES	Date Recovered +10 Years	Department Policy
Police	Cases	136	POLICE OFFICER INVOLVED SHOOTINGS - Reports, Interviews, Studies	Date of Incident +10 Years	PC 832.5 & Department Policy
Police	Cases	139	SPECIAL INVESTIGATIONS, VICE	Closed+5 Years	Department Policy
Police	Cases	141	SPECIAL INVESTIGATIONS - GAMING, Surveillance Video Log, Table Count, Incident Reports, Background Investigations, Cardroom Permits	PERMANENT	Department Policy, per Chief of Police
Police	Cases	341	INVESTIGATIONS, NONFATAL ACCIDENTS, NO CRIMINAL PROSECUTION - Traffic Investigations Unit - Nonfatal Accidents, Driving While Under the Influence (DUI), Misdemeanor Hit and Run - No Criminal Prosecution	3 Years	Department Policy
Police	Cases	344	INVESTIGATIONS, NONFATAL ACCIDENTS, CRIMINAL PROSECUTION - Traffic Investigations Unit - Nonfatal Accidents, Driving While Under the Influence (DUI), Misdemeanor Hit and Run - Criminal Prosecution	10 Years	Department Policy
Police	Cases	345	INVESTIGATIONS, FATAL ACCIDENTS - Traffic Investigations Unit - Fatal Accidents, Felony Hit & Run	50 years	Department Policy
Police	Cases	695	INVESTIGATIONS, AUTO THEFT UNIT - Auto Theft Unit - Vehicle Identification Number (VIN) Checks	2 Years	GC 34090
Police	Evidence	38	PURSUIITS/CHASES AUDIO/VIDEO TAPES - Recordings of pursuits and chases by Police personnel.	3 Years	43 USC 1983 and CCP 335.1
Police	Evidence	48	ILLEGAL SUBSTANCE AND ALCOHOL TEST RECORDS - Records documenting the administration and results of tests for	5 Years	Department Policy

			illegal substances and alcohol.		
Police	Evidence	66	PHOTO LAB - PHOTOS - Crime Scenes	10 Years	Department Policy
Police	Evidence	67	PROPERTY REPORTS - Form 13 - Open and Dead (Reconciled)	20 Years	Department Policy
Police	Evidence	68	PROPERTY REGISTER LOG - Index Log of Property Taken In and Stored	20 Years	Department Policy
Police	Evidence	73	COURT LIAISON, EVIDENCE - Property Summary Reports	Disposition+10 Years	Department Policy
Police	Evidence	76	INVESTIGATION CASE BURN FILES - Case Burn Files - Destruction of Evidence	8 Years	Department Policy
Police	General	40	PREPROCESSING CENTER - INTAKE AND SCREENING - (Juvenile and Adult) - Files and Completed Forms, Logs	5 Years	Department Policy
Police	General	63	PERSONNEL EMPLOYEE FILES, SWORN	Term of Employment +20 Years	Department Policy
Police	General	107	COMMUNICATIONS, 911 MASTER TAPES	14 months	GC 34090.6
Police	General	108	COMMUNICATIONS, FCC LICENSES	Term+2 Years	GC 34090
Police	General	126	RESTRAINING ORDERS	Term of Order	Department Policy
Police	General	130	WARRANTS - Notices to Appear, Warrants Recalled, Cleared Warrants	3 Years	Department Policy
Police	General	138	POLICY AND PROCEDURE FILES - Policies, Procedures, Directives, Duty Manuals	PERMANENT	Department Policy
Police	General	408	CAD EVENT DATA/LOGS	2 Years	GC 34090
Police	General	694	WARRANTS UNIT - Completed Extradition Files	2 Years	GC 34090
Police	General	697	RECRUITMENT RECORDS, UNSUCCESSFUL APPLICANTS - Documents relating to unsuccessful employment applications, sworn and non-sworn, including but not limited to applications, test results, and background investigation materials.	4 Years	29CFR801.30, Department Policy
Police	Incidents	53	FALSE ALARM INCIDENTS - False Alarm Warning Card Files, Reports	2 Years	GC 34090
Police	Incidents	114	TRAFFIC AND CRIMINAL COURT CITATION FILES	5 Years	Department Policy
Police	Incidents	124	CRIME AND INCIDENT REPORTS (Including Supplemental Reports)- Including but not limited to incident Reports, Offense Reports, Traffic Accident Reports, Juvenile Contact Reports, Abandoned Vehicles, Impounded Vehicles, Stolen Vehicles, Recovered Vehicles, Stolen Plates, DUI, and Public Intoxication.	10 Years	Department Policy
Police	Incidents	134	INTERNAL AFFAIRS COMPLAINTS - Complaints Against	Date Received	PC 832.5 & Department Policy

			Department Members (Sworn and non-sworn)	+6 Years	
Police	Incidents	696	INTERNAL AFFAIRS, NON-MISCONDUCT - Non-Misconduct Date Initiated+2 Years Concerns (Sworn and Non-Sworn) GC 34090		
Police	Intelligence and Reference	50	VCET (Violent Crime Enforcement Team) STREET GANG FILES	PERMANENT	Department Policy
Police	Intelligence and Reference	102	INVESTIGATION INFORMATION CARD FILES	PERMANENT	Department Policy
Police	Intelligence and Reference	116	FIELD INTERVIEWS - Cards, Information Gathered in All Formats	10 Years	Department Policy
Police	Intelligence and Reference	117	OSSD FINGERPRINT FILES - Case (Palm) Print Cards, Fingerprint Cards, Latent Lift Cards	PERMANENT	Department Policy
Police	Intelligence and Reference	145	SPECIAL INVESTIGATION INTELLIGENCE FILES	Date Inactive +5 Years	Dept. of Justice - Law Enforcement Intelligence Unit
Police	Permits and Registrations	52	POLICE PERMITTING RECORDS - Records of applications for, and approval or denial of various Police permits such as taxi tow, massage parlors, secondary employment, entertainment, gaming, and peddlers including but not limited to applications, inspections, issuance documents, hearings, correspondence, photographs, and background checks.	Life of Permit or Denial, Suspension, or Revocation + 6 Years	SJMC 6.02.130(L)
Police	Permits and Registrations	105	SEX REGISTRANT FILES	Life of Registrant or 2Years whichever is longer	PC 290 and GC 34090
Police	Permits and	119	OSSD- GUN FILES - Voluntary Registrations	PERMANENT	DOJ
Police	Permits and Registrations	407	HANDGUN SALES REPORTS - Reports of sales of pistols and revolvers on federally mandated forms (currently ATF 3310.4).	20 days from receipt unless the purchaser is prohibited from possessing a firearm under 18 USC 922(g) or (n)	18 USC 923(g)
Police	Programs And Projects	36	COMMUNITY DEVELOPMENT AND CRIME PREVENTION PROGRAM RECORDS - Records documenting the development and administration of programs and projects such as Neighborhood Watch, Senior Security Crime Stoppers, Ride A long, and Truancy Abatement, including but not limited to correspondence, emails, plans, proposals, presentations, and memoranda.	2 Years	GC 34090
Police	Programs And Projects	45	SPECIAL OPERATIONS, K-9 AND HORSE MOUNTED - Training Files, Bite Memos	Until Animal is Retired+7 Years	Department Policy
Police	Programs And Projects	342	SPECIAL OPERATIONS, METRO AND GRAFFITI	10 Years	GC 34090

Public Works

	Section	Series #	Title and Description	Retention	Basis of Retention
Public Works	Animal Care	901	LICENSING - Applications, Rabies Certificates	3 Years	Department Policy
Public Works	Animal Care	902	ANIMAL CONTACT - Reports and Records of Animals Picked Up and Secured, Dead Animal Collection Records, Correspondence, Noisy Animal Complaint Forms, Documented Follow-Up, Logs, Citations, Investigations, Hearing Decisions	5 Years	GC 34090 and Services
Public Works	Animal Care	903	ANIMAL ATTACKS - Reports, Notification Forms, Correspondence, Recommendations, Follow Up Documentation, Quarantine Forms, Code Enforcement Case Files, Criminal Investigations	5 Years	Department Policy
Public Works	Animal Care	904	ANIMAL SHELTER - Adoption Applications, Impound Forms, Owner Surrender Forms, Lost & Found Records, Spay/Neuter Release Forms, Micro-chip I.D. Form, Animal Behavior Profiles	5 Years	GC 34090
Public Works	Animal Care	905	ANIMAL SHELTER - Chameleon Database - Animal Medical Records, Adoption Information, Dispatch Records, Animal Control Officer Activity Records, Owner Information, Victim Information, Animal Information, Bite Information	5 years	Department Policy
Public Works	Animal Care	906	FOSTER RESCUE PROGRAM - Contracts	Term of Contract +3 Years	Department Policy
Public Works	Animal Care	907	RIDE ALONG PROGRAM - Program Plans, Waivers, Reports	2 Years	GC 34090
Public Works	Animal Care	908	SPAY/NEUTER PROGRAM - Applications, Vouchers	3 Years	Department Policy
Public Works	Animal Care	909	FINANCIAL BACKUP - Revenue Summary Sheets, Receipts, Veterinary Invoices	4 Years	Department Policy
Public Works	Administration	331	DEPARTMENTAL REPORTS - Bimonthly, Quarterly, Annual	2 Years	GC 34090
Public Works	Administration	332	DAILY ACTIVITY REPORTS	2 Years	GC 34090
Public Works	Administration	333	FUNDING - Grant Documents, Receipts (monies received from auctions, surplus sales)	Final Report +3 Years	Granting Agency
Public Works	Administration	334	BILLING RECORDS - Copy Services, Postage	2 Years	GC 34090
Public Works	Administration	335	POSTAGE - Private Carriers, Messenger Services, Meter Records	2 Years	GC 34090
Public Works	Administration	336	COST ANALYSIS - Analyst Records of Equipment Cost Per Hour, Materials Cost Figures, Labor Costs, Inventories, Replacement Figures	2 Years	GC 34090
Public Works	Administration	337	SAFETY - Shop Safety, Carcinogen Registration, Noise	2 Years	GC 34090

			Pollution Correspondence		
Public Works	Administration	338	SAFETY, HAZMAT CERTIFICATION OF EMPLOYEES	PERM	Department Policy
Public Works	Administration	339	SAFETY, ASBESTOS EXPOSURE	30 Years	29CFR1910.1020(d); 8CCR3204
Public Works	Administration	340	SAFETY COMMITTEE - Minutes, Reports	5 Years	Department Policy
Public Works	Administration	601	SERVICE - Work Orders, Service Requests, Daily Work Logs, Records of Emergency Calls and Customer Complaints, Utility Service Logs, Accident & Damage Log	2 years	GC 34090-34097
Public Works	Administration	602	WORKER'S COMP (CURRENT EMPLOYEES) - Industrial Accidents and Injuries Log specific to Public Works	Until employees last date of employment	
Public Works	Administration	603	WORKER'S COMP (FORMER EMPLOYEES) - Industrial Accidents and Injuries Log specific to Public Works	5 years	
Public Works	Administration	604	TRAINING (HAZMAT RELATED) - Records related to topics such as, but not limited to Pesticides, Training, Confined Space closure Entry, OSHA Requirements (includes schedule of classes and attendance sheets for Tailgate Meetings)	6 years after facility	40CFR265.16 (e); 22CCR66265.16(e)
Public Works	Administration	605	TRAINING (NON-HAZMAT RELATED) - Records related to topics such as, but not limited to Training, Heavy Equipment, Confined Space Entry, OSHA Requirements (includes schedule of classes and attendance sheets for Tailgate Meetings)	2 years	
Public Works	Administration	606	CONSTRUCTION PROJECTS (GRANT RELATED) - Progress Payments, Invoices	3 Years from project completion or the term of the grant funding agreement--whichever is longer	
Public Works	Administration	607	CONSTRUCTION PROJECTS (NON-GRANT RELATED) - Progress Payments, Invoices	Completion of Project + 3 Years	
Public Works	Administration	608	CONSULTANT BILLING (GRANT RELATED) - Fees, Rate Schedules, Invoices, Pay Letters, Billing, Inquiries	3 Years from project completion or the term of the grant funding agreement--whichever is longer	
Public Works	Administration	609	CONSULTANT BILLING (NON-GRANT RELATED) - Fees, Rate Schedules, Invoices, Pay Letters, Billing, Inquiries	3 Years after Final Payment for the project	GC 34090-34097
Public Works	Administration	610	GRANT FUNDING - Documents evidencing grants from County, State, or Federal Governments, Certificates of Deposits, Bonds	Final Report +3 Years or Longer if needed to comply with specific agreements	Granting Agency - Refer to grant agreements, documents and, requirements

Public Works	Administration	611	UNFUNDED NEEDS LIST	2 Years from list creation or last update whichever is later	GC 34090-34097
Public Works	Construction Projects	637	CIP (CONTRACT RELATED) - Construction Contracts and Bonds, Correspondence, Purchase Records, Contractor Daily Logs, Grading and Excavation Permits	Project Completion +10 Years (or longer if a latent defect claim is filed by City)	GC 34090-34097
Public Works	Construction Projects	638	CIP (NON-PROJECTS) - Proposed Projects, Program Information, Cancelled Projects	2 Years	GC 34090-34097
Public Works	Construction Projects	639	CIP (DESIGN/ENVIRONMENTAL) - Specifications, Designs, Change Orders, Drawings, Calculations, CEQA documents, Permits, Reports, Maps, Soil Reports, Grading Permits, Encroachments	PERMANENT	GC 34090-34097
Public Works	Construction Projects	640	PROJECT TRACKING DATABASES - Projects in City's Right-of-Way; Schedule, financial and notes	Project Completion +10 Years	GC 34090-34097
Public Works	Construction Projects	641	PROJECT TRACKING DATABASES - Projects in the City's Right-of-Way; all except schedule, final action and notes	PERMANENT	
Public Works	Construction Projects	642	PROJECT IMAGES - Video Tapes, Slides, Photos	Project Completion + 10 Years	GC 34090-34097
Public Works	Construction Support	643	MATERIALS TESTING LABORATORY RECORDS - Non-Structure	Project Completion +15 years	
Public Works	Construction Support	644	MATERIALS TESTING LABORATORY RECORDS - Structure	Life of Structure	
Public Works	Construction	645	SURVEYING - Field Notebooks, Drawings	PERMANENT	GC 34090-34097
Public Works	Construction Support	646	UNDERGROUND SERVICE ALERT - McFarland Initiated Request	Project Completion +3 Years	CCP 338
Public Works	Construction Support	647	UNDERGROUND SERVICE ALERT - Non-McFarland Initiated Request	Inspection Date +3 Years	CCP 338
Public Works	Fleet and Equipment	346	VEHICLE / EQUIPMENT - Inspections, Maintenance, Leases, Equipment Certification, Equipment History, Registrations, Work Orders, Vehicle Titles, Specifications	Life of Vehicle +2 Years	GC 34090
Public Works	Fleet and Equipment	347	VEHICLE / EQUIPMENT - Insurance and Warranties	Term+2 Years	GC 34090
Public Works	Fleet And Equipment	348	FUEL USAGE - Gasoline, Diesel, Oil, Coolants, - Gas Tags, Calibrations, Receipts, Inventories, Logs	2 Years	GC 34090
Public Works	Fleet And Equipment	349	VEHICLE ASSIGNMENTS - Driver Identity Cards, Assignments	2 Years	GC 34090
Public Works	Fleet And Equipment	350	DMV RECORDS, CLASS B EMPLOYEE LIST - Class "B" Employee List	Superseded +2 Years	GC 34090

Public Works	Fleet And Equipment	351	DMV RECORDS, LICENSES - License Plate Records, Lost License Plates, Licenses and Permits, Certificates	Term+4 Years	Department Policy
Public Works	Fleet And Equipment	352	DMV AUDITS - Annual Reports and Audits of Emergency Vehicle Regular Inspections	10 Years	Department Policy
Public Works	Fleet And Equipment	353	VEHICLE / EQUIPMENT REPLACEMENT – Replacement Cycle List, Auctions, Requests for Change of Equipment Status, Vehicle Cleaning Records	2 Years	GC 34090
Public Works	Fleet And Equipment	354	VEHICLE / EQUIPMENT REPLACEMENT - Vehicle Pool Inventories, Automotive Parts Inventories	Superseded	Department Policy
Public Works	Fleet And Equipment	355	VEHICLE ACCIDENTS - Reports, Repairs, Damage Assessments	Case Closed +5 Years	Department Policy
Public Works	Fleet And Equipment	356	APPARATUS DAILY & MONTHLY INSPECTIONS	2 Years	GC 34090
Public Works	Fleet And Equipment	357	FLEET DATABASE	Superseded	Department Policy
Public Works	Facilities Management	358	WORK ORDERS - Requests for Service, Cost Sheets, Logs	2 Years	GC 34090
Public Works	Facilities Management	359	FACILITIES - Plans and Drawings, As-Built, Repair Records	Life of Structure +2 Years	GC 34090
Public Works	Facilities Management	360	FACILITIES - Facility Inventories	Superseded +2 Years	GC 34090
Public Works	Facilities Management	361	MAINTENANCE RECORDS - Custodial Services, Regular Maintenance, Checklists, HVAC Records, Keys, Security System, Rosters, Pest Extermination	2 Years	GC 34090
Public Works	Facilities Management	362	EQUIPMENT - Non-vehicular - Repair Records, Operating Manuals	Life of Equipment +2 Years	GC 34090
Public Works	Facilities Management	363	EQUIPMENT - Non-vehicular (Radios, Tools, Cleaning Equipment, etc.) - Inventories, Replacement Schedules	Superseded +2 Years	GC 34090
Public Works	Facilities Management	364	MATERIAL SAFETY DATA SHEETS	30 Years	8CCR3204
Public Works	Facilities Management	365	SAFETY - Shop Safety, Carcinogen Registration, Noise Pollution Correspondence	2 Years	GC 34090
Public Works	Geographic Information Systems	648	GIS DATA SYSTEM - graphic and non-graphic files for city base map and infrastructure layers (sanitary sewer, storm drain, MuniWater, bridge and streetlight facilities)	PERMANENT	
Public Works	Geographic Information Systems	649	IMAGES - Orthorectified Aerial Photos/Satellite Images	PERMANENT	

Public Works	Master Plans and Studies	623	MAPS/DRAWINGS - Detail Drawings, Site Drawings, Seismic Hazards, Utility Maps, Water System, Pumping Facility Mapping Project, City Facilities, Aerial, Infrastructure Projects, Coordination Maps	PERMANENT	
Public Works	Master Plans And Studies	624	MASTER PLANS - City Plans for Construction and Buildings, Site Use	PERMANENT	CCP 337.15
Public Works	Master Plans And Studies	625	MASTER PLANS - General, Regional, Land Use and Control, Soil Reports, Guadalupe Corridor, Main Jail, City Hall, Vault Plan, Airport	PERMANENT	
Public Works	Master Plans And Studies	626	STUDIES - Geologic Hazard Studies, Reports and Maps	PERMANENT	
Public Works	Permits	619	PERMITS - Environmental Protection Agency Requirements, OSHA, BCDC, Air Quality, BAAQMD, Construction Requirements	Term of Permit +5 Years	State and Regulatory Agency
Public Works	Permits	620	PERMITS, STREET OPENING	PERMANENT	GC 34090-34097
Public Works	Permits	621	TEMPORARY PERMITS - Bus Stop Permits, Special Fiber Permits, Minor Permits, Major Permits, 3-Revocable Permits	Term of Permit +10 Years	CCP 337.15
Public Works	Permits	622	TEMPORARY PERMITS - Construction Plans, Drawings, Manufacturers Details and Drawings, O & M manuals, Vendor Spec Sheets	PERMANENT	
Public Works	Private Development	612	PROJECTS - Specifications, Drawings, Permits, Design, Soil Reports	PERMANENT	
Public Works	Private Development	613	TEMPORARY PERMITS - Excavation, Grading, Encroachments	Term of Permit +3Years	CCP 338
Public Works	Private Development	614	ASSESSMENTS - Special Assessments, Assessment Districts, Improvement Districts, Maintenance Districts, Maps - Maps, Plans and Engineer's Reports	Term of District + 10 Years	CCP 337.15
Public Works	Private Development	615	ASSESSMENTS - Special Assessments, Assessment Districts, Improvement Districts, Maintenance Districts, Maps - Financial Files and Misc. Project Files	Term+10 Years	CCP 337.15
Public Works	Private Development	616	TRACT FILES - Final Tract Map, Soil Reports, Acceptance, Contract Bonds, Improvement Plans	PERMANENT	GC 34090-34097
Public Works	Private Utilities	618	TARIFF AGREEMENTS - Utility Company Agreements	Term of Project + 2 Years	

Retirement

	Section	Series #	Title and Description	Retention	Basis of Retention
Retirement	Retirement	1051	ACTIVE MEMBER RECORDS - Member Statements, Retirement Contributions	Until Retired, Dies, Defers or Return of Contributions	Department Policy
Retirement	Retirement	1052	DEFERRED VESTED FILES	Until Returns to Work, Retired, Dies, or Return of Contributions	Department Policy
Retirement	Retirement	1053	DEATH FILES - Retirement Files Where the Employee Dies Without Survivors	Estate Settled +7 Years	Department Policy
Retirement	Retirement	1054	RETIREE RECORDS - Benefit Information, Claims and 1099s Not in Retirement Database	Final Payment +7 Years	Department Policy
Retirement	Retirement	1055	RETURN OF CONTRIBUTION - Record of Employee Contributions to and Withdrawals from Retirement Account	30 Years	Department Policy
Retirement	Retirement	1056	INVESTMENT FILES - Custodian Bank Reports, Investment Managers' Reports, Special Projects, Policies	Audit+5 Years	Department Policy
Retirement	Retirement	1057	INVESTMENT FILES - Investment Managers' Investment Requests, Approvals	Term of Contract +4 Years	GC 34090
Retirement	Retirement	1058	BANKING RECORDS - Statements, Signature Authorizations, Reconciliations	4 Years	Department Policy
Retirement	Retirement	1059	REAL ESTATE RECORDS - Deeds, Sales, Closing Documents	PERMANENT	GC 34090
Retirement	Retirement	1060	REAL ESTATE MANAGEMENT - Leases, Maintenance	Term+4 Years	Department Policy
Retirement	Retirement	1061	RETIREMENT BOARD - Minutes, Agendas, Packets, Tapes, Board Resolutions, Annual Financial Reports	PERMANENT	GC 34090
Retirement	Retirement	1062	RETIREMENT DATABASE (Pension Gold)	Final Payment +5 Years	Department Policy

Transportation

	Section	Series #	Title and Description	Retention	Basis of Retention
Transportation	Administration	247	DISPATCH REPORTS	6 Years	Department Policy
Transportation	Administration	248	SERVICE REQUESTS - Work Orders, Service Follow-Up, Work Reports	6 Years	Department Policy
Transportation	Administration	249	AERIAL PHOTOGRAPHS OF CITY STREETS	PERMANENT	Department Policy
Transportation	Administration	250	EMPLOYEE VEHICLE ACCIDENTS - Reports, Statistics, Correspondence	5 Years	Department Policy
Transportation	Administration	251	TRANSPORTATION - Grants - Applications, Agreements, Reports, Correspondence	Final Report +3 Years	Granting Agency Policy
Transportation	Administration	252	COMMUTE ASSISTANCE PROGRAMS - Program Information, Applications, Fee Documentation, Lists of Participants	2 Years	GC 34090
Transportation	Engineering	253	ENGINEERING PROJECTS - Plans, Drawings, Specifications, Change Orders, Correspondence	Term of Project +10 Years	Department Policy
Transportation	Engineering	254	STREETS - Pavement Management System Database	PERMANENT	Department Policy
Transportation	Landscape and Trees	255	ARBORIST, DATABASE - Database of Trees and Shrubs in the Public Right of Way	PERMANENT	Department Policy
Transportation	Landscape and Trees	256	ARBORIST, CITATIONS AND CORRESPONDENCE - Citations, Correspondence	2 Years	GC 34090
Transportation	Landscape and Trees	257	STREETS - Cleaning, Street Sweeping, Storm Drain Cleaning - Schedules, Logs, Reports	2 Years	GC 34090
Transportation	Landscape and Trees	258	STREETS - Repairs, Inspection Forms, Maintenance Documents, Work Orders	10 Years	Department Policy
Transportation	Landscape and Trees	259	SIDEWALK CHECKS - Forms, Correspondence, Reports, Repair Notices	10 Years	Department Policy
Transportation	Landscape and Trees	260	SIDEWALKS - Repairs, Maintenance Documents, Inspection Forms, Work Orders	5 Years	Department Policy
Transportation	Landscape and Trees	261	LANDSCAPE MAINTENANCE - Water Usage, Fertilizer Usage, Routine Maintenance Schedules, Compost Volumes	2 Years	GC 34090
Transportation	Lighting and Signs	262	LIGHTING - Quad Files, Maps, Timing Schedules, Inventories	Superseded +2 Years	Department Policy
Transportation	Lighting and Signs	263	LIGHTING - Electrical Service Requests, Daily Job Lists, Timing Sheets	2 Years	GC 34090
Transportation	Lighting and Signs	264	SIGNS - Maps, Inventories	Superseded + 2 Years	Department Policy

Transportation	Lighting and Signs	265	SIGNS - Installation, Repair, Replacement - Reports, Correspondence, Work Orders	2 Years	GC 34090
Transportation	Parking Services	266	PUBLIC PARKING FACILITIES - Event Planning, Activity Schedules, Cleanup Records, Work Orders, Approvals, Correspondence	2 Years	GC 34090
Transportation	Parking Services	267	PERMITS - Annual Transportation, Tow Away, Residential, Parking Hood Forms	4 Years	Department Policy
Transportation	Parking Services	268	REPORTS - Facility Recap Reports, Parking Meter Reports	5 Years	Department Policy
Transportation	Parking Services	269	VALIDATION PROGRAM - Reports, Forms, Receipts, Program Information	4 Years	Department Policy
Transportation	Parking Services	270	PARKING METER INVENTORIES	2 Years	GC 34090
Transportation	Parking Services	271	PARKING HOODS - Forms, Receipts	4 Years	Department Policy
Transportation	Traffic Safety	274	PERMITS, SINGLE TRIP AND TEMPORARY STREET CLOSURES	4 Years	Department Policy
Transportation	Traffic Safety	275	BIKE UNIT - Lanes, Paths - Maps, Inventories	Superseded +2 Years	GC 34090
Transportation	Traffic Safety	276	BIKE UNIT - Lanes, Paths - Maintenance and Repair Reports, Correspondence, Work Orders	2 Years	GC 34090
Transportation	Traffic Safety	277	BIKE ACCIDENTS - Crash Reports, Kids Safe Program, Site Review and Accident Evaluations, Follow-up Reports and Recommendations, Repair Orders	2 Years	GC 34090
Transportation	Traffic Safety	278	SCHOOL PEDESTRIAN SAFETY COMMITTEE - Notes, Correspondence	2 Years	GC 34090
Transportation	Traffic Safety	279	TRANSPORTATION DEVELOPMENT ACT - Projects, Studies, Reviews	Project Completion or Study + 5 Years	Department Policy
Transportation	Traffic Safety	280	TRAFFIC SAFETY IMPROVEMENTS - Project Files, Studies, Photos, Memos, Correspondence	Project Completion or Study+5 Years	Department Policy
Transportation	Traffic Safety	738	TRAFFIC SIGNAL AUTOMATED ENFORCEMENT PHOTOGRAPHIC RECORDS - Photographic records resulting from automated systems used to capture evidence of traffic violations.	6 months or until final disposition of citation	CVC 21455.5(e)(3)
Transportation	Traffic Safety	739	TRAFFIC SIGNAL AUTOMATED ENFORCEMENT CITATION RECORDS - Records documenting the issuance of citations for traffic signal violations exclusive of photographic records (see series #738).	2 Years or final disposition of citation whichever is longer	GC 34090 and Department Policy
Transportation	Sewers	281	MAINTENANCE - Work Orders, Repairs, Cleaning, Flushing of Lines, Repairs, Stoppage Calls, Spills, Line Replacement, Notices to Public, Schedules	5 Years	Department Policy
Transportation	Sewers	282	SEWER MAPS	PERMANENT	Department Policy

Transportation	Sewers	283	INSPECTIONS - Daily Inspection Reports	2 Years	GC 34090
Transportation	Sewers	284	EQUIPMENT - Non-vehicular - Repair Records, Operating Manuals	Life of Equipment+2 Years	'Department Policy
Transportation	Sewers	285	REPORTS	5 Years	Department Policy
Transportation	Traffic Studies	286	INTERSECTION FILES - Files for Every Intersection in McFarland Including Flow Patterns, Statistics, Rates, Vehicle Volume, Reports	5 Years	Department Policy
Transportation	Traffic Studies	287	SURVEYS - Speed Surveys, Traffic Count Reports	5 Years	Department Policy
Transportation	Traffic	288	SIGNALS - Timing Records, Maintenance Reports, Work Orders, Records for Activity and Timing Evaluation	10 Years	Department Policy
Transportation	Traffic	289	SIGNALIZED INTERSECTION FILES - Installation Information, Plans, Drawings, Specifications, Studies	Superseded +2 Years	Department Policy
Transportation	Traffic	290	SIGNALIZED INTERSECTION FILES - Complaints, Maintenance Reports, Correspondence	2 Years	GC 34090

RECORDS RETENTION POLICY AND SCHEDULE



THE CITY OF MCFARLAND
MAY 2021

CITY OF MCFARLAND
POLICY FOR THE PRESERVATION, PROTECTION, RETENTION AND
LEGAL DISPOSITION OF THE CITY'S RECORDS
OVERVIEW OF RECORDS MANAGEMENT

One of the purposes for records management is to ensure that information is available when it is needed. To do this efficiently and thoroughly, records must be identified, organized, maintained for the requisite number of years, and then documented when destroyed. Records management encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations, seeking to control and manage records through the entirety of their life cycle, from creation to final disposition.

A sound records management program doesn't cost—it pays. It pays by improving customer service, increasing staff efficiency, allocating scarce resources, and providing a legal foundation for how an agency conducts its daily mission. It helps identify and justify opportunities for new technology. Microfilm, optical disk, optical character recognition, workflow, e-mail, and other related technologies cannot be adequately evaluated and cost-justified without a good records management program. Other benefits include:

- Providing public access to and protecting the public's rights to inspect public records in accordance with the California Public Records Act;
- Preservation of records with long-term or permanent value;
- Protection of records vital to City government in the event of a disaster;
- Protection of records essential to City government, but which are referenced infrequently;
- Demonstration of compliance with legal retention requirements established by federal, state, and local authorities;
- Orderly retirement and destruction of records no longer required by statute to be retained or needed for reference;
- Elimination of duplicate records filed in several departments;
- Ensuring proper administration of records not subject to disclosure;
- Providing protection in litigation, audits, and other disputes;
- Saving space; and
- Increased efficiency in information retrieval.

Understanding the importance of a good records management program is to establish policies and procedures for the efficient and economical management of the creation, utilization, maintenance, retention, preservation, and disposal of City records, based on federal and state statutes governing public records. And, further, to ensure that a responsible program of records management is practiced within the City organization, serving the best interest of the City and its citizens.

DEFINITIONS

Public Record

Any writing containing information relating to the conduct of the City's business prepared, owned, used, or retained by the City regardless of physical form or characteristics.

Active Record

Records kept in the office and referred to on a regular basis.

Permanent Records

Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include original birth certificates, death certificates, Spanish land grants, etc.

Perpetual Records

Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.

Archives

A repository for housing historical records (whether in paper, microfilm, or digital) which should be protected or preserved.

Disposition

The length of time a record is kept, which may be permanent.

Electronic Mail

E-mail retention is governed by the City's Electronic Mail Policy and is hereby incorporated by reference. A hard copy of said policy is on file in the City Clerk's Office.

Historical Record

The retention of records that have enduring value because they reflect significant historical events or document the history and development of the City.

Inactive Record

Any public record transferred to a records center for storage until disposition is reached.

Non-Record

Materials that are not retained in the normal course of business, such as records that contain no information of significant or lasting value such as transmittal letters, acknowledgements, and drafts, rough notes, and calculations created and used in the preparation or analysis of other documents.

Records Management

The systematic control of the creation, processing, use, protection, storage, and final disposition of all public records pursuant to federal, state, and local laws and regulations.

Records Retention Schedule

The document identifying the length of time a record is maintained, including disposition.

Transitory Records

Records whose value is comparatively short-lived and should be discarded when they have fulfilled their purpose for which they were created. Examples: 1) copies of reproduced/printed material of general information; 2) originals/copies of documents kept solely for tickler, suspense, or follow-up; 3) preliminary work materials used for preparation of reports, studies, etc.; 4) duplicates/extra copies of records; and 6) appointment logs/calendars.

Vital Record

Records contain information essential for the resumption of operation after a disaster or the reestablishment of the legal and financial status of the organization.

Writing

Any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

OWNERSHIP OF PUBLIC RECORDS

All public records are the property of the City and shall be delivered by outgoing officials and employees to their successors. Public records are to be maintained in active file areas or in a designated records center.

PRIMARY RECORD KEEPING DEPARTMENTS

City Council – The ultimate policies for the keeping, producing, permitting copies, and management of all public records of the City shall rest with the City Council.

Officers and Employees – Each officer and employee of the City has the duty to protect, preserve, store, transfer, destroy or otherwise dispose of, use, and manage public records in accordance with applicable federal and state regulations, or such rules as may be approved by the City Council.

City Attorney – The duty of the City Attorney shall be to review and approve requests to dispose of records in accordance with the City's adopted Records Retention Schedule; and to provide legal guidance to the City Clerk in any review of, and amendment to, the retention schedule, in accordance with federal, state and city regulations.

City Clerk – The City Clerk may, for the proper and efficient management of the public records:

1. Develop and circulate instructions and regulations necessary and proper to implement the Records Retention Schedule.
2. Advise and assist City departments in the preparation of records inventories, retention periods, and make recommendations to the City Attorney.

3. Maintain archives to protect records of historic nature, which should not be destroyed.
4. In consultation with the City Attorney, provide the City Council with proposed revisions to the Records Retention Schedule and/or policy, as appropriate.

City Department Heads – Each City Department Head shall establish and maintain an active, continuing program for the economical and efficient management of the public records of that department. Such program shall, among other things, provide for:

1. Effective controls over the creation, maintenance, and use of public records in the conduct of business.
2. The maintenance and security of records deemed appropriate for preservation.
3. Segregation and disposal of records of temporary value in accordance with the established retention schedule and this policy.

HANDLING DOCUMENTS FROM INCEPTION TO DESTRUCTION

Effective Records Management ensures that records are kept **only** as long as they have some administrative, fiscal, or legal value. When records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance. If that is the case the records should be preserved by an appropriate historical agency. Records retained beyond their value “just in case” only extend the agency’s legal liability in the event of adverse litigation.

The following provides guidance for the City in implementing a proper Records Retention Program.

1. Inventory

The first step in records management is a records inventory. Agencies need to know what records they have, where the records are kept, the volume, and how the records are used. This information is essential for developing a Records Retention Schedule to document the agencies normal course of doing business.

The State of California has created form STD 70 to assist agencies in gathering information needed for a proper records management program. This form will allow the City staff to gather the following information and complete an accurate inventory of agency records:

- Record Series: A record series is a group of similar records arranged under a single filing system or kept together as a unit. They deal with a particular subject (budget, personnel, etc.), result from the same activity (arrest reports, property assessments, etc.), or have a special form (blueprints, maps, etc.). The title of each record series should be as accurate as possible, since future references to the records will be by the record series name. Avoid vague titles such as "Corporate Papers", "Official Documents", or "Vital Correspondence."
- Media: Determine the media for each record series such as paper, microfilm, etc. Also note if the same record exists in several medium.
- Years covered: Determine the period of years covered by each record series. (Example: 1994-98).

- Activity Level: The amount of activity involving a record determines where the record should be stored. Active records need to be readily available and are generally stored in the office because they are accessed frequently. Inactive records that are still needed but only accessed occasionally should be warehoused in low-cost storage.
- Volume: Note the volume of each record series by the cubic feet of space they occupy. This number is a spot count and should represent only those records on hand at the time of inventory. A typical file drawer or archive box contains approximately one cubic foot of actual records. Folders, separators, tab cards, etc. are not considered part of a record.

2. Appraisal and Scheduling

After the inventory, sound records management requires a realistic appraisal of records in relation to their period of usefulness and their value to the agency that owns them.

The Appraisal will:

- Establish reasonable retention periods.
- Identify records that can be destroyed immediately.
- Identify records that should be transferred to low-cost storage.
- Identify vital and/or confidential records.
- Identify records with historic and/or research value.
- Determine the method of disposition.

Once records are inventoried, determine the immediate and future usefulness of the records. In general, records should be retained only as long as they serve the immediate administrative, legal and/or fiscal purposes for which they were created. When records no longer serve these purposes, they should be disposed of or preserved for archival purposes, whichever is appropriate.

Administrative Value: Administrative Records are created to help accomplish the functions for which an agency is responsible and have administrative value only as long as they assist the agency in performing current or future work. Their administrative use is exhausted when the transactions to which they relate are complete and from that point on they lose value rapidly.

Legal Value: Legal Records contain evidence of legally enforceable rights or obligations of the agency. Examples are records that provide the basis for action, such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles and contracts; and records of action in particular cases, such as claim papers and legal dockets.

Fiscal Value: Fiscal records pertain to the financial transactions of the agency, such as budgets, ledgers, allotments, payrolls and vouchers. After some records have served a basic administrative function, they may still have sufficient fiscal value to justify additional retention to protect the agency against court action and/or audits.

Enduring Value: Some records will also have enduring value because they reflect significant historical events or document the history and development of an agency. Others contain

accumulated data that can be useful for both scientific and genealogical research. Historical societies and/or public libraries may be able to assess this potential value for the City.

The Scheduling will:

- Determining the document's retention period.

Keeping records, either in offices or storage areas, is very expensive and the actual or potential value of the records must be weighed against the cost. Keeping records too long "just in case" extend the City's liability for as long as the records exist. Except for perpetual records, most administrative records should only be kept two or three years and certainly not more than five. Program records (unique and representative of the function of the office) are typically large files and kept for longer periods of time. Attachment A contains recommended retention periods for common administrative records maintained by several state agencies.

3. Creating New Files

Department personnel are advised to begin new files with an eye to the future disposition of the file being created. For example, by knowing that the information/materials contained within a new file will be retained for a specific number of years, it would be prudent to create the file on a calendar year or perhaps fiscal year basis. Planning ahead avoids separating files later when it comes time for storage and/or destruction. Also, reviewing the department's retention schedule beforehand can avoid the necessity and time-consuming activity of separating permanent information/documents from short-term materials prior to time of destruction.

One other suggestion is to ensure some level of consistency in labeling and identifying files within a department, particularly at the time of creating new ones.

4. Converting Hard Copy to Electronic Formats

Government Code Section 34090.5 authorizes the conversion of hard copy materials and records onto other electronic mediums (i.e., burning CDs or DVDs or other format reasonably accepted within the industry, as may be determined by the City Clerk) as long as the following conditions are met:

- A. The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images, recorded in electronic data processing system, recorded on optical disk, or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document;
- B. The device or method used to reproduce the record, paper, or document reproduces the original in all details and does not permit additions, deletions, or changes to the original document images;
- C. The reproductions are made accessible for public reference as the original records were; and
- D. A true copy of archival quality of the film, optical disk, or any other medium reproductions shall be kept in a safe and separate place for security purposes.

If the above conditions are met, subject to system verification by the City Clerk and City Attorney, the public official having custody of the records (Department Head) may convert the hard copy to a permissible electronic format and destroy the hard copy.

The Secretary of State's Local Government Records Management Guideline, Trustworthy Electronic Document or Records Preservation Standards, and Association for Information and Image Management's Recommended Practice for Analysis, Selection, and Implementation of Electronic Document Management Systems are on file with the City Clerk's Office and are incorporated herein by reference.

Practical Application with Current Technology

In accordance with the Secretary of State's guidelines on "trustworthy electronic document or records preservation" the City Clerk, in consultation with the City Attorney, has determined that documents scanned and electronically stored in JPEG, JBIG, JPEG 2000, TIFF, or PDF-A image format, retained in a document/library service such as Laserfiche, and the images/documents are twice duplicated onto a trusted electronic media, such as Archival Grade DVD-R – Said hard copies may be destroyed. Here is an example how this process might work:

- Scan a document into Laserfiche.
 - a. Documents should be stored as JPEG, JBIG, JPEG 2000, TIFF, or PDF-A images.
- Place the original hard copy (now scanned) in a banker box for pending destruction.
- Once several boxes of documents have been scanned and are electronically stored in Laserfiche:
 - a. Back-up the current Laserfiche volume onto Archival Grade DVD-R.
 - b. Repeat the process to create a second duplicate copy.
 - c. Retain one back-up DVD on-site and one back-up DVD off-site.
 - d. Create a new volume in Laserfiche.
- Now that the original hard copy has been scanned, stored in Laserfiche, and twice duplicated onto trusted media – The original hard copy may be destroyed.

5. Disposition of Public Records

At least annually, each Department is responsible for reviewing all records in its custody. Records that have reached the end of their retention period are to be destroyed pursuant to the Destruction of Public Records section of this manual. Electronic versions of those records must also be deleted at the same time.

The City Council, by adopting the Records Retention Schedule, authorizes City Department Heads to destroy duplicate records less than two years old if the records are no longer required in accordance with adopted retention schedules.

All original records to be destroyed must be listed. Requests for the destruction of original records must be approved by the responsible Department Head and the City Attorney prior to destruction.

A Request for Records Destruction/Certificate of Destruction (sample 1) and listing of documents to be destroyed (sample 2), and copy of the appropriate page(s) from the records retention schedule shall be filed in the Office of the City Clerk.

Note: Once authority has been received to destroy records, all forms of that record must be destroyed (or deleted): paper, microfilm/fiche, electronic format.

This section does not authorize the destruction of the following original records:

- A. Records affecting the title to real property or liens thereon;
- B. Records required to be kept by statute;
- C. Records less than two years old; or
- D. Minutes, ordinances, or resolutions of the City Council or of a City Advisory Body.

The City has identified that shredding and recycling the paper produced from the destruction of these records is the most appropriate method of disposal. Accordingly, although the specific method used for destruction shall be at the discretion of the Department Head, it shall reflect a method of destruction that recycles any paper products and avoids the use of sanitary landfill sites.

AUTHORIZING CODE CITATIONS

- | | |
|-------|--------------------------------|
| ▪ CCP | Code of Civil Procedure |
| ▪ CCR | California Code of Regulations |
| ▪ CFR | Code of Federal Regulations |
| ▪ EC | Elections Code |
| ▪ GC | California Government Code |
| ▪ PC | Penal Code |
| ▪ MMC | McFarland Municipal Code |
| ▪ USC | United States Code |

MEMORANDUM

Date: XX/XX/XXXX

TO: Department Head
City Attorney

FROM: Department Records Coordinator

SUBJECT: REQUEST FOR RECORDS DESTRUCTION

On _____, the City Council adopted Resolution No. _____ establishing a Records Retention Policy and Schedule. In accordance with that policy and schedule, certain records have been identified as eligible for destruction. A listing of those records and relevant sections from the records retention schedule are attached.

Provide general information about the request: *(Example: 15 boxes of records exceeding the retention requirements and, as such, are being prepared for destruction. The method of destruction will be via recycling.)*

Please sign below indicating your approval for the destruction of the attached listing of records.

Department Head

City Attorney

CERTIFICATE OF DESTRUCTION

I, (employee name), do hereby certify that the records listed on the attached were properly disposed of on (date).

(Insert Name)

Original: City Clerk's Office
Copy: Department

Attachments:

1. List of Records to be Destroyed
2. Relevant Sections of the Records Retention Schedule

Sample 1 – Records Destruction List

RECORDS FOR DESTRUCTION
(Department)
TO BE DESTROYED (DATE)

[illegible]

Sample 2 – Conversion to Electronic Records

MEMORANDUM

Date: XX/XX/XXXX

TO: Department Head
City Attorney

FROM: Department Records Coordinator

SUBJECT: CONVERSION OF HARD COPY TO ELECTRONIC RECORDS

In accordance with the City's Records Retention Policy, certain records have been identified as being eligible for conversion from hard copy to electronic copy and will be maintained with a trusted system as described in the Secretary of State Guidelines for Trustworthy Electronic Document or Records Preservation Standards.

Record Titles to be eligible for electronic retention:

Example:

Payroll

- Payroll Charges
- Payroll Reports
- Time Sheets

Please sign below indicating that the record titles are appropriate for electronic retention and the retention system meets the requirements of the records retention policy.

Department Head

City Attorney

City Clerk

Original: City Clerk's Office
Copy: Department

Sample 3 – Addition to Retention Schedule

MEMORANDUM

Date: XX/XX/XXXX

TO: Department Head
City Attorney

FROM: Department Records Coordinator

SUBJECT: ADDITION TO RECORDS RETENTION SCHEDULE

In accordance with federal, state, and local regulations the following records titles should be incorporated into the City's Records Retention Schedule

Record Series	Record Title	Retention Period	Dept. Responsible	Code Section/Remarks
100	Action Update	2	Administration	GC 34090

Please sign below indicating your approval for the addition of the above listed records titles.

Department Head

City Attorney

City Clerk

Original: City Clerk's Office
Copy: Department

**MEMORANDUM
CITY OF MCFARLAND**

TO: Honorable Mayor and City Council

FROM: Maria Lara, City Manager

DATE: May 6, 2021

SUBJECT: Report, Discussion and Approve a Resolution amending the City's Covid-19 Modified In-Person Meeting Protocols to Address the Covid-19 Pandemic Related to City Council Meetings, City Department Meeting and City Commission Meetings.

RECOMMENDATION:

Staff recommends the City Council approve Resolution No. 2021- 0030 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND, CALIFORNIA, AMENDING THE CITY'S AMENDED COVID-19 MODIFIED IN-PERSON MEETING PROTOCOLS TO ADDRESS THE COVID-19 PANDEMIC AND ADOPTING SUCH PROTOCOLS FOR CITY COUNCIL MEETINGS, CITY DEPARTMENT MEETINGS AND CITY COMMISSION MEETINGS

BACKGROUND:

On March 4, 2020, California Governor Newsom issued a proclamation of a state of emergency for the State of California due to COVID-19 and on March 18, 2020 he issued executive order N-29-20 providing for the suspension of certain provisions of the Bagley-Keene Act and the Brown Act for the holding of public meetings to assist in combatting the spread of the COVID-19 virus.

On March 19, 2020, Governor Newsom issued executive order N-33-20 which ordered all individuals in the state "to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors" in order to protect the public health. Since March 19, 2020, the City Council of the City of McFarland has been holding its city council meetings by teleconference and zoom.

On January 20, 2021, the City Council adopted a Covid-19 Prevention Program providing for a healthy and safe workplace for its employees as required under the California Occupational Safety and Health Act (Labor Code Sections 6300 et seq.) and associated regulations (8 California Code of Regulations Section 3205).

On March 11, 2021, the City Council found it is safe to begin modified in-person city council meetings when implementing the following "Covid-19 Modified In-Person Meeting Protocols":

- a. in person public attendance will not be permitted until Kern County's Covid-19 Tier has moved from purple to red and thereafter only as allowed by the Federal Centers for Disease Control and Kern County Public Health Department guidelines,
- b. that until then public participation shall be through teleconference and zoom,
- c. installation of table acrylic guards at the council chambers between councilmembers and staff,
- d. 6 feet social distancing,
- e. face masks to be provided and required,
- f. hand sanitizer and disinfecting wipes on site,
- g. disinfecting the city council chambers prior to and after each use, and
- h. with temperature checks required at entry.

On April 22, 2021, the City Council, by way of Resolution No 2021-0018, adopted the above listed protocols for City Department and City Commission Meetings.

City Council Members have requested the following amendments to the Covid-19 In-Person Meeting Protocols:

- a. In-person public attendance will be permitted unless Kern County's Covid-19 Tier moves to the purple tier, or based on guidelines as promulgated by the Federal Centers for Disease Control and Kern County Public Health Department;
- b. Public participation shall be permitted at meetings, and the City will continue to broadcast meetings through a live streaming service;
- c. The table acrylic guards currently installed between Council Members shall be removed.
- d. The table acrylic guards currently installed between City staff shall be removed, if such staff so agrees in writing;
- e. 6 feet social distancing;
- f. Face masks shall be provided and required;
- g. Hand sanitizer and disinfecting wipes shall be provided in City Council Chambers;
- h. City Council Chambers shall be disinfected prior to and after each use; and
- i. Temperature checks required at entry.

Staff recommends the City Council approve the amended Covid-19 In-Person Meeting Protocols and that the attached resolution, which implements such protocols for City Council Meetings, City Department Meetings, and City Commission Meetings, be adopted until further order by the City Council.

FISCAL IMPACT: None

ATTACHMENTS: Attachment 1 – RESOLUTION

RESOLUTION NO. 2021-0030

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCFARLAND, CALIFORNIA, AMENDING THE CITY'S AMENDED COVID-19 MODIFIED IN-PERSON MEETING PROTOCOLS TO ADDRESS THE COVID-19 PANDEMIC AND ADOPTING SUCH PROTOCOLS FOR CITY COUNCIL MEETINGS, CITY DEPARTMENT MEETINGS AND CITY COMMISSION MEETINGS

WHEREAS, on March 4, 2020, California Governor Newsom issued a proclamation of a state of emergency for the State of California due to COVID-19 and on March 18, 2020 he issued executive order N-29-20 providing for the suspension of certain provisions of the Bagley-Keene Act and the Brown Act for the holding of public meetings to assist in combatting the spread of the COVID-19 virus; and

WHEREAS, on March 19, 2020, Governor Newsom issued executive order N-33-20 which ordered all individuals in the state "to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors" in order to protect the public health; and

WHEREAS, since March 19, 2020 the City Council of the City of McFarland has been holding its city council meetings by teleconference and zoom; and

WHEREAS, on January 20, 2021, the City Council adopted a Covid-19 Prevention Program providing for a healthy and safe workplace for its employees as required under the California Occupational Safety and Health Act (Labor Code Sections 6300 et seq.) and associated regulations (8 California Code of Regulations Section 3205); and

WHEREAS, On March 11, 2021, the City Council found that it is safe to begin modified in-person city council meetings when implementing the following protocols, hereinafter referred to as "the Covid-19 Modified In-Person Meeting Protocols:"

- (a) in person public attendance will not be permitted until Kern County's Covid-19 Tier has moved from purple to red and thereafter only as allowed by the Federal Centers for Disease Control and Kern County Public Health Department guidelines,
- (b) that until then public participation shall be through teleconference and zoom,
- (c) installation of table acrylic guards at the council chambers between councilmembers and staff,
- (d) 6 feet social distancing,
- (e) face masks to be provided and required,
- (f) hand sanitizer and disinfecting wipes on site,
- (g) disinfecting the city council chambers prior to and after each use, and
- (h) with temperature checks required at entry.

And resolved, as stated in Resolution No 2021-0010, to approve the Covid-19 Modified In-Person Meeting Protocols and approve holding in person city council meetings utilizing the Covid-19 Modified In-Person Meeting Protocols until further order by the City Council.

WHEREAS, the City Council seeks to amend the March 11, 2021 Covid-19 Modified In-Person Meeting Protocols as follows:

- (a) In-person public attendance will be permitted unless Kern County's Covid-19 Tier moves to the purple tier, or based on guidelines as promulgated by the Federal Centers for Disease Control and Kern County Public Health Department;
- (b) Public participation shall be permitted at meetings, and the City will continue to broadcast meetings through a live streaming service;
- (c) The table acrylic guards currently installed between Council Members shall be removed.
- (d) The table acrylic guards currently installed between City staff shall be removed, if such staff so agrees in writing;
- (e) 6 feet social distancing;
- (f) Face masks shall be provided and required;
- (g) Hand sanitizer and disinfecting wipes shall be provided in City Council Chambers;
- (h) City Council Chambers shall be disinfected prior to and after each use; and
- (i) Temperature checks required at entry.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MCFARLAND as follows:

- 1. SECTION 1. That the foregoing findings and recitals are true and correct.
- 2. SECTION 2. That the City Council hereby amends its Covid-19 Modified In-Person Meeting Protocols as follows:
 - a. In-person public attendance will be permitted unless Kern County's Covid-19 Tier moves to the purple tier, or based on guidelines as promulgated by the Federal Centers for Disease Control and Kern County Public Health Department;
 - b. Public participation shall be permitted at meetings, and the City will continue to broadcast meetings through a live streaming service;
 - c. The table acrylic guards currently installed between Council Members shall be removed.
 - d. The table acrylic guards currently installed between City staff shall be removed, if such staff so agrees in writing;
 - e. 6 feet social distancing;
 - f. Face masks shall be provided and required;
 - g. Hand sanitizer and disinfecting wipes shall be provided in City Council Chambers;
 - h. City Council Chambers shall be disinfected prior to and after each use; and
 - i. Temperature checks required at entry
- 3. SECTION 3. The City Council approves holding in-person City Council Meetings, City Committee Meetings and Meetings of City Departments utilizing the amended Covid-19 Modified In-Person Meeting Protocols;
- 4. SECTION 4. The City Clerk shall certify to the passage and adoption of this Resolution.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of McFarland on the ____ day of May, 2021 by the following vote:

	AYE	NO	ABSENT	ABSTAIN
Sally Gonzalez				
Maria T. Perez				
Eric Rodriguez				
Saul Ayon				
Ricardo Cano				

Sally Gonzalez, Mayor

ATTEST

Francisca Alvarado,
City Clerk