

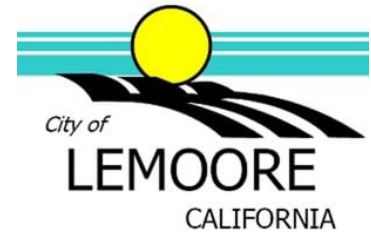
10/17/17
City Council Meeting

**Handouts received after
agenda posted**

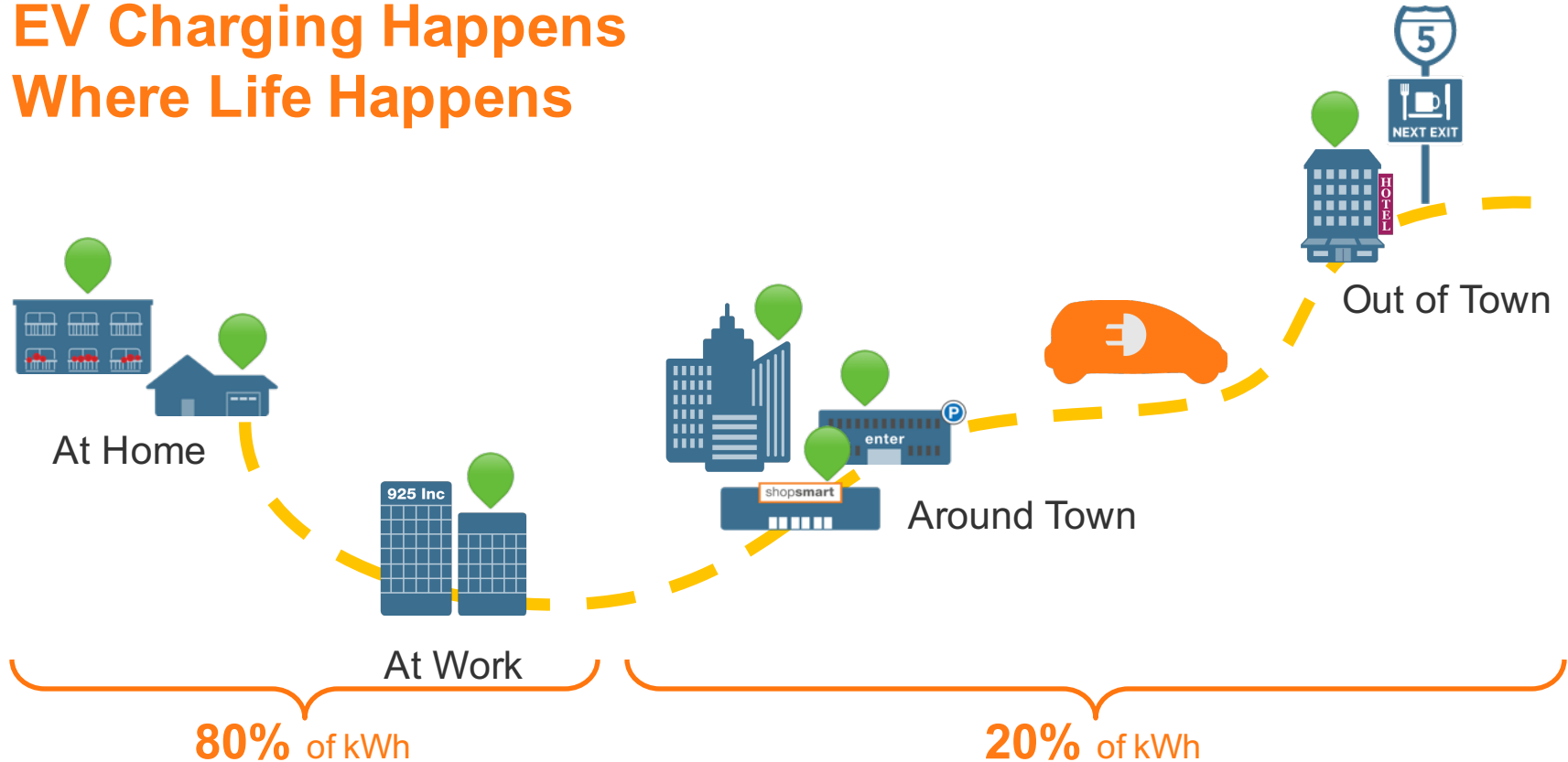


City of Lemoore & ChargePoint

Capturing Electric Vehicle (EV) Drivers



EV Charging Happens Where Life Happens



About ChargePoint



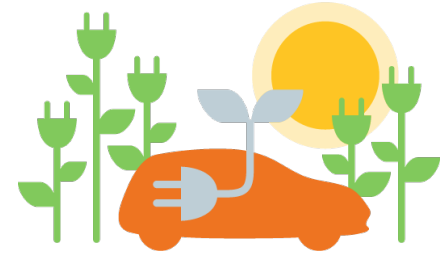
Largest Community of EV drivers

- + 70% of new EV drivers join every month
- + A driver plugs into our network every 4 seconds



Charging Everywhere

- + 40,000+ L2 charging spots
- + 600+ DC fast charging spots
- + 600+ ports added every month



We're Established and Growing

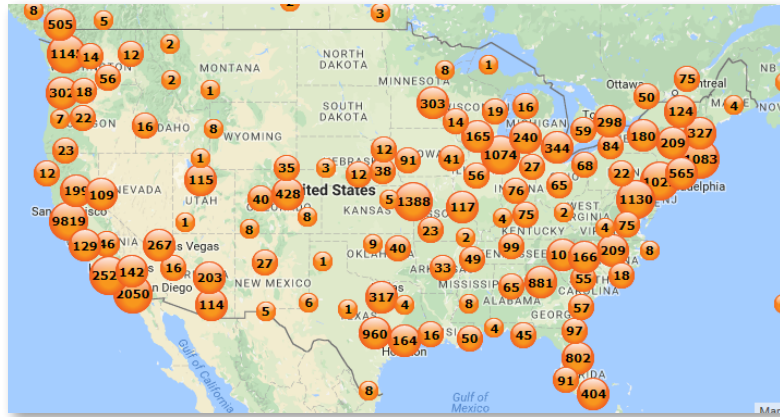
- + \$165 million in funding
- + 70%+ share of commercial smart charging

We Are the Industry Leader

According to Time, Bloomberg, CNBC, Navigant Research and many others

ChargePoint Footprint

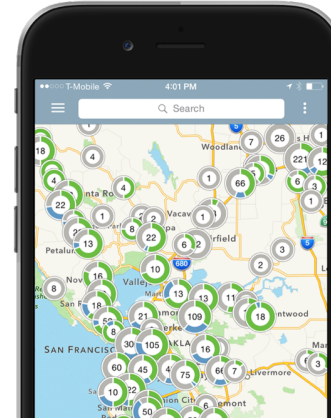
Property Owners Choose Us.
World's Largest EV Charging Network



>40,000 Charging Stations
>600+ stations added each month
Incredibly reliable operation

Drivers Choose Us.

Simple, User Friendly Interface & Navigation



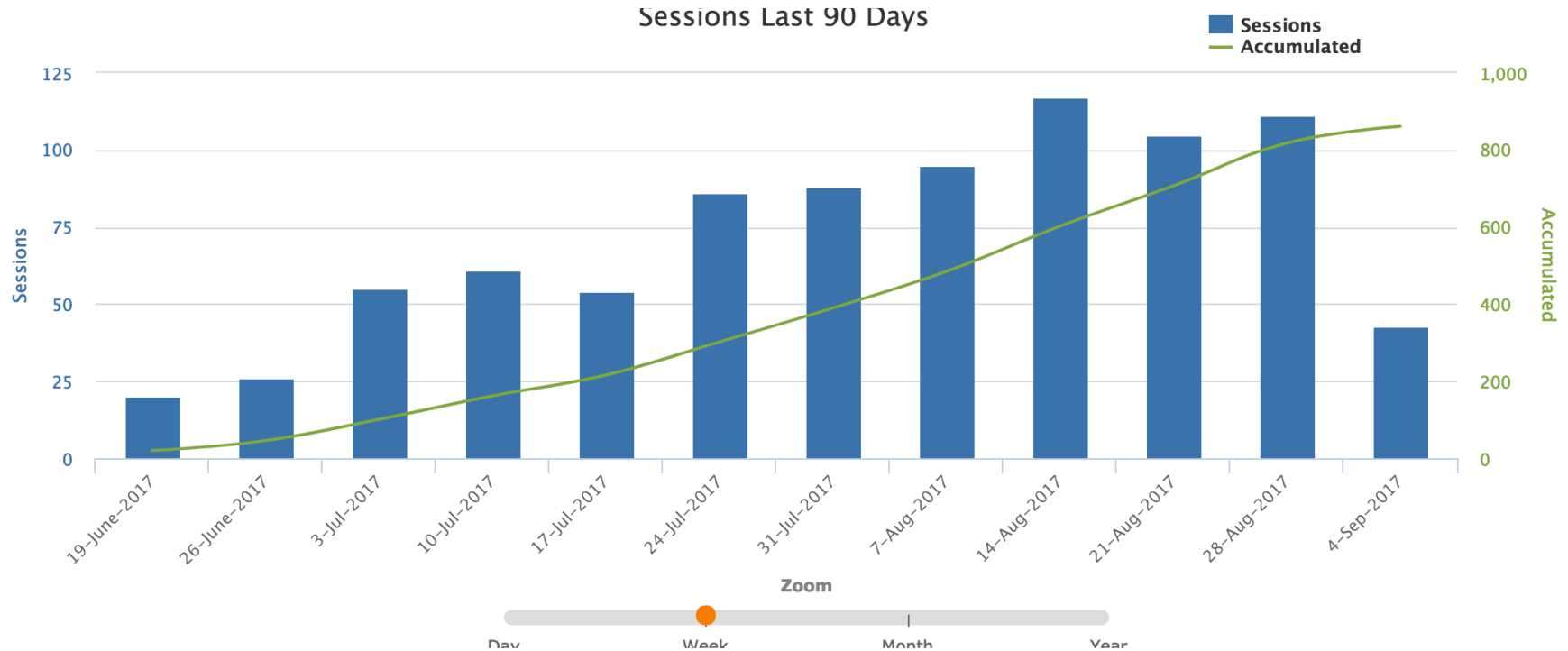
15,000 New ChargePoint App
Downloads per month
A driver plugs into our network every 4 seconds

Why This Matters

- + The CA is a top market for electric vehicle (EV) sales and Auto OEMs have committed to vehicle electrification across the board.
 - There will be many more EVs in the community over the next 2-5 years.
 - There is little available on highway charging in the area. EV drivers, both within the community and traveling along key corridors, will need a place to stop and charge.
- + Charging utilization means increased electric costs from the utility typically paid out of pocket by the property.
- + ChargePoint can cover 100% of the on going operations on the new chargers. Including mitigating the risk on going electrical consumption.

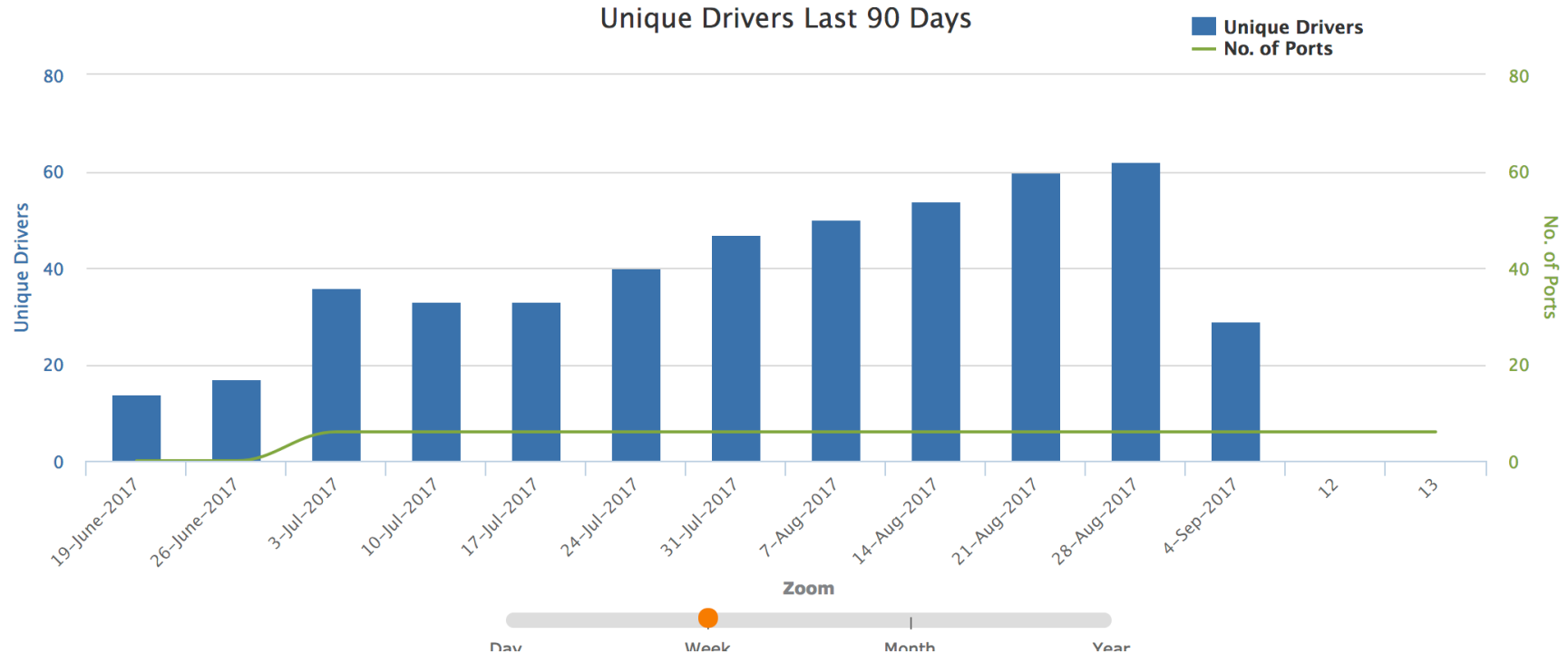


Sample Data- Charging Sessions over 90 Days



Stations are highly utilized. 800 sessions in 90 days!!

Sample Data- New Customers in 90 Days



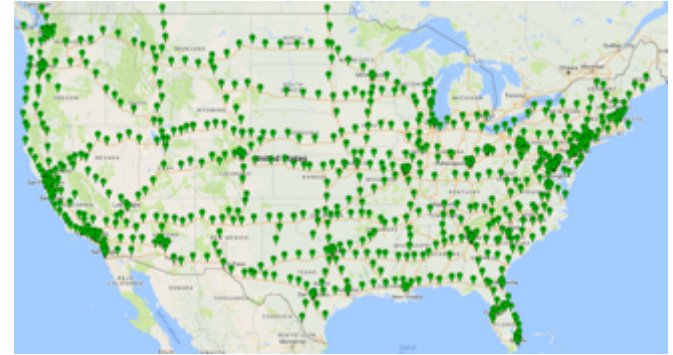
Unique Drivers are customers that have never used the stations.

Express Plus Group's Mission

- + ChargePoint EPG is looking to provide high speed EV charging amenities along national and state highway routes
- + ChargePoint offering a 100% funded project that includes:
 - Express Plus Fast Chargers
 - Serves drivers wanting to make a 30min – 1 hr stop; compatible with all electric vehicles
 - Level 2 charging ports
 - Charge time between 1 – 3 hours; compatible with all electric vehicles
 - All installation (permitting, construction, and new utility service)
 - All on going operations and maintenance including electrical costs
- + ChargePoint will own, operate, and maintain the stations at our own expense over a 15 year term (option to auto renew)

National High Speed Charging Vision

- + Nationwide network of High Speed EV charging sites enabling long range EV travel
- + EV Adoption – accelerate the widespread adoption of long-range battery electric vehicles by alleviating range anxiety
- + Future-proof – modular scalable charger and site architecture designed for 150kW to 350kW capable cars
- + Unsurpassed driver experience – through superior sites, charging equipment and software integration
- + Collaborative – ChargePoint and CEC funds already funded and project started – in discussion with other potential investment partners



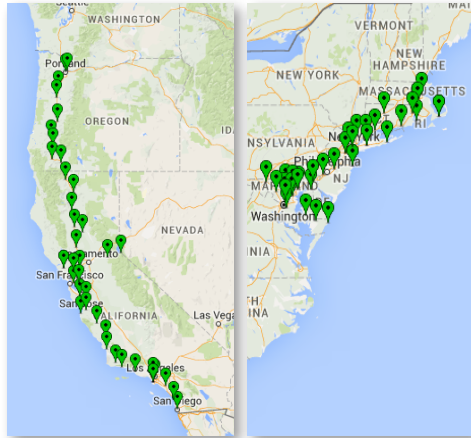
Map of High Speed EV Charging Sites across USA



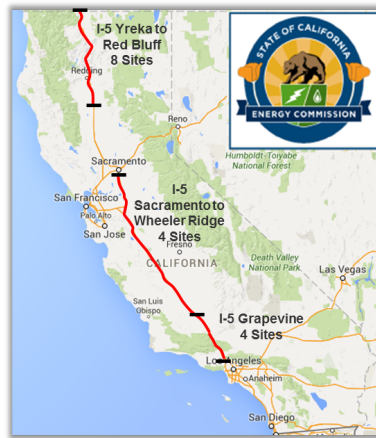
High Speed EV Charging Site (Rendering)

Charging Corridor Deployment Experience

BMW / VW Program



CEC Programs



- 95 stations active at 80 sites
- Building out 16 sites for North-South
- Awarded 54 sites for Inter-Regional

Other grant DCFC site build-outs: State of Maryland, State of Delaware, City of Torrance



Express Plus Station

Cord management keeps cords of the ground and makes it easy to reach car charging port in any location

Liquid cooled power electronics operate in widest range of environmental conditions

10" LCD touch display to view pricing, energy usage and more

Cameras for license plate detection for pre-authorization, occupancy detection and additional security



20" LED display shows availability, wait times in real-time, state of charge, time of use station pricing and more

Base config: 62.5kW inside each station (two 31.25kW power modules)

Each station can dispense up to 400kW of power

Supports CCS1, CCS2, CHAdeMO, and GB/T connectors, other common connector types will be supported in the future

Dimensions

2.2 m x 1.1 m x 0.4 m

7' 4" x 3' 8" x 1' 4"

Sample Site Layout



Scalable future proof architecture – expandable as EV industry grows

The Advantages To You

- + Become a charging destination for EV drivers within the community and commuters traveling on the highway.
- + Increase value for your property and incentivize EV drivers to stop, charge, and spend in the downtown area.
- + Receive a good amount of free marketing for your store, and on-highway signage to provide location assistance to EV drivers.
- + Co-marketing campaigns on social media as well as leverage corporate relationships with Auto OEMs for ride and drive or equivalent events.
- + All in all we believe ChargePoint equipment and technology will increase downtown visibility and traffic for the City of Lemoore.

**We look forward to the opportunity to work with you!
Please let us know how to help further.**

The ChargePoint Team

kevin.christopher@chargepoint.com

rory.moore@chargepoint.com



LEMOORE CITY COUNCIL
COUNCIL CHAMBER
429 C STREET
October 17, 2017

AGENDA

Please silence all electronic devices as a courtesy to those in attendance. Thank you.

PUBLIC COMMENT

This time is reserved for members of the audience to address the City Council on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the Council. It is recommended that speakers limit their comments to 3 minutes each and it is requested that no comments be made during this period on items on the Agenda. The Council is prohibited by law from taking any action on matters discussed that are not on the Agenda. Prior to addressing the Council, any handouts for Council will be provided to the City Clerk for distribution to the Council and appropriate staff.

5:30 pm STUDY SESSION

- SS-1 Presentation on Kings County Victim Witness Advocate Services (Speer)
- SS-2 ChargePoint Electric Vehicle Charging Stations (Speer)

CLOSED SESSION

This item has been set aside for the City Council to meet in a closed session to discuss matters pursuant to Government Code Section 54956.9(d)(4). The Mayor will provide an oral report regarding the Closed Session at the beginning of the next regular City Council meeting.

1. Conference with Labor Negotiator
Government Code Section 54957.6
Agency Negotiator: Jenell Van Bindsbergen, City Attorney
Employee Organizations: General Association of Service Employees, Lemoore
Police Officers Association, Lemoore Police Sergeants Unit, Unrepresented Employees
2. Conference with Real Property Negotiators
Government Code Section 54956.8
Property: 80 Acres in Industrial Park
Agency Negotiator: City Manager and City Attorney
Negotiating Party: John Kashian
Under Negotiation: Price and Terms

In the event that all the items on the closed session agenda have not been deliberated in the time provided, the City Council may continue the closed session at the end of the regularly scheduled Council Meeting.

7:30 pm REGULAR SESSION

- a. CALL TO ORDER
- b. PLEDGE OF ALLEGIANCE
- c. INVOCATION
- d. AGENDA APPROVAL, ADDITIONS, AND/OR DELETIONS

PUBLIC COMMENT

This time is reserved for members of the audience to address the City Council on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the Council. It is recommended that speakers limit their comments to 3 minutes each and it is requested that no comments be made during this period on items on the Agenda. The Council is prohibited by law from taking any action on matters discussed that are not on the Agenda. Prior to addressing the Council, any handouts for Council will be provided to the City Clerk for distribution to the Council and appropriate staff.

CEREMONIAL / PRESENTATION – Section 1

- 1-1 Recognition of Red Ribbon Week T-shirt Design (Smith)

DEPARTMENT AND CITY MANAGER REPORTS – Section 2

- 2-1 Department & City Manager Reports

CONSENT CALENDAR – Section 3

Items considered routine in nature are placed on the Consent Calendar. They will all be considered and voted upon in one vote as one item unless a Council member or member of the public requests individual consideration.

- 3-1 Approval – Minutes – Regular Meeting – October 3, 2017
- 3-2 Approval – Second Reading – Ordinance 2017-13 Amending Chapter 5 of Section 1 of the Lemoore Municipal Code relating to the Mayor and City Council
- 3-3 Approval – Agreement with CrisCom for Governmental Affairs Consulting Services including lobbying, grant services and governmental outreach with State of California and Federal agencies
- 3-4 Approval – Memorandum of Understanding between the City of Lemoore and Kings County Economic Development Corporation for growth and development of industrial business opportunities

PUBLIC HEARINGS – Section 4

- 4-1 2015 Urban Water Management Plan – Resolution 2017-27 (Rivera)

NEW BUSINESS – Section 5

- 5-1 Reclassification and Retitling Certain Positions and Adoption of Job Descriptions for the City of Lemoore – Resolution 2017-28 (Speer)
- 5-2 Comprehensive Review of City Ordinances (Speer)

CITY COUNCIL REPORTS AND REQUESTS – Section 6

- 6-1 City Council Reports / Requests

ADJOURNMENT

Tentative Future Agenda Items

November 7th

SS – Temperance Flat Water Project (Olson)

CP - Oath of Office for LPD New Chaplain (Smith)

Agendas for all City Council meetings are posted at least 72 hours prior to the meeting at the City Hall, 119 Fox St., Written communications from the public for the agenda must be received by the City Clerk's Office no less than seven (7) days prior to the meeting date. The City of Lemoore complies with the Americans with Disabilities Act (ADA of 1990). The Council Chamber is accessible to the physically disabled. Should you need special assistance, please call (559) 924-6705, at least 4 business days prior to the meeting.

PUBLIC NOTIFICATION

I, Mary J. Venegas, City Clerk for the City of Lemoore, declare under penalty of perjury that I posted the above City Council Agenda for the meeting of October 17, 2017 at City Hall, 119 Fox Street, Lemoore, CA on October 13, 2017.

//s//

Mary J. Venegas, City Clerk



119 Fox Street • Lemoore, California 93245 • (559) 924-6700 • Fax (559) 924-9003

Staff Report

Item No: SS-1

To: Lemoore City Council
From: Michelle Speer, Assistant City Manager
Date: September 25, 2017 Meeting Date: October 17, 2017
Subject: Presentation on Kings County Victim Witness Advocate Services

Strategic Initiative:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Safe & Vibrant Community | <input type="checkbox"/> Growing & Dynamic Economy |
| <input type="checkbox"/> Fiscally Sound Government | <input type="checkbox"/> Operational Excellence |
| <input checked="" type="checkbox"/> Community & Neighborhood Livability | <input type="checkbox"/> Not Applicable |

Proposed Motion:

Information Only.

Subject/Discussion:

Phil Esbenshade from the Kings County District Attorney's Office, will be present to provide information on the services provided by the Kings County Victim Witness Advocate division.

Financial Consideration(s):

Not Applicable.

Alternatives or Pros/Cons:

Not Applicable.

Commission/Board Recommendation:

Not Applicable.

Staff Recommendation:

Information Only.

Attachments:

Review:

Date:

"In God We Trust"

- ☐ Resolution:
- ☐ Ordinance:
- ☐ Map
- ☐ Contract
- ☐ Other
- List:

- | | |
|--|----------|
| <input checked="" type="checkbox"/> Finance | 10/11/17 |
| <input type="checkbox"/> City Attorney | |
| <input type="checkbox"/> City Manager | |
| <input checked="" type="checkbox"/> City Clerk | 10/13/17 |



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Staff Report

Item No: SS-2

To: Lemoore City Council

From: Michelle Speer, Assistant City Manager

Date: October 6, 2017

Meeting Date: October 17, 2017

Subject: ChargePoint Electric Vehicle Charging Stations

Strategic Initiative:

- | | |
|---|--|
| <input type="checkbox"/> Safe & Vibrant Community | <input type="checkbox"/> Growing & Dynamic Economy |
| <input type="checkbox"/> Fiscally Sound Government | <input type="checkbox"/> Operational Excellence |
| <input checked="" type="checkbox"/> Community & Neighborhood Livability | <input type="checkbox"/> Not Applicable |

Proposed Motion:

Information Only.

Subject/Discussion:

Rory Moore, with ChargePoint, will present on the company's electric vehicle charging station program.

ChargePoint brings electric vehicle (EV) charging to more people and places than ever before with the world's largest and most open EV charging network. They design, build, and support all of the technology that powers this network, from the charging station hardware to energy management software to a mobile app. Their work transforms transportation and energy use by helping more people choose to drive electric.

ChargePoint was recently awarded a California Energy Commission grant to develop, own, and operate high-speed EV charging stations along key highway corridors in California. This is important because California is the world's leading market for EV sales, and most auto manufacturers have fully committed to electrification. Within the next 2-5 years the amount of EV drivers in the community will increase rapidly.

Here is an overview of what we are proposing- at no cost to the City of Lemoore.

"In God We Trust"

1. ChargePoint will fully fund 100% of the project including the equipment, installation and ongoing operations and maintenance of the stations.
2. License 10 total parking spaces for future expansion. The initial installation will likely be 2-4 high-speed EV chargers and 1 dual port Level 2 charger. Leaving us with 4-6 spaces for expansion, should everyone mutually agree upon it.
3. Operating term of 15 years with option to auto renew.

This is a great opportunity for you to get ahead of this growing industry, and establish the City of Lemoore as the premiere high speed EV charging destination on State Route 41. In addition, you will see a good amount of free marketing, a value add parking lot upgrade, and on-freeway signage, which we will install. Overall, we believe this can/will increase visibility and traffic for the downtown area and local businesses.

Financial Consideration(s):

Not Applicable.

Alternatives or Pros/Cons:

Not Applicable.

Commission/Board Recommendation:

Not Applicable.

Staff Recommendation:

Information Only.

Attachments:

- ☐ Resolution:
- ☐ Ordinance:
- ☐ Map
- ☐ Contract
- ☐ Other
- List:

Review:

- ☒ Finance
- ☐ City Attorney
- ☐ City Manager
- ☒ City Clerk

Date:

10/11/17

10/13/17

**October 3, 2017 Minutes
Study Session
City Council Meeting**

CALL TO ORDER:

At 5:30 p.m., the meeting was called to order.

ROLL CALL: Mayor: MADRIGAL
Mayor Pro Tem: NEAL
Council Members: BLAIR, BROWN, CHEDESTER

City Staff and contract employees present: Interim City Manager Olson; Assistant City Manager Speer; City Attorney Van Bindsbergen; Finance Director Corder; Police Chief Smith; City Clerk/HR Manager Venegas; Deputy City Clerk Lourenco; Executive Assistant Champion.

PUBLIC COMMENT

There was no Public Comment.

5:30 pm STUDY SESSION

SS-1 Classification and Compensation Study

Assistant City Manager Speer presented the Class and Compensation Report, which included the following:

- *Classification Plan*
- *The Process*
 - *Kick-off meeting with all employees*
 - *Job analysis questionnaires for all positions*
 - *Meetings with department heads*
 - *Employee Interviews*
 - *Review of existing city documentation*
 - *Continuous collaboration with city staff*
- *Classification report includes the following:*
 - *Classification levels and definitions*
 - *Titling guidelines and definitions for all class levels*
 - *Supervision guidelines and definitions*
 - *Master list of class titles and recommended changes*
- *Existing Classification Recommendations*
- *New Classification Recommendations*
- *Comprehensive Recommendations*
- *Survey Agencies*
 - *Hanford*
 - *Corcoran*
 - *Kingsburg*
 - *Visalia*
 - *Selma*
 - *Avenal*
 - *Tulare*

- Reedley
- Dinuba
- Coalinga
- Sanger
- Madera
- Porterville
- Survey Process
 - Step 1: Select Comparable Employers
 - Step 2: Identify Compensation Elements
 - Select Survey Classifications
 - Conduct Survey and Analyze Data
 - Market Comparison of Compensation Element
- Scope of Data Collected
 - Base Salary
 - Cash Benefits
 - Insurance Benefits
 - Employer Retirement
 - Leave Benefits
- Survey Findings
 - 31% of surveyed jobs are more than 5% below median
 - 19% of surveyed jobs are more than 5% above median
 - 50% of surveyed jobs are within 5% of median
 - On average, the City is 5.3% below the market median

CLOSED SESSION PUBLIC COMMENT

There was no public comment.

At 6:06 p.m., Council adjourned to Closed Session.

CLOSED SESSION

1. Conference with Labor Negotiator
 Government Code Section 54957.6
 Agency Negotiator: Jenell Van Bindsbergen, City Attorney
 Employee Organizations: General Association of Service Employees, Lemoore
 Police Officers Association, Lemoore Police Sergeants Unit
2. Conference with Legal Counsel – Anticipated Litigation
 Government code Section 54956.9
 Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d)
 of Section 54956.9
 One Case
3. Conference with Legal Counsel – Anticipated Litigation
 Government code Section 54956.9
 Initiation of Litigation Pursuant to Paragraph (4) of Subdivision (d) of Section 54956.9
 (Deciding Whether to Initiate Litigation)
 One Case

ADJOURNMENT

At 7:14 p.m., Council adjourned.

**October 3, 2017 Minutes
Lemoore City Council
Regular City Council Meeting**

CALL TO ORDER:

At 7:30 p.m., the meeting was called to order.

ROLL CALL: Mayor: MADRIGAL
Mayor Pro Tem: NEAL
Council Members: BLAIR, BROWN, CHEDESTER

City Staff and contract employees present: Interim City Manager Olson; Assistant City Manager Speer; City Attorney Van Bindsbergen; Acting Public Works Director Rivera; Development Services Director Holwell; Police Chief Smith; Finance Director Corder; City Clerk/ HR Manager Venegas; Deputy City Clerk Lourenco; Executive Assistant Champion.

CLOSED SESSION REPORT

Nothing to report out.

PUBLIC COMMENT

Lemoore Chamber of Commerce Interim CEO Ward extends an invitation to the final Rockin' the Arbor of the year on Friday, October 6 from 6:30 – 10:30 p.m. She thanked Mayor Madrigal and Interim City Manager Olson for attending last week's Rockin' the Arbor, it was a record number in sales. 60th Annual Installation banquet will be held in January. "Public Safety Person of the Year" has been added as a category to be honored at the event. Nomination forms will be sent out soon.

CEREMONIAL / PRESENTATION – Section 1

There were no Ceremonial / Presentations.

DEPARTMENT AND CITY MANAGER REPORTS – Section 2

2-1 Department & City Manager Reports

Acting Public Works Director Rivera stated City staff is currently working on cleaning solar panel sites. Staff will return to the sites to begin washing the panels.

Assistant City Manager Speer provided an update on current Economic Development projects.

Interim City Manager Olson stated Rockin' the Arbor was a fun event and encourages the community to attend. He thanked City staff for their hard work the last few weeks.

CONSENT CALENDAR – Section 3

- 3-1 Approval – Minutes – Regular Meeting – September 19, 2017
- 3-2 Approval – Change Order and Notice of Completion – Cimarron Sewer Line Repairs Phase 1 – CIP 5301
- 3-3 Approval – Acceptance of Subdivision Agreement and Final Map – Tract No. 797 – Completion of Park View Estates and Development of Heritage Park – Laredo – DR Horton, CA III Inc., Western Pacific Housing Inc.

- 3-4 Approval – Agreement with Fortune Five Marketing Group for development of a new city website

Item 3-4 was pulled for separate consideration.

Motion by Council Member Chedester, seconded by Council Member Brown, to approve the Consent Calendar as presented, excluding Item 3-4.

Ayes: Chedester, Brown, Blair, Neal, Madrigal

- 3-4 Approval – Agreement with Fortune Five Marketing Group for development of a new city website

Motion by Council Member Brown, seconded by Council Member Neal to approve Consent Calendar item 3-4 as presented.

Ayes: Brown, Neal, Chedester, Blair, Madrigal

PUBLIC HEARINGS – Section 4

There were no Public Hearing.

NEW BUSINESS – Section 5

- 5-1 First Reading – Ordinance 2017-13 Amending Chapter 5 of Section 1 of the Lemoore Municipal Code relating to the Mayor and City Council

Motion by Council Member Chedester, seconded by Council Member Neal, to approve the introduction (first reading) of Ordinance 2017-13, an Ordinance Amending Chapter 5 of Section 1 of the City of Lemoore Municipal Code; waive the reading of the Ordinance in its entirety; and set the second reading of the Ordinance for the next regular meeting.

Ayes: Chedester, Neal, Brown, Blair, Madrigal

- 5-2 Request from Tom Vorhees for Financial Assistance from the City to Construct Venture Place Road and all other Infrastructure required for a Private Business Park Development

*Spoke: Tom Vorhees
William Siegel
Heather Corder
Connie Wlaschin
Mark Pescatore*

Motion by Council Member Chedester, seconded by Council Member Blair, to waive building and impact fees up to \$400,000 for this project, provide no loan option, building of road to start within 30 days of October 3, and completion of road within six months.

Ayes: Chedester, Blair, Madrigal

Noes: Brown, Neal

5-3 City Manager Recruitment

Spoke: Heather Olson
Rosa Maria Jaramillo
Michelle Speer
Loy Wedderburn
Margarita Ochoa
Frank Rivera
Darrell Smith
Judy Holwell
Mark Pescatore
Joseph Anderson
Crystal Jackson
Amanda Champion
Marge Marsh

Motion by Council Member Brown, seconded by Council Member Chedester, to table this item.

Ayes: Brown, Chedester, Blair, Neal, Madrigal

Item tabled.

CITY COUNCIL REPORTS AND REQUESTS – Section 6

6-1 City Council Reports / Requests

Council Member Blair offered condolences to the victims of the Las Vegas tragedy and thanked the Mayor for taking a moment of silence. She stated a concern regarding the lighting at the Little League field. Thanked those who supported MIQ at the fall festival.

Council Member Brown requested the status on speed bumps near schools. Thanked staff for doing a great job.

Council Member Chedester thanked everyone who spoke regarding Interim City Manager Olson.

Mayor Pro Tem Neal thanked the seniors, families, and chamber of commerce for being in attendance.

Mayor Madrigal thanked audience for their input tonight and the Chamber of Commerce for the great job they are doing. He stated he had a great time at Rockin' the Arbor and looking forward to the next one.

ADJOURNMENT

At 10:13 p.m., the meeting adjourned.

ATTEST:

APPROVED:

Mary J. Venegas
City Clerk

Ray Madrigal
Mayor



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Staff Report

Item No: 3-2

To: Lemoore City Council

From: Janie Venegas, City Clerk / Human Resources Manager

Date: October 9, 2017

Meeting Date: October 17, 2017

Subject: Second Reading – Ordinance 2017-13 Amending Chapter 5 of Section 1 of the Lemoore Municipal Code relating to the Mayor and City Council

Strategic Initiative:

- | | |
|--|--|
| <input type="checkbox"/> Safe & Vibrant Community | <input type="checkbox"/> Growing & Dynamic Economy |
| <input type="checkbox"/> Fiscally Sound Government | <input checked="" type="checkbox"/> Operational Excellence |
| <input type="checkbox"/> Community & Neighborhood Livability | <input type="checkbox"/> Not Applicable |

Proposed Motion:

Conduct a second hearing on Ordinance 2017-13 Amending Chapter 5 of Section 1 of the City of Lemoore Municipal Code; waive the reading of the Ordinance in its entirety; and adopt the Ordinance.

Subject/Discussion:

The Lemoore City Council routinely holds a 5:30 p.m. study session before council meetings. The Lemoore City Council also routinely goes into closed session immediately after the study session and before the 7:30 p.m. regular meeting.

In the current Lemoore Municipal Code, regular meetings are held the first and third Tuesdays of every month beginning at 7:30 p.m. As Council routinely holds a 5:30 p.m. study session, it is recommended the meeting time be amended to 5:30 p.m. within the Lemoore Municipal Code to allow Council the ability to formally make a decision during closed session.

City Council held a public meeting on these amendments during the October 3, 2017 meeting, and approved the first reading of Ordinance 2017-13 on a 5-0 vote.

Financial Consideration(s):

Not Applicable.

Alternatives or Pros/Cons:

Pros:

- Allows City Council to conduct business at the 5:30 p.m. session.

Cons:

- None.

Commission/Board Recommendation:

Not Applicable.

Staff Recommendation:

Staff recommends approval of the ordinance, as it will align current practices with a formal policy in the Municipal Code.

Attachments:

- ☐ Resolution:
- ☒ Ordinance: 2017-13
- ☐ Map
- ☐ Contract
- ☐ Other
- List:

Review:

- ☒ Finance
- ☒ City Attorney
- ☒ City Manager
- ☒ City Clerk

Date:

09/26/17
09/27/17
09/27/17
10/13/17

ORDINANCE NO. 2017-13

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEMOORE
AMENDING CHAPTER 5 OF SECTION 1 OF THE CITY OF LEMOORE MUNICIPAL
CODE RELATING TO THE MAYOR AND CITY COUNCIL**

The City Council of the City of Lemoore does ordain as follows:

SECTION 1. Chapter 5 of Title 1 of the Municipal Code is hereby amended to read as follows in its entirety:

1-5-1: MEETINGS OF THE COUNCIL:

The time for regular meetings of the city council shall be the first and third Tuesdays of each month at the hour of five thirty o'clock (5:30) P.M. All meetings of the city council shall be held in the city council chambers, 429 C Street, Lemoore, California.

SECTION 2. This Ordinance shall take effect 30 days after its adoption.

SECTION 3. The City Clerk is hereby directed to cause a summary of this Ordinance to be published by one insertion in a newspaper of general circulation in the community at least five (5) days prior to adoption and again (15) days after its adoption. If a summary of the ordinance is published, then the City Clerk shall cause a certified copy of the full text of the proposed ordinance to be posted in the office of the City Clerk at least five days prior to the Council meeting at which the ordinance is adopted, and again after the meeting at which the ordinance is adopted. The summary shall be approved by the City Attorney.

The foregoing ordinance was introduced at a regular meeting of the City Council of the City of Lemoore held on the 3rd day of October 2017 and passed and adopted at a regular meeting of the City Council held on the 17th day of October 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Mary J. Venegas
City Clerk

Ray Madrigal
Mayor



119 Fox Street • Lemoore, California 93245 • (559) 924-6700 • Fax (559) 924-9003

Staff Report

Item No: 3-3

To: Lemoore City Council

From: Nathan Olson, Interim City Manager

Date: Sept 21, 2017 Meeting Date: October 17, 2017

Subject: Agreement with CrisCom for Governmental Affairs Consulting Services including lobbying, grant services, and governmental outreach with State of California and Federal agencies

Strategic Initiative:

- | | |
|---|--|
| <input type="checkbox"/> Safe & Vibrant Community | <input type="checkbox"/> Growing & Dynamic Economy |
| <input checked="" type="checkbox"/> Fiscally Sound Government | <input checked="" type="checkbox"/> Operational Excellence |
| <input checked="" type="checkbox"/> Community & Neighborhood Livability | <input type="checkbox"/> Not Applicable |

Proposed Motion:

Authorize the Interim City Manager to negotiate and sign an agreement with CrisCom for lobbying efforts to secure additional funds for infrastructure and streets projects and approve and authorize the budget amendment for said agreement.

Subject/Discussion:

The City of Lemoore is currently under contract for city-wide master planning for all public works infrastructure (water, wastewater, storm drain and sewer). The city is also nearing completion of a pilot program to get compliance for water quality issues (TTHM). There is a need for road access improvements to make economic development more attractive on the west side of highway 41, and 80 acres located on the northeast corner of Highway 41 and Idaho Ave.

Previous water quality and improvements have been estimated to cost \$30,000,000. Ingress/egress improvements are estimated as an additional \$18,000,000 for redesign of the Highway 41 and/Bush Avenue interchange, and roundabout at Highway 41 and Idaho

Avenue. Tertiary treatment of wastewater is estimated to be \$50,000,000 for a 2.5 million gallon a day plant.

CrisCom has established relationships with government entities in Kings County, as well as State and Federal partners, and have proven to be successful advocates for public safety. CrisCom was responsible for bringing hundreds of thousands of dollars to our communities, which bolstered staffing levels in our Narcotics and Gang Task Force Units. Additionally, CrisCom secured \$939,000 for the City of Lemoore for a consolidated dispatch project. The City is contracting to explore all avenues of available funding to offset cost for future projects as outlined in the 5 year CIP.

CrisCom will provide governmental affairs consulting services including lobbying, grant services and governmental outreach with the State of California and Federal agencies. Criscom will also continue to support retail economic development leads that are currently in process.

Financial Consideration(s):

The fee for lobbying, grant services and outreach shall be \$3,750 per month. This fee shall be in advance of services to be rendered and all reimbursable expenses over \$50 shall be pre-approved by the City of Lemoore. CrisCom will not ask for reimbursement of ordinary business expenses, such as telephone, postage and delivery charge.

This agreement will commence on October 1, 2017. Either party may terminate the relationship, with or without cause, on a 30 day written notice. The proposed Memorandum of Understanding (MOU) is attached for City Council review.

Approval of this agenda item will require a one-time budget amendment to the City Manager Department, Budget Unit 4213, Professional Services Account 4310, for a total of \$32,000 for the remainder of Fiscal Year 2017-2018. Increase the budget amount for Professional services (4310) in the City Manager Department (4213) in the General Fund (001) for \$32,000. Reduce the budget amount for General Fund 001-1010 cash account from \$107,000 to \$75,000.

Alternatives or Pros/Cons:

Pros:

- Creates a potential funding mechanism to complete upcoming capital projects.
- Will provide technical and subject matter expertise in applying for and grants.
- Proven track record in successful return on investment.

Cons:

- The cost for this item was not budgeted in FY 2017-2018.

Commission/Board Recommendation:

None.

Staff Recommendation:

Staff recommends that the City Council by motion, approve, to authorize the Interim City Manager to enter into an agreement with CrisCom as outlined under the attached MOU.

Attachments:

- ☐ Resolution:
- ☐ Ordinance:
- ☐ Map
- ☐ Contract
- ☒ Other

List: Agreement

Budget Amendment Form

Review:

- ☒ Finance
- ☐ City Attorney
- ☒ City Manager
- ☒ City Clerk

Date:

09/26/17

09/27/17

10/13/17

CITY OF LEMOORE CONSULTANT SERVICES AGREEMENT

This Consultant Services Agreement ("Agreement") is entered into between the City of Lemoore, a California municipal corporation ("City") and The CrisCom Company ("Consultant") with respect to the following recitals, which are a substantive part of this Agreement. This Agreement shall be effective on the date signed by City, which shall occur after execution by Consultant ("Effective Date").

RECITALS

- A. City desires to seek governmental affairs consulting services, as outlined in Exhibit "A," Memorandum of Understanding and specifically detailed on page 1 of Exhibit A under "Scope of Work." If there is a conflict between the terms of the Proposal and this Agreement, this Agreement shall control.
- B. Consultant is engaged in the business of furnishing the Services and hereby warrants and represents that it is qualified, licensed, and professionally capable of performing the Services.
- C. City desires to retain Consultant, and Consultant desires to provide the City with the Services, on the terms and conditions as set forth in this Agreement.

NOW, THEREFORE, in consideration of the promises and mutual agreements herein, City and Consultant agree as follows:

AGREEMENT

- 1. Scope of Services. Consultant shall perform the Services described in Exhibit A.
- 2. Commencement of Services; Term of Agreement. Consultant shall commence the Services upon City's issuance of a written "Notice to Proceed" and shall continue with the Services until Consultant, as determined by City, has satisfactorily performed and completed the Services, or until such time as the Agreement is terminated by either party pursuant to Section 16 herein, whichever is earlier.
- 3. Payment for Services. City shall pay Consultant a sum not to exceed the total set forth in **Exhibit A** for the Services performed pursuant to this Agreement. Consultant shall submit monthly invoices to City containing detailed billing information regarding the Services provided and unless otherwise specified in **Exhibit A**, City shall tender payment to Consultant within thirty (30) days after receipt of invoice.
- 4. Independent Contractor Status. Consultant shall perform the Services as independent contractors and not as officers, employees, agents or volunteers of City. Nothing contained in this Agreement shall be deemed to create any contractual relationship between City and Consultant's employees, nor shall anything contained in this Agreement be deemed to give any third party, including but not limited to Consultant's employees, any claim or right of action against City.

5. Standard of Care. Consultant expressly represents it is qualified in the field for which Services are being provided under this Agreement and that to the extent Consultant utilizes employees, volunteers or agents, such employees, volunteers or agents are, and will be, qualified in their fields. Consultant also expressly represents that both Consultant and its employees, volunteers or agents, if any, are now, and will be throughout their performance of the Services under this Agreement, properly licensed or otherwise qualified and authorized to perform the Services required and contemplated by this Agreement. Consultant shall utilize the standard of care and skill customarily exercised by members of their profession, shall use reasonable diligence and best judgment while performing the Services, and shall comply with all applicable laws and regulations.
6. Identity of Subcontractors and Sub-Consultants. No subcontractors shall be used.
7. Subcontractor Provisions. Not applicable.
8. Power to Act on Behalf of City. Consultant shall not have any right, power, or authority to create any obligation, express or implied, or make representations on behalf of City except as may be expressly authorized in advance in writing from time to time by City and then only to the extent of such authorization.
9. Record Keeping; Reports. Consultant shall keep complete records showing the type of Services performed. City shall be given reasonable access to the records of Consultant for inspection and audit purposes. Consultant shall provide City with a working draft of all reports and five (5) copies of all final reports prepared by Consultant under this Agreement.
10. Ownership and Inspection of Documents. All data, tests, reports, documents, conclusions, opinions, recommendations and other work product generated by or produced for Consultant employees, volunteers or agents in connection with the Services, regardless of the medium, including written proposals and materials recorded on computer discs ("Work Product"), shall be and remain the property of City. City shall have the right to use, copy, modify, and reuse the Work Product as it sees fit. Upon City's request, Consultant shall make available for inspection and copying all such Work Product and all Work Product shall be turned over to City promptly at City's request or upon termination of this Agreement, whichever occurs first. This obligation shall survive termination of this Agreement and shall survive for four (4) years from the date of expiration or termination of this Agreement.
11. Confidentiality. All data, reports, conclusions, opinions, recommendations and other Work Product prepared and performed by and on behalf of Consultant in connection with the Services performed pursuant to this Agreement shall be kept confidential and shall be disclosed only to City, unless otherwise provided by law or expressly authorized by City. Consultant shall not disclose or permit the disclosure of any confidential information acquired during performance of the Services, except to its agents and employees who need such confidential information in employees, volunteers or agents to be bound to these confidentiality provisions.
12. City Name and Logo. Consultant shall not use City's name or insignia, photographs relating to the City projects for which Consultant's services are rendered, or any publicity pertaining to the Consultant's services under this Agreement in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

13. Conflicts of Interest. Consultant warrants that neither Consultant nor any of its employees have an interest, present or contemplated, in the Services. Consultant further warrants that neither Consultant nor any of its employees have real property, business interests or income that will be affected by the Services. Consultant covenants that no person having any such interest shall perform the Services under this Agreement. During the performance of the Services, Consultant shall not employ or retain the services of any person who is employed by the City or a member of any City Board or Commission.

14. Non-liability of Officers and Employees. No officer or employee of City shall be personally liable to Consultant, or any successors in interest, in the event of a default or breach by City for any amount which may become due Consultant or its successor, or for any breach of any obligation under the terms of this Agreement.

15. City Right to Employ Other Consultants. This Agreement is non-exclusive with Consultant. City reserves the right to employ other consultants in connection with the Services.

16. Termination of Agreement. This Agreement shall terminate upon completion of the Services, or earlier pursuant to the following.

a.. Termination by City: Without Cause. This Agreement may be terminated by City at its discretion upon thirty (30) days prior written notice to Consultant.

b. Termination by City or Consultant: For Cause. Either party may terminate this Agreement upon thirty (30) days prior written notice to the other party of a material breach, and a failure to cure within that time period.

c. Compensation to Consultant Upon Termination. In the event termination is not due to fault attributable to Consultant, and provided all other conditions for payment have been met, Consultant shall be paid compensation for services performed prior to notice of termination. As to any phase partially performed but for which the applicable portion of Consultant's compensation has not become due, Consultant shall be paid the reasonable value of its services provided. However, in no event shall such payment when added to any other payment due under the applicable part of the work exceed the total compensation of such part as specified in Section 3 herein. In the event of termination due to Consultant's failure to perform in accordance with the terms of this Agreement through no fault of City, City may withhold an amount that would otherwise be payable as an offset to City's damages caused by such failure.

d. Effect of Termination. Upon receipt of a termination notice (or completion of this Agreement), Consultant shall: (i) promptly discontinue all Services affected (unless the notice directs otherwise); and (ii) deliver or otherwise make available to the City, without additional compensation, all data, documents, procedures, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Consultant in performing this Agreement, whether completed or in process. Following the termination of this Agreement for any reason whatsoever, City shall have the right to utilize such information and other documents, or any other works of authorship fixed in any tangible medium of expression, including but not limited to physical drawings, data magnetically or otherwise recorded on computer disks, or other writings

prepared or caused to be prepared under this Agreement by Consultant. Consultant may not refuse to provide such writings or materials for any reason whatsoever.

17. Insurance. Consultant shall satisfy the insurance requirements set forth in **Exhibit B**.

18. Indemnity and Defense. Consultant hereby agrees to indemnify, defend and hold the City, City Council members, employees, volunteers, agents and city officials harmless from and against all claims, demands, causes of action, actions, damages, losses, expenses, and other liabilities (including without limitation reasonable attorney fees and costs of litigation) of every nature arising out of or in connection with actual acts, errors, omissions or negligence of Consultant or its employees, volunteers or agents relating to the performance of Services described herein.

19. Assignment. Neither this Agreement nor any duties or obligations hereunder shall be assignable by Consultant without the prior written consent of City. In the event of an assignment to which City has consented, the assignee shall agree in writing to personally assume and perform the covenants, obligations, and agreements herein contained. In addition, Consultant shall not assign the payment of any monies due Consultant from City under the terms of this Agreement to any other individual, corporation or entity. City retains the right to pay any and all monies due Consultant directly to Consultant.

20. Form and Service of Notices. Any and all notices or other communications required or permitted by this Agreement or by law to be delivered to, served upon, or given to either party to this Agreement by the other party shall be in writing and shall be deemed properly delivered, served or given by one of the following methods:

a. Personally delivered to the party to whom it is directed. Service shall be deemed the date of delivery.

b. Delivered by e-mail to a known address of the party to whom it is directed, provided the e-mail is accompanied by a written acknowledgment of receipt by the other party. Service shall be deemed the date of written acknowledgement.

c. Delivery by a reliable overnight delivery service, ex., Federal Express, receipted, addressed to the addressees set forth below the signatories to this Agreement. Service shall be deemed the date of delivery.

d. Delivery by deposit in the United States mail, first class postage prepaid. Service shall be deemed delivered seventy-two (72) hours after deposit.

21. Entire Agreement. This Agreement, including the attachments, represents the entire Agreement between City and Consultant and supersedes all prior negotiations, representations or agreements, either written or oral, with respect to the subject matter herein. This Agreement may be amended only by written instrument signed by both City and Consultant.

22. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

23. Authority. The signatories to this Agreement warrant and represent that they have the legal right, power, and authority to execute this Agreement and bind their respective entities.

24. Severability. In the event any term or provision of this Agreement is declared to be invalid or illegal for any reason, this Agreement will remain in full force and effect and will be interpreted as though such invalid or illegal provision were not a part of this Agreement. The remaining provisions will be construed to preserve the intent and purpose of this Agreement and the parties will negotiate in good faith to modify any invalidated provisions to preserve each party's anticipated benefits.

25. Applicable Law and Interpretation and Venue. This Agreement shall be interpreted in accordance with the laws of the State of California. The language of all parts of this Agreement shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against either party. This Agreement is entered into by City and Consultant in the County of Kings, California. Thus, in the event of litigation, the Parties agree venue shall only lie with the appropriate state or federal court in Kings County.

26. Amendments and Waiver. This Agreement shall not be modified or amended in any way, and no provision shall be waived, except in writing signed by the parties hereto. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. Failure of either party to enforce any provision of this Agreement shall not constitute a waiver of the right to compel enforcement of the remaining provisions of this Agreement.

27. Third Party Beneficiaries. Nothing in this Agreement shall be construed to confer any rights upon any party not a signatory to this Agreement.

28. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

29. Alternative Dispute Resolution. If a dispute arises out of or relating to this Agreement, or the alleged breach thereof, and if said dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by non-binding mediation before resorting to litigation or some other dispute resolution procedure, unless the parties mutually agree otherwise. The mediator shall be mutually selected by the parties, but in case of disagreement, the mediator shall be selected by lot from among two nominations provided by each party. All costs and fees required by the mediator shall be split equally by the parties; otherwise, each party shall bear its own costs of mediation. If mediation fails to resolve the dispute within thirty (30) days, either party may pursue litigation to resolve the dispute.

Demand for mediation shall be in writing and delivered to the other party to this Agreement. A demand for mediation shall be made within reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such a claim, dispute or other matter in question would be barred by California statutes of limitations.

30. Non-Discrimination/Harassment/Retaliation. Consultant shall not discriminate, harass, or retaliate or permit discrimination, harassment, or retaliation of its employees or applicants for employment in the provision of the Services set forth in Exhibit A. t. Specifically, Consultant will not discriminate, harass, retaliate or permit discrimination, harassment, or retaliation against employees or applicants on the basis of race, color, religion (including religious dress and grooming), age, sex, sexual orientation, ancestry, national origin, disability, marital status, military status or any other basis unlawful under federal or State law. The City is an equal opportunity employer and requires Consultant adhere to all City policies and procedures prohibiting discrimination, harassment, and retaliation. Before commencement of work, Consultant must provide evidence of compliance with all mandatory sexual harassment training.

31. Compliance with Federal, State and Local Laws. Consultant shall be responsible for and shall comply with all applicable laws, rules and regulations that are now in effect or may be promulgated or amended from time to time by the Government of the United States, the State of California, Kings County, the City and any other agency now authorized or which may be authorized in the future to regulate the services to be performed pursuant to this Agreement. Consultant represents that it currently has, and will maintain in effect all proper licensing and permits necessary to providing the Services described in Exhibit A.

32. Attorney's Fees. If either Party institutes an action or proceeding for a declaration of rights of the parties under this Agreement, for injunctive relief, or for an alleged breach or default of, or any other action arising out of, this Agreement, or the transactions contemplated hereby, or if either Party is in default of its obligations hereunder, whether or not suit is filed or prosecuted to final judgment, the non-defaulting or prevailing party shall be entitled to reasonable attorney's fees and to any court costs incurred, in addition to any other damages or relief awarded.

NOW, THEREFORE, the City and Consultant have executed this Agreement on the date(s) set forth below.

Signatures on Next Page

CONSULTANT

CITY OF LEMOORE

By: _____
Chuck Jelloian, Owner

By: _____
Nathan Olson,
Interim City Manager

Date: _____

Date: _____

Party Identification and Contact Information:

The CrisCom Company
9550 Topanga Canyon Blvd.
Chatsworth, California 91311
(818) 998-3850

City of Lemoore
Attn: Nathan Olson, Interim City Manager
711 W. Cinnamon Drive
Lemoore, CA 93245
nolson@lemoore.com
(559) 924-6700

EXHIBIT A

CONSULTANT PROPOSAL

See attached.

EXHIBIT B

INSURANCE REQUIREMENTS

Prior to commencement of the Services, Consultant shall take out and maintain, at its own expense, the following insurance until completion of the Services or termination of this Agreement, whichever is earlier, except as otherwise required by subsection (d) below. All insurance shall be placed with insurance companies that are licensed and admitted to conduct business in the State of California and are rated at a minimum with an "A" by A.M. Best Company.

a. Minimum Limits of Insurance. Consultant shall maintain limits no less than:

(i) Professional Liability Insurance in an amount not less than \$1,000,000.00 per occurrence. Said insurance shall be maintained at all times during Consultant's performance of Services under this Agreement, and for a period of five years following completion of Consultant's Services under this Agreement or termination of this Agreement.

(ii) General Liability Insurance (including operations, products and completed operations coverages) in an amount not less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

(iii) Worker's Compensation Insurance as required by the State of California.

(iv) Business Automobile Liability Insurance in an amount not less than \$1,000,000 per accident for bodily injury and property damage.

If Consultant maintains higher limits than the minimums shown above, the City shall be entitled to coverage at the higher limits maintained.

b. Other Insurance Provisions. The general liability policy is to contain, or be endorsed to contain, the following provisions:

(i) The City, City Council members, employees, volunteers, agents and city officials are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Consultant; and with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided with two endorsement forms: 1) in the form of an additional insured endorsement to the Consultant's insurance, or as a separate owner's policy (CG 20 10 11 85 or its equivalent language) and 2) a CG 20 37 10 01 endorsement form or its equivalent language. A later edition of the CG 20 10 form along with the CG 20 37 coverage form will give some protection to the entity for specific locations.

(ii) For any claims related to the Services performed pursuant to this Agreement, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

(iii) Each insurance policy required by this section shall be endorsed to state that the City shall receive written notice at least thirty (30) days prior to the cancellation, non-renewal, or material modification of the coverages required herein.

(iv) Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

c. Evidence of Coverage. Consultant shall deliver to City written evidence of the above insurance coverages, including the required endorsements prior to commencing Services under this Agreement; and the production of such written evidence shall be an express condition precedent, notwithstanding anything to the contrary in this Agreement, to Consultant's right to be paid any compensation under this Agreement. City's failure, at any time, to object to Consultant's failure to provide the specified insurance or written evidence thereof (either as to the type or amount of such insurance), shall not be deemed a waiver of City's right to insist upon such insurance later.

d. Maintenance of Insurance. If Consultant fails to furnish and maintain the insurance required by this section, City may (but is not required to) purchase such insurance on behalf of Consultant, and the Consultant shall pay the cost thereof to City upon demand, and City shall furnish Consultant with any information needed to obtain such insurance. Moreover, at its discretion, City may pay for such insurance with funds otherwise due Consultant under this Agreement.

Consultant shall maintain all of the foregoing insurance coverages during the term of this Agreement, except as to (a) the products and completed operations coverage under the General Liability Insurance which shall also be maintained for a period of ten (10) years following completion of the Services by Consultant or termination of this Agreement, whichever is earlier; and (b) Professional Liability Insurance, which shall be maintained for a period of five (5) years following completion of the Services by Consultant or termination of this Agreement, whichever is earlier.

e. Indemnity and Defense. Except as otherwise expressly provided, the insurance requirements in this section shall not in any way limit, in either scope or amount, the indemnity and defense obligations separately owed by Consultant to City under this Agreement.

CONSULTANT AGREEMENT

THIS AGREEMENT is made and effective SEPTEMBER 1, 2017, by and between the **CITY OF LEMOORE**, ("City"), with its principal place of business located at 119 Fox Street, Lemoore, in the County of Kings, State of California, and **THE CRISCOM COMPANY** ("CrisCom"), maintaining its principle place of business at 9550 Topanga Canyon Blvd., Chatsworth, California.

ARTICLE 1 BACKGROUND AND PURPOSE

Section 1.1 Background and Purpose

This AGREEMENT formalizes the relationship between the City and CrisCom and outlines the terms and conditions hereinafter set forth.

ARTICLE 2 TERMS AND SERVICES

Section 2.1 Terms

This AGREEMENT will commence on September 1, 2017 and end on August 31, 2019. Either party may terminate this AGREEMENT with thirty (30) days written notice.

Section 2.2 Services

CrisCom shall continue to provide governmental affairs consulting services including, lobbying, grant services, and governmental outreach with the State of California and the Federal government. This will include working with any and all pertinent State and Federal agencies. Additionally, CrisCom will continue to foster the relationships built with select retail development opportunities as identified during previous development efforts.

Section 2.3 Progress Report

CrisCom shall continue to update staff on a regular weekly basis, however for the purposes of this AGREEMENT, CrisCom will formally report on a bi-weekly basis to the City Manager and appointed City staff member. Furthermore, CrisCom will report to the City Council on a quarterly basis, either in writing or in person at a Council meeting. Additionally, CrisCom's representatives are always available to the City Council Members and City Staff.

Section 2.4 Independent Contractor

CrisCom serves as an independent contractor for the City; and is not an employee of the City.

ARTICLE 3 COMPENSATION

Section 3.1 Payment

The City shall compensate CrisCom an amount of \$3,750 per month, in advance of services rendered. CrisCom will provide the City an invoice prior to the commencement of the month. Invoices are due on the 1st and late after the 10th.

ARTICLE 4 SUBCONTRACTS

Section 4.1 Subcontracts

CrisCom shall not subcontract or assign responsibility for performance of any portion of this AGREEMENT without prior written consent of the City. Except as otherwise specifically approved by the City, CrisCom shall include appropriate provisions of this AGREEMENT in subcontracts so rights conferred to the City by this AGREEMENT shall not be affected or diminished by subcontract. There shall be no contractual relationship intended, implied or created between the City and any subcontractor with respect to services under this AGREEMENT.

ARTICLE 5 INDEMNIFICATION

Section 5.1 Hold Harmless Agreement

CrisCom shall defend, indemnify, and hold harmless the City, its officers, employees and agents, from and against loss, injury, liability, or damages arising from any act of omission to act, including any negligent act or omission to act, by CrisCom or CrisCom's officers, employees, or agents.

ARTICLE 6 MISCELLANEOUS

Section 6.1 Breach of Agreement

The waiver by either party of any breach of this AGREEMENT shall not bar the other party from enforcing any subsequent breach thereof.

Section 6.2 Notices

Notices shall be deemed received when deposited in the U.S. Mail with postage prepaid and registered or certified addressed as follows unless advising in writing to the contrary:

City of Lemoore
Attn: City Manager
119 Fox Street
Lemoore, CA 93245

The CrisCom Company
Attn: Chuck Jelloian
9550 Topanga Canyon Blvd.
Chatsworth, CA 91311

Section 6.3 Attorney Fees

If any action at law or in equity is brought to enforce this AGREEMENT, the prevailing party shall be entitled to reasonable attorney fees and costs.

Section 6.4 Governing Law and Venue

The AGREEMENT shall be interpreted and construed under, and the rights of the parties will be governed by the laws of the State of California. Venue in any legal action or proceeding shall be in the appropriate court for the County of Kings, California.

ARTICLE 7 INTEGRATION

Section 7.1 Integration

This AGREEMENT represents the entire understanding of the City and CrisCom as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This AGREEMENT may not be modified or altered except in writing, signed by both parties.

ARTICLE 8 INSURANCE REQUIREMENTS

Section 8.1 Insurance Requirements

Prior to commencement of the Services, Consultant shall take out and maintain, at its own expense, and shall cause any subcontractor with whom Consultant contracts for the performance of Services pursuant to this AGREEMENT to take out and maintain, the following insurance until completion of the Services or termination of this AGREEMENT, whichever is earlier. All insurance shall be placed with insurance companies that are licensed and admitted to conduct business in the State of California.

- a. Minimum Limits of Insurance. Consultant shall maintain limits no less than:
- (i) Professional Liability Insurance in an amount not less than \$1,000,000.00 per occurrence. Said insurance shall be maintained at all times during Consultant's performance of Services under this AGREEMENT.
 - (ii) General Liability Insurance (including operations, products and completed operations coverages) in an amount not less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
 - (iii) Worker's Compensation Insurance as required by the State of California.

(iv) Business Automobile Liability Insurance in an amount not less than \$1,000,000 per accident for bodily injury and property damage.

b. Evidence of Coverage. Consultant shall deliver to City written evidence of the above insurance coverages, including the required endorsements prior to commencing Services under this AGREEMENT; and the production of such written evidence shall be an express condition precedent, notwithstanding anything to the contrary in this AGREEMENT, to Consultant's right to be paid any compensation under this AGREEMENT. City's failure, at any time, to object to Consultant's failure to provide the specified insurance or written evidence thereof (either as to the type or amount of such insurance), shall not be deemed a waiver of City's right to insist upon such insurance later. This AGREEMENT represents the entire understanding of the City and CrisCom as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This AGREEMENT may not be modified or altered except in writing, signed by both parties.

IN WITNESS WHEREOF, the parties hereby have caused this AGREEMENT to be executed the date first above written.

APPROVED:
City of Lemoore

City Manager: _____

Signature: _____

Date: _____

APPROVED:
The CrisCom Company

CEO: _____

Signature: _____

Date: _____



CITY OF LEMOORE

BUDGET AMENDMENT FORM

Date:	10/13/2017	Request By:	Nathan Olson
Requesting Department: City Manager			

TYPE OF BUDGET AMENDMENT REQUEST:

- ☐ Appropriation Transfer within Budget Unit
- ☒ All other appropriations (Attach Council approved Staff Report)

FROM:

Fund	Budget Unit	Account	Current Budget	Proposed Increase/Decrease:	Proposed New Budget
001	001	1010	\$ 107,000.00	\$ (32,000.00)	\$ 75,000.00

TO:

Fund	Budget Unit	Account	Current Budget	Proposed Increase/Decrease:	Proposed New Budget
001	4213	4310	\$ 107,340.00	\$ 32,000.00	\$ 139,340.00

JUSTIFICATION FOR CHANGE/FUNDING SOURCE:

APPROVALS:

Department Head:	Date:
City Manager:	Date:
Completed By:	Date:



119 Fox Street • Lemoore, California 93245 • (559) 924-6700 • Fax (559) 924-9003

Staff Report

Item No: 3-4

To: Lemoore City Council
From: Nathan Olson, Interim City Manager
Date: September 22, 2017 **Meeting Date:** October 17, 2017
Subject: Memorandum of Understanding between the City of Lemoore and Kings County Economic Development Corporation for growth and development of industrial business opportunities

Strategic Initiative:

<input type="checkbox"/> Safe & Vibrant Community	<input type="checkbox"/> Growing & Dynamic Economy
<input checked="" type="checkbox"/> Fiscally Sound Government	<input checked="" type="checkbox"/> Operational Excellence
<input checked="" type="checkbox"/> Community & Neighborhood Livability	<input type="checkbox"/> Not Applicable

Proposed Motion:

Authorize the Interim City Manager to execute the Memorandum of Understanding (MOU) for membership with Kings Economic and Development Corporation (Kings EDC).

Subject/Discussion:

The City of Lemoore is interested renewing the membership with Kings EDC for industrial development opportunities. The City and Kings EDC have enjoyed a longstanding relationship for over 45 years in the joint attraction and retention of business to Lemoore, including numerous services to support and help facilitate growth of existing business through financial counseling and assistance, business incentives and routine visitation of existing businesses by Kings EDC. Parties acknowledge that it is necessary to attract well-paying jobs with benefits, as well as the investment needed to generate property tax and the disposable income needed to sustain retail sales and the tax benefits which accompany those sales.

Business Retention:

- Make 70 substantive contacts with Lemoore business owners or representatives in key management positions to assess the current business health, facilitate business-to-business activity, advice regarding available business incentives, consult on workforce development and incumbent worker training issues, and to serve as an advocate for businesses as appropriate in order to strengthen their competitiveness, investment and local hiring.
- Organize quarterly Industrial Managers' luncheons, where plant managers, COO's, CFO's and public officials interact and learn about rules, regulations and laws affecting business and other topics of interest and value to business.
- Provide counseling and re-employment services to businesses facing downsizing or closing, to retain the business and prevent closure.

Business Attraction:

- Actively participate with the California Central Valley Economic Development Corporation (CCVEDC) in a \$100,000, multi-faceted approach to attracting business into the Central Valley, particularly in the targeted industries of agricultural technologies and biotechnologies, manufacturing, supply chain management and logistics, food processing, health and medical care, and renewable energy. A sample of the annual CCVEDC activities include: 2,500 direct contacts with real estate brokers monthly; attendance at two targeted trade shows annually; five broker missions to major development markets throughout the United States to meet with 125 or more major brokerage firms; email blasts featuring properties throughout the Central Valley, sorted by property, available buildings size, etc.; lead coordination and management; website presence; participation in regional economic and workforce development efforts to improve the workforce preparedness of Valley residents; and, attendance at regional planning and economic development events to represent and promote Lemoore properties and development opportunities.
- Maintain a website with current socioeconomic data on Kings County and its cities.
- Send semi-annual email blasts to roughly 1,500 brokers throughout the U.S., featuring available Lemoore and other Kings County properties.
- Manage and follow up on an average of 25 active leads at any given time.
- Respond to requests for proposals and site visits featuring Lemoore properties, in coordination with Lemoore staff and land owners.
- Distribute Kings EDC annual reports to 200 major real estate brokers throughout the U.S.
- Serve as the point of contact for business location leads from multiple organizations and agencies.
- Pursue and host foreign contingents looking to purchase locally-produced goods and services.

Business Financing:

- Make available business loans up to \$250,000 per qualified business for land and building construction or purchase, working capital and/or equipment, in accordance with the lending policies of the Kings EDC and any requirements of the source of funds for Lemoore businesses.

- Support the loans made to existing Lemoore businesses by contacting affected businesses at least twice annually to discuss the business strength and the potential for further growth.
- Advertise the availability of business loans in the Lemoore Chamber of Commerce communication mediums, as well as in The Sentinel.
- Counsel and refer Lemoore businesses to outside financing options where advantageous to the business.

Business Incentives:

- Serve as the local expert for and advise Lemoore businesses regarding all state and federal business incentives, including growth and location incentives available through the Governor's Economic Development Incentives, Recycling Market Development Zone financing and resources, Foreign Trade Zone benefits, Historically Underutilized Business Zone (HUBZone) contracting advantages, workforce development opportunities and other incentives available to business.

Other Economic Development Activities:

- Coordinate quarterly meetings of the Friends of NAS Lemoore support group, consisting of representatives from government, education, veteran services, Farm Bureau, top representatives at NAS Lemoore and other interested parties.
- Continue to coordinate the civilian response to issues critical to the long-term health and survivability of NAS Lemoore, such as BRAC rounds, home basing decisions regarding new aviation platforms, land use plans, training range designations and other issues.
- Attend the annual CCVEDC legislative education mission to Sacramento to meet with legislators on issues affecting business in the Central Valley.
- Coordinate training for tax professionals and businesses on state and federal incentive programs as new opportunities come available.
- Develop a new or updated Comprehensive Economic Development Strategy document (as appropriate) for submission to the Economic Development Administration as a threshold document needed to submit Economic Development Agency infrastructure grant applications for Lemoore projects.
- Coordinate an annual state of the economy presentation for EDC Members, including the development of marketing materials for business attraction.
- Track and provide input on major infrastructure projects affecting business in Lemoore, such as the VAST fiber optic spine, the expansion of Highway 198 to Interstate -5 and other similar projects of significance.
- Hold four monthly EDC Board luncheon meetings in Lemoore.

Financial Consideration(s):

The membership fee for Kings EDC shall be \$20,000 per year. Economic Development funding is part of the approved and balanced Fiscal Year 2017-2018 annual budget.

Alternatives or Pros/Cons:**Pros:**

- Creates opportunity for growth and additions taxes to support the City's general fund.
- Provides exposure to Lemoore, Ca via direct contacts, mailers and email blasts.
- Focuses on both municipal on private properties.

Cons:**Commission/Board Recommendation:**

None.

Staff Recommendation:

Staff recommends that the City Council authorize the Interim City Manager to enter into a membership agreement with Kings EDC as outlined under the attached Memorandum of Understanding.

Attachments:

- ☐ Resolution:
 - ☐ Ordinance:
 - ☐ Map
 - ☐ Contract
 - ☒ Other
- List: MOU

Review:

- ☒ Finance
- ☒ City Attorney
- ☒ City Manager
- ☒ City Clerk

Date:

09/26/17
09/27/17
09/27/17
10/13/17

**Memorandum of Understanding
between the
City of Lemoore and the Kings County Economic Development Corporation**

The City of Lemoore (City) is a Chartered Municipal Corporation, with a desire to increase revenues to provide essential services, including public safety, to its residents.

The Kings County Economic Development (Kings EDC) is a not-for-profit public benefit corporation formed under Internal Revenue Services Section 501 (c)(6), whose purpose it is to assist in the growth and development of business concerns and industrial development through expansion of existing business, as well as attracting new business to the area, resulting in increased jobs, disposable income, increased investment and net revenues to the City.

The City and Kings EDC have enjoyed a longstanding relationship for over 45 years in the joint attraction and retention of business to Lemoore, including numerous services to support and help facilitate growth of existing business through financial counseling and assistance, business incentives and routine visitation of existing businesses by Kings EDC. Parties acknowledge that it is necessary to attract well-paying jobs with benefits, as well as the investment needed to generate property tax and the disposable income needed to sustain retail sales and the tax benefits which accompany those sales.

The purpose of this Memorandum of Understanding (MOU) is to set forth the expectation of the City of Lemoore and the quantification of annual economic development efforts Kings EDC will make on City's behalf as a result of City's membership in Kings EDC. The annual membership fee will be \$20,000 per year and the work plan and deliverables are as follows:

Business Retention:

- Make 70 substantive contacts with Lemoore business owners or representatives in key management positions to assess the current business health, facilitate business-to-business activity, advise regarding available business incentives, consult on workforce development and incumbent worker training issues, and to serve as an advocate for businesses as appropriate in order to strengthen their competitiveness, investment and local hiring.
- Organize quarterly Industrial Managers' luncheons, where plant managers, COO's, CFO's and public officials interact and learn about rules, regulations and laws affecting business and other topics of interest and value to business.
- Provide counseling and re-employment services to businesses facing downsizing or closing, to retain the business and prevent closure.

Business Attraction:

- Actively participate with the California Central Valley Economic Development Corporation (CCVEDC) in a \$100,000, multi-faceted approach to attracting business into the Central Valley, particularly in the targeted industries of agricultural technologies and biotechnologies, manufacturing, supply chain management and logistics, food processing, health and medical care, and renewable energy. A sample of the annual CCVEDC

activities include: 2,500 direct contacts with real estate brokers monthly; attendance at two targeted trade shows annually; five broker missions to major development markets throughout the United States to meet with 125 or more major brokerage firms; email blasts featuring properties throughout the Central Valley, sorted by property, available buildings size, etc.; lead coordination and management; website presence; participation in regional economic and workforce development efforts to improve the workforce preparedness of Valley residents; and, attendance at regional planning and economic development events to represent and promote Lemoore properties and development opportunities.

- Maintain a website with current socioeconomic data on Kings County and its cities.
- Send semi-annual email blasts to roughly 1,500 brokers throughout the U.S., featuring available Lemoore and other Kings County properties.
- Manage and follow up on an average of 25 active leads at any given time.
- Respond to requests for proposals and site visits featuring Lemoore properties, in coordination with Lemoore staff and land owners.
- Distribute Kings EDC annual reports to 200 major real estate brokers throughout the U.S.
- Serve as the point of contact for business location leads from multiple organizations and agencies.
- Pursue and host foreign contingents looking to purchase locally-produced goods and services.

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- Support the loans made to existing Lemoore businesses by contacting affected businesses at least twice annually to discuss the business strength and the potential for further growth.
- Advertise the availability of business loans in the Lemoore Chamber of Commerce communication mediums, as well as in The Sentinel.
- Counsel and refer Lemoore businesses to outside financing options where advantageous to the business.

Business Incentives:

- Serve as the local expert for and advise Lemoore businesses regarding all state and federal business incentives, including growth and location incentives available through the Governor's Economic Development Incentives, Recycling Market Development Zone financing and resources, Foreign Trade Zone benefits, Historically Underutilized Business Zone (HUBZone) contracting advantages, workforce development opportunities and other incentives available to business.

Other Economic Development Activities:

- Coordinate quarterly meetings of the Friends of NAS Lemoore support group, consisting of representatives from government, education, veteran services, Farm Bureau, top representatives at NAS Lemoore and other interested parties.

- Continue to coordinate the civilian response to issues critical to the long-term health and survivability of NAS Lemoore, such as BRAC rounds, home basing decisions regarding new aviation platforms, land use plans, training range designations and other issues.
- Attend the annual CCVEDC legislative education mission to Sacramento to meet with legislators on issues affecting business in the Central Valley.
- Coordinate training for tax professionals and businesses on state and federal incentive programs as new opportunities come available.
- Develop a new or updated Comprehensive Economic Development Strategy document (as appropriate) for submission to the Economic Development Administration as a threshold document needed to submit EDA infrastructure grant applications for Lemoore projects.
- Coordinate an annual state of the economy presentation for EDC Members, including the development of marketing materials for business attraction.
- Track and provide input on major infrastructure projects affecting business in Lemoore, such as the VAST fiber optic spine, the expansion of Highway 198 to Interstate -5 and other similar projects of significance.
- Hold four monthly EDC Board luncheon meetings in Lemoore.
- Forward retail opportunities to the City of Lemoore's Economic Development Team.

Reporting:

- Report to the Lemoore City Council quarterly regarding the status of the deliverables in this MOU in verbal and visual format
- Notify the Lemoore City Manager and Assistant City Manager each time a proposal which includes Lemoore properties is submitted to an interested business, real estate broker or site selector; including updates.
- Provide the Lemoore City Manager and Assistant City Manager a monthly update of projects and prospects, for distribution to the City Council.

CONSULTANT

By: _____
John Lehn
President/CEO

Date: _____

CITY OF LEMOORE

By: _____
Nathan Olson,
Interim City Manager

Date: _____

Party Identification and Contact Information:

Kings County Economic
Development Corporation
Attn: John Lehn
120 North Irwin Street
Hanford, CA 93230
John.Lehn@co.kings.ca.us
(559)585-3576

City of Lemoore
Attn: Nathan Olson, Interim City Manager
711 W. Cinnamon Drive
Lemoore, CA 93245
nolson@lemoore.com
(559) 924-6700



119 Fox Street • Lemoore, California 93245 • (559) 924-6700 • Fax (559) 924-9003

Staff Report

Item No: 4-1

To: Lemoore City Council

From: Frank Rivera, Acting Public Works Director

Date: October 3, 2017

Meeting Date: October 17, 2017

Subject: 2015 Urban Water Management Plan – Resolution 2017-27

Strategic Initiative:

- | | |
|--|--|
| <input type="checkbox"/> Safe & Vibrant Community | <input type="checkbox"/> Growing & Dynamic Economy |
| <input type="checkbox"/> Fiscally Sound Government | <input type="checkbox"/> Operational Excellence |
| <input type="checkbox"/> Community & Neighborhood Livability | <input type="checkbox"/> Not Applicable |

Proposed Motion:

Hold a public hearing and approve Resolution 2017-27 adopting the 2015 Urban Water Management Plan (UWMP).

Subject/Discussion:

The Urban Water Management Planning Act of 1983 requires the City to create or update an UWMP every five years and submit it to the Department of Water Resources (DWR). The 2015 UWMP is an update of the 2010 plan that was last adopted by City Council on July 15, 2014.

The purpose of the UWMP is to maintain efficient use of urban water supplies, continue to promote conservation programs and policies, ensure that sufficient water supplies are available for future beneficial use, and to provide a mechanism for response during water drought conditions. It also requires an evaluation of implementation measures to comply with legislation passed in November 2009, the Water Conservation Act (Senate Bill [SB] X7-7). SB X7-7 requires a 20% reduction in urban per capita water use by the year 2020 to qualify for water management grants and loans.

Financial Consideration(s):

Adoption of the UWMP does not have any direct impact on the budget. If any Demand Management Measures are recommended and need to be implemented, they would become part of a future Capital Improvement Project (CIP).

Alternatives or Pros/Cons:

None noted.

Commission/Board Recommendation:

Not applicable.

Staff Recommendation:

Staff recommends City Council adopt resolution 2017-27 and authorize the City Clerk to forward the 2015 UWMP to the Department of Water Resources for review.

Attachments:

- ☒ Resolution: 2017-27
 - ☐ Ordinance:
 - ☐ Map
 - ☐ Contract
 - ☒ Other
- List: 2015 Urban Water Management Plan

Review:

- ☒ Finance
- ☐ City Attorney
- ☐ City Manager
- ☒ City Clerk

Date:

10/11/17

10/13/17

RESOLUTION NO. 2017-27

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMOORE
ADOPTING AN URBAN WATER MANAGEMENT PLAN**

WHEREAS, pursuant to Assembly Bill 797, Water Code Section 10610 et. seq., the City of Lemoore has prepared an Urban Water Management Plan; and

WHEREAS, the City Council scheduled a public hearing for October 17, 2017 to accept testimony regarding the Urban Water Management Plan; and

WHEREAS, the public hearing has been held as scheduled and any and all testimony has been received and considered regarding the Plan, and said Plan has been submitted in draft format to the Department of Water Resources, and minimally modified in accord with comments therefrom.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lemoore approves and adopts the Urban Water Management Plan, incorporating therein the appointment of the Public Works Director as the City's Program Manager for water shortage activities and authorizing the City Manager to declare a water shortage should one occur and to implement or recommend thereafter, if necessary, the water storage measures described in Chapter Eight of said Plan.

PASSED and ADOPTED by the City Council of the City of Lemoore at a regular meeting held on the 17th day of October 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

ATTEST:

APPROVED:

Mary J. Venegas, City Clerk

Ray Madrigal, Mayor

CITY OF LEMOORE

2015 URBAN WATER MANAGEMENT PLAN



AUGUST 2017



2015 URBAN WATER MANAGEMENT PLAN

Prepared for:

City of Lemoore
119 Fox Street
Lemoore, CA 93245
Contact Person: Nathan Olson, Public Works Director
Phone: 559-924-6737

Consultant:



901 East Main Street
Visalia, CA 93292
Contact: Joel R. Joyner, PE, PLS
Phone: (559) 733-0440
Fax: (559) 733-7821

August 2017

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ACRONYMS AND ABBREVIATIONS

Act	Urban Water Management Planning Act of 1983
AF	acre-feet
City	City of Lemoore
CWC	California Water Code
DMMs	Demand Management Measures
DOF	Department of Finance
DWR	Department of Water Resources
GPCD	Gallons per Capita per Day
GSA	Groundwater Sustainability Agency
Guidebook	<i>2015 Guidebook for Urban Water Suppliers</i>
GWP Update	<i>Lower Kings Basin Groundwater Management Plan Update</i>
KCWECC	Kings County Water Education Committee
LRAA	locational running annual average
MCL	maximum contaminant level
MG	million gallons
mg/L	milligrams per liter
mph	miles per hour
msl	mean sea level
PWS	Public Water System
QK	QK Inc.
SB	Senate Bill
SGMA	Sustainable Groundwater Management Act
SR	State Route
SWRCB	State Water Resources Control Board
TDS	total dissolved solids
TTHM	total trihalomethane
UWMP	Urban Water Management Plan
WMA	Water Management Area
WSCP	water shortage contingency plan
WSIHIST	DWR's Chronological Reconstructed Sacramento and San Joaquin Valley Water Year Hydrologic Classification Indices 1995 to 2015
WWTP	wastewater treatment plant
20x2020 Plan	20x2020 Water Conservation Plan
°F	degrees Fahrenheit

SECTION 1 - INTRODUCTION

1.1 - Overview

This document presents the 2015 Urban Water Management Plan (UWMP) for the City of Lemoore (City) as required by the Urban Water Management Planning Act of 1983 (Act). It was prepared in cooperation with City staff to address the requirements stipulated in California Water Code Division 6, Part 2.6, Sections 10610 through 10656. Throughout this 2015 UWMP is italicized text quoting specific requirements of the Act. The quoted text precedes sections relevant to a specific portion of the Act to serve as an aid to the reader. A copy of the Act is included as Appendix A. This section describes the general background and purpose of an UWMP, previous City plans, as well as this 2015 UWMP's organization and contents.

The City adopted UWMP's in 1998 and 2000. The UWMP was amended in 2004 and updates were completed in 2006 for the 2005 calendar year, and in 2013 for 2010 calendar year. This 2015 UWMP is for the 2015 update of the 2010 Plan.

1.2 - Background and Purpose

The California Water Code (CWC) Division 6, Part 2.6, Section 10617 defines an "urban water supplier" as a public or private supplier, providing water for municipal purposes either directly or indirectly to more than 3,000 customers or supplying more than 3,000 acre-feet of water annually. If qualified as an urban water supplier, a public or private supplier is required to create or update an UWMP every five years and submit it to the Department of Water Resources (DWR) for review and approval (State of California, 2010). This is the requirement of the Act to ensure local water agencies are adequately planning.

An UWMP is a planning tool that was created to help generally guide the actions of urban water suppliers in successfully preparing for potential water supply disruptions and issues. It provides a framework for long-term water planning and informs the public of a supplier's plans for long-term resource planning that ensures adequate water supplies for existing and future demands. An UWMP is not a substitute for project-specific planning documents, nor was it intended to be so mandated by the State Legislature (California Department of Water Resources, 2016).

CWC requires that an UWMP must include historic, current, and future supplies and demands for water; address conservation measures, describe potential supply deficiencies during drought conditions and the ability to mitigate these conditions; compare total projected water use and supply sources over 20 years in 5-year increments for a single dry water year and for multiple dry water years; and include provisions for recycled water use, demand management measures, and a water shortage contingency plan.

In addition to the Urban Water Management Planning Act, Governor Schwarzenegger established the 20x2020 Water Conservation Plan (20x2020 Plan). The 20x2020 Plan determines that for California to continue to have enough water to support its growing

population, the State needs to reduce the amount of water each person uses per day (per capita daily consumption, which is measured in gallons per capita per day). This 2015 UWMP's stipulated reduction of 20% per capita use by the year 2020 is supported by legislation passed in November 2009, the Water Conservation Act (Senate Bill [SB] X7-7). These changes have amended and repealed some sections of the CWC and affect the reporting requirements under the Act and other government codes. Beginning in 2016, retail water suppliers are required to comply with the water conservation requirements in SB X7-7 to be eligible for State water grants or loans. Retail water agencies are required to set targets and track progress toward decreasing daily per capita urban water use in their service area, which will assist the State in meeting its 20% reduction goal by 2020 (California Department of Water Resources, 2016).

To assist urban water suppliers in preparing UWMP's the DWR developed the *2015 Guidebook for Urban Water Suppliers* (Guidebook). The Guidebook is updated every five years to ensure it addresses any changes in State legislation (such as SB X7-7) and all requirements of the CWC. The current Guidebook is an update of the 2010 version and reflects new legislation, provides information to the public regarding water suppliers and water management programs, and provides a framework for minimizing the negative effects of potential water shortages. Additionally, the Guidebook provides a general layout for how UWMPs could be organized. This 2015 UWMP largely utilizes the Guidebook's layout.

1.3 - Document Organization and Contents

The content and format of this 2015 UWMP are designed to meet the requirements of the Guidebook dated March 2016. It contains the following sections:

Section 1 – Introduction: This section provides an overview of Act and CWC requirements, document organization, and a discussion of the importance and extent of Lemoore's water management planning efforts.

Section 2 – Plan Preparation: This section provides information on the UWMP development process, including coordination and outreach efforts.

Section 3 – System Description: This section provides a detailed description of the City's current water system.

Section 4 – System Water Use: This section describes and quantifies the current and projected water uses within the City's service area.

Section 5 – Baselines and Targets: This section describes the methods used for calculating the City's baseline and target water consumption. It will describe City plans for achieving its 2020 water use target.

Section 6 – System Supplies: This section describes and quantifies the current and projected sources of water available to the City.

Section 7 – Water Supply Reliability: This section describes the reliability of the City water supply and projects that reliability for 20 years. Such reliability is projected for normal, single-dry, and multiple-dry years.

Section 8 – Water Shortage Contingency Planning: This section provides the City’s staged plan for dealing with water shortages, including a catastrophic supply interruption.

Section 9 – Demand Management Measures: This section describes the City’s efforts to promote conservation and to reduce demand on their water supply and specifically addresses several demand management measures.

Section 10 – Plan Adoption, Submittal, and Implementation: This section describes the steps to be taken to adopt and submit the 2015 UWMP and to make it publicly available. It also includes a discussion of the City’s plan for implementation of the 2015 UWMP.

SECTION 2 - PLAN PREPARATION

2.1 - Basis for Preparing a Plan

2.1.1 - OVERVIEW

CWC 10617. "Urban water supplier" means a supplier, either publicly or privately owned, providing water for municipal purposes either directly or indirectly to more than 3,000 customers or supplying more than 3,000 acre-feet of water annually. An urban water supplier includes a supplier or contractor for water, regardless of the basis of right, which distributes or sells for ultimate resale to customers. This part applies only to water supplied from public water systems subject to Chapter 4 (commencing with Section 116275) of Part 12 of Division 104 of the Health and Safety Code.

CWC 10620(b). Every person that becomes an urban water supplier shall adopt an urban water management plan within one year after it has become an urban water supplier.

CWC 10620(a). Each urban water supplier shall update its plan at least once every five years on or before December 31, in years ending in five and zero, except as provided in subdivisions (d).

CWC 10620(d). Each urban water supplier shall update and submit its 2015 plan to the department by July 1, 2016.

The City of Lemoore currently supplies approximately 2,076 million gallons (MG) of water per year and maintains 6,784 service connections, which is over the identified 3,000 connection threshold as defined in CWC Section 10617.

This 2015 UWMP has been prepared by QK Inc. (QK) as an independent contractor to the City. Accordingly, and as set forth herein, this 2015 UWMP has been prepared in accordance with the Act, SB X7-7, and the technical guidance documentation prepared and published by the DWR.

2.1.2 - PUBLIC WATER SYSTEMS

The California Health and Safety Code 116275(h) defines a "Public Water System" (PWS) as a system for the provision of water for human consumption through pipes or other constructed conveyances that has 15 or more service connections or regularly serves at least 25 individuals daily at least 60 days out of the year. PWS's are regulated by the State Water Resources Control Board (SWRCB), Division of Drinking Water.

PWS data reported to the SWRCB is used to determine whether a retail supplier has reached the UWMP reporting threshold of 3,000 or more connections or 3,000 acre-feet of water supplied (California Department of Water Resources, 2016). Table 2-1 describes the City's PWS information and, as noted above, the City supplies water to over 3,000 connections. The City is not a wholesale water supplier.

Table 2-1 Retail Only: Public Water Systems

Table 2-1 Retail Only: Public Water Systems			
Public Water System Number	Public Water System Name	Number of Municipal Connections 2015	Volume of Water Supplied 2015
CA1610005	City of Lemoore	6,784	2,076
TOTAL		6,784	2,076

2.2 - Regional Planning

The City is not involved in any regional water planning efforts nor will it be involved in developing a cooperative 2015 UWMP or Regional UWMP or Regional Plan.

2.3 - Individual Planning and Compliance

This 2015 UWMP is intended to address those aspects of the Act and SB X7-7, which are under the control of the City, specifically water supply and water use. The City is undertaking individual reporting to address all requirements for applicable uses served within the Lemoore City limits (see Table 2-2).

Table 2-2: Plan Identification

Table 2-2: Plan Identification		
Select Only One	Type of Plan	Name of RUWMP or Regional Alliance <i>if applicable</i> <i>drop down list</i>
<input checked="" type="checkbox"/>	Individual UWMP	
<input type="checkbox"/>	Water Supplier is also a member of a RUWMP	
<input type="checkbox"/>	Water Supplier is also a member of a Regional Alliance	
<input type="checkbox"/>	Regional Urban Water Management Plan (RUWMP)	
NOTES: The City of Lemoore is updating their 2010 Individual UWMP.		

2.4 - Calendar Year and Units of Measure

As shown in Table 2-3, the City reports on a calendar year basis and uses MG as the unit of measure when reporting water volumes. This 2015 UWMP includes water use and planning data for calendar years.

Table 2-3: Agency Identification

Table 2-3: Agency Identification	
Type of Agency (select one or both)	
<input type="checkbox"/>	Agency is a wholesaler
<input checked="" type="checkbox"/>	Agency is a retailer
Fiscal or Calendar Year (select one)	
<input checked="" type="checkbox"/>	UWMP Tables Are in Calendar Years
<input type="checkbox"/>	UWMP Tables Are in Fiscal Years
If Using Fiscal Years Provide Month and Date that the Fiscal Year Begins (mm/dd)	
Units of Measure Used in UWMP (select from Drop down)	
Unit	MG

2.5 - Coordination and Outreach

CWC 10620(d)(2). Coordinate the preparation of its plan with other appropriate agencies in the area, including other water suppliers that share a common source, watermanagement agencies, and relevant public agencies, to the extent practicable.

CWC 10642. Each urban water supplier shall encourage the active involvement of diverse social, cultural, and economic elements of the population within the service area prior to and during the preparation of the plan. Prior to adopting a plan, the urban water supplier shall make the plan available for public inspection and shall hold a public hearing thereon. Prior to the hearing, notice of the time and place of hearing shall be published within the jurisdiction of the publicly owned water supplier pursuant to Section 6066 of the Government Code. The urban water supplier shall provide notice of the time and place of hearing to any city or county within which the supplier provides water supplies. A privately owned water supplier shall provide an equivalent notice within its service area. After the hearing, the plan shall be adopted as prepared or as modified after the hearing.

While preparing this 2015 UWMP, the City coordinated its efforts with relevant local agencies to ensure that the data and issues are presented accurately, and encouraged public involvement in full compliance with CWC 10642.

2.5.1 - COORDINATION WITHIN THE CITY

The preparation of this 2015 UWMP was coordinated with all appropriate City staff, including solicitation of input and data from the various departments during its preparation. Draft copies of the 2015 UWMP were made available to Department managers for comment and revision prior to adoption.

The City's Planning Department makes available projections on population growth and land annexations from which demand projections and decisions regarding water management can be made. These projections, in concert with the City's water, sewer, and storm water master plans and the recently adopted General Plan, form a factual basis for this document.

2.5.2 - COORDINATION WITH OTHER AGENCIES AND THE COMMUNITY

The City's water supply is produced solely from groundwater wells within the Tulare Lake Subbasin as defined in DWR Bulletin 118 (Update 2003) (Department of Water Resources, 2003). The City has furnished copies of a draft Plan to and requested comments by Kings River Conservation District, Kings County Water District and Laguna Irrigation District, as entities providing water management in the northwest portion of Kings County. The districts are adjacent to or near the City and their activities affect the groundwater basin from which the City draws its primary water supply. A copy of the draft Plan was also furnished to, and comments requested from, the Lemoore Canal and Irrigation Company. The City holds a minor share in that company allowing for the discharge of City storm water into its canals for transport to Natural Resources Conservation Service wetlands and other agriculture areas (City of Lemoore, 2012). Additionally, this ownership gives the City water rights for irrigation of the municipal golf course. The City has met the 60-day local agency notification requirement of CWC Section 10621(b).

As previously discussed, the City does not import any of its water supply. All water supply is pumped from the Tulare Lake Subbasin through City-owned groundwater wells. As shown in Table 2-4, the City does not obtain water supply from a wholesale water supplier.

Table 2-4 Retail: Water Supplier Information Exchange

Table 2-4 Retail: Water Supplier Information Exchange
The retail supplier has informed the following wholesale supplier(s) of projected water use in accordance with CWC 10631.
Wholesale Water Supplier Name <i>(Add additional rows as needed)</i>
Not Applicable

2.5.3 - NOTICE TO CITIES AND COUNTIES

CWC 10621(b). Every urban water supplier required to prepare a plan pursuant to this part shall, at least 60 days before the public hearing on the plan required by Section 10642, notify any city or county within which the supplier provides water supplies that the urban water supplier will be reviewing the plan and considering amendments or changes to the plan. The urban water supplier may consult with, and obtain comments from, any city or county that receives notice pursuant to this subdivision.

The City's 2015 UWMP will be available for the public and the County of Kings for a 60-day review prior to the UWMP public hearing from April 27, 2017 through June 26, 2017. Written

comments on the draft 2015 UWMP must be postmarked by June 26, 2017. Submit written comments are to be submitted to:

City of Lemoore
119 Fox Street
Lemoore, CA 93245

Copies of the draft 2015 UWMP will be available for review at the City's main office. See *Section 10 – Plan Adoption, Submittal, and Implementation* for more information on notifications to the public, cities, and counties.

SECTION 3 - SYSTEM DESCRIPTION

3.1 - Service Area

10631(a). Describe the service area of the supplier.

The City is located within the northern portion of Kings County, in the center of the San Joaquin Valley, approximately 200 miles north of Los Angeles and 210 miles south of San Francisco. The City is situated at the junction of State Highway (SR) 198 and SR-41 (Figure 3-1). The City is surrounded by agricultural development, with smaller parcels north and east of the community and large holdings west and south. A major economic factor in the community's economy is Lemoore Naval Air Station located west of the City. The City of Lemoore's water system serves the incorporated area of the City (see Figure 3-2).

3.2 - System

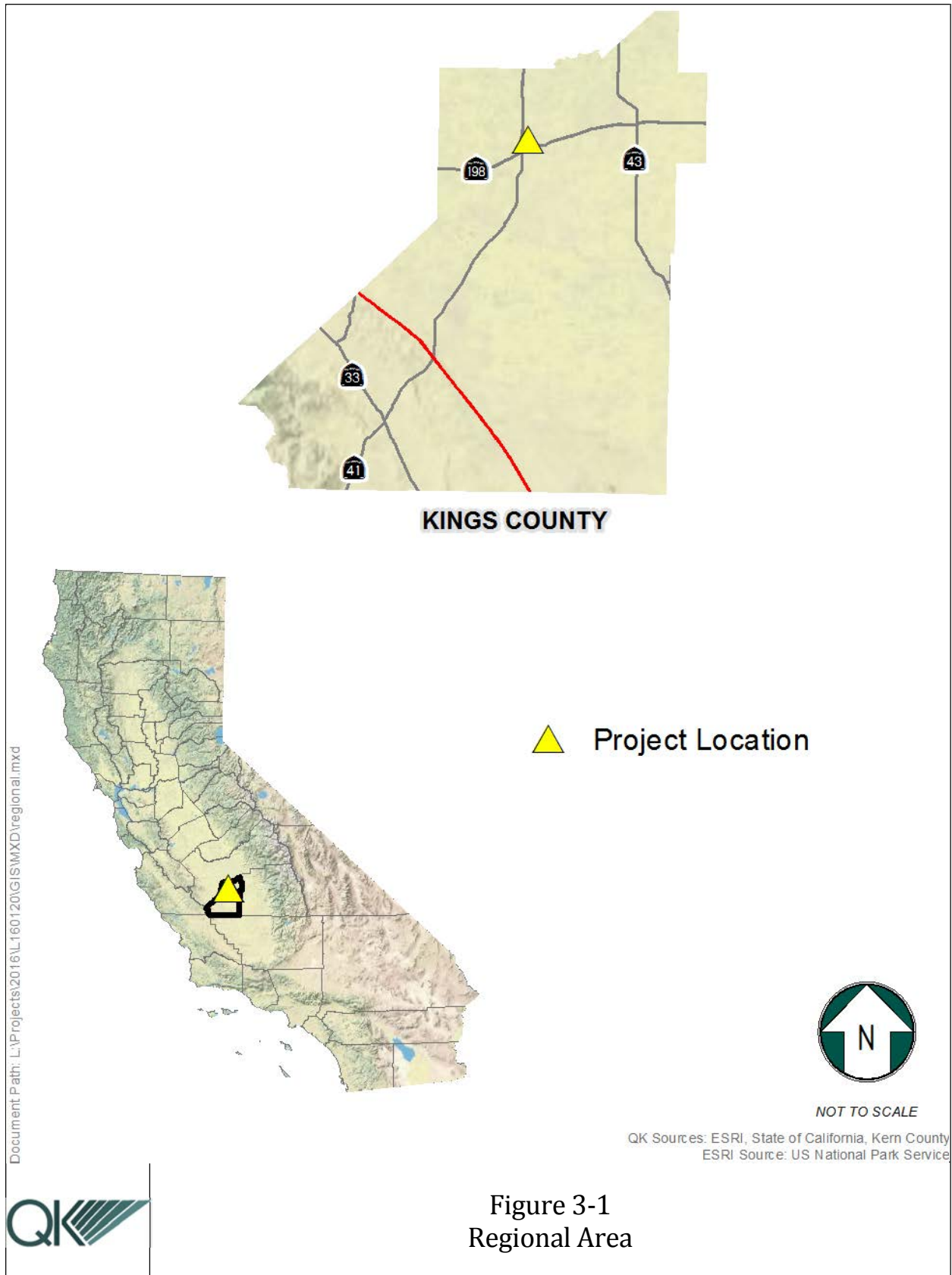
The City does not sell water to any other agencies nor to any water users outside the City limits. Information about the water system comes from the *2030 Lemoore General Plan Draft Environmental Impact Report* (City of Lemoore, 2007).

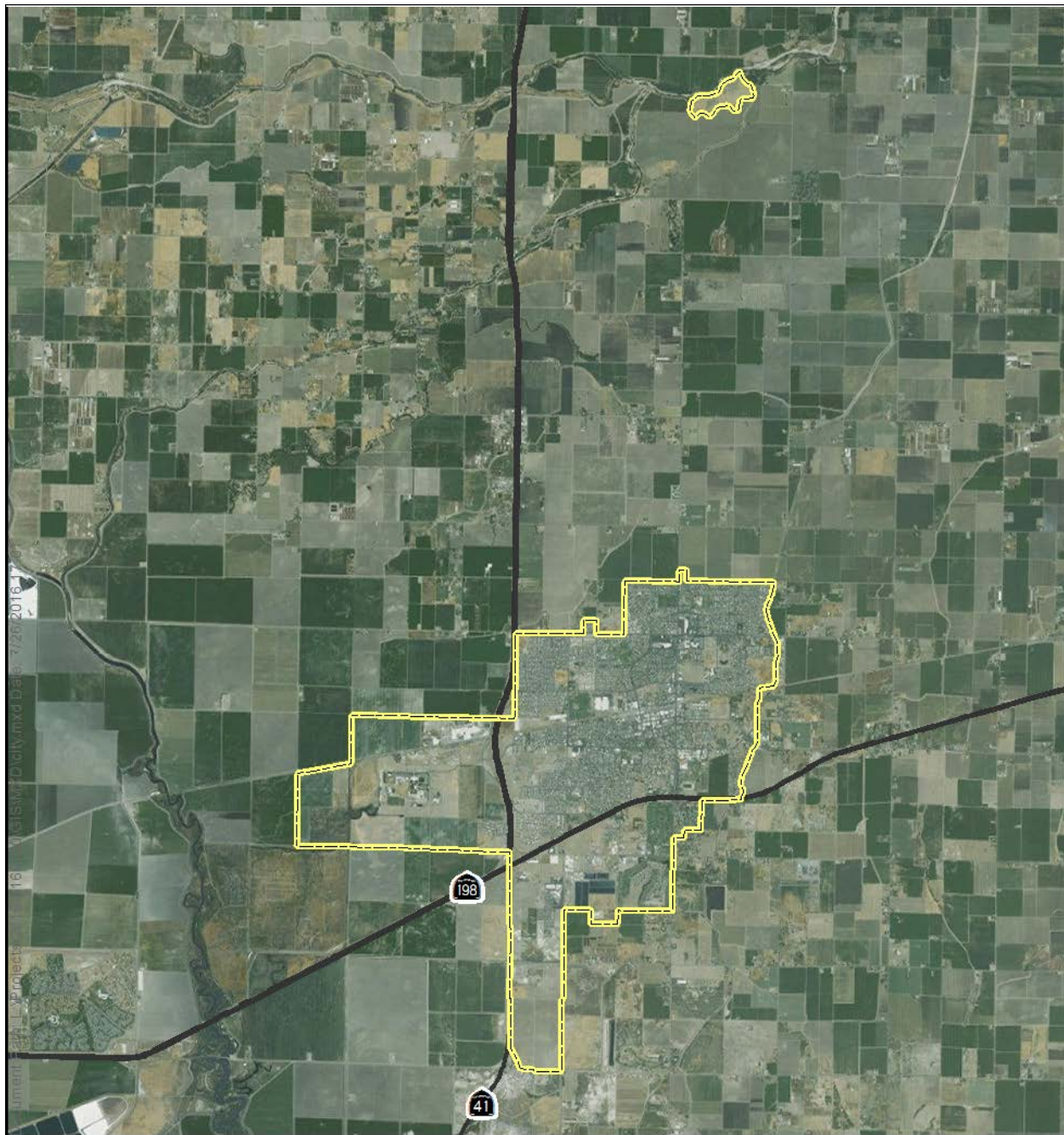
The City currently utilizes local groundwater as its sole source of municipal water supply. The City's municipal water system extracts its water supply from underground aquifers via six active groundwater wells within the City limits (see Figure 3-3) and two in a wellfield approximately 5 miles north of the City. Water is conveyed from the wells to the consumers via a distribution system with pipe sizes between 6 and 16 inches in diameter. The City maintains four ground-level storage reservoirs within the distribution system, with a total capacity of 4.4 million gallons (MG). The City's main water distribution plant is located along G Street west of Lemoore Avenue. In addition to the main domestic water supply, the City operates a separate system to supply industrial water to the Olam tomato processing plant. The two water systems can be connected in case of an emergency such as a major fire or natural disaster.


3.3 - Climate

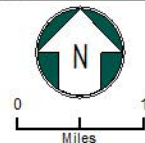
10631(a). Describe the climate of the service area of the supplier.

The climate of the Lemoore area is characteristic of that of the Southern San Joaquin Valley. The summer climate is hot and dry, while winters are cool and periodically humid. Mean daily maximum temperatures range from a low of approximately 40 degrees Fahrenheit (°F) in February to a high of about 96°F in August. Rainfall is concentrated during the six months from October to May. December and January typically experience heavy fog, mostly nocturnal, caused when moist cool air is trapped in the valley by high pressure systems. In





 City of Lemoore



ESRI Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics,
QK Sources:



Figure 3-2
City Limits



Figure 3-3
Well Locations

extreme cases, this fog may last continuously for two or three weeks. Its depth is usually less than 3,000 feet.

The Valley area is subject to characteristic seasonal air flows. During the summer, air currents from the Pacific Ocean enter the Valley through the San Francisco Bay and Delta region and are forced down the valley. These air movements are primarily to the southeast at velocities of 6 to 10 miles per hour (mph). During the winter, cold air flowing off the surrounding mountains results in currents toward the northwest and velocities ranging from 0 to 5 mph. These airflows result in extensive horizontal mixing of air masses in the Valley. However, vertical dispersion is constrained by temperature inversions, an increase in air temperature in a stable atmospheric layer, which may occur throughout the year.

Climatic data of the Lemoore area is summarized as follows:

2015-2016 Stratford Station Climate Data

Month	Average Evapotranspiration (ET _o) (inches)	Average Temperature (Fahrenheit)	Average Total Precipitation (inches)	Average Relative Humidity (%)
January	1.30	49.4	2.43	85
February	2.80	53.5	0.04	75
March	4.37	58.2	0.62	66
April	6.23	64.5	0.69	51
May	7.86	70.6	0.60	48
June	9.67	80.3	0.00	33
July	8.72	82.9	0.03	41
August	8.42	80.6	0.00	40
September	6.57	76.3	0.00	36
October	4.36	69.2	0.40	52
November	2.33	49.1	0.61	67
December	1.47	44.1	1.20	78
2015 Annual	64.1	64.9	6.6	56

3.4 - Service Area Population and Demographics

16031(a). Indicate the current population of the service area.

16031(a). Provide population projections for 2020, 2025, 2030, and 2035.

Recognized as a community in 1873 the town was initially called Latache. In 1893 the small settlement was renamed Lemoore, and by the turn of the century, Lemoore reached a population of just less than 1,000 residents. Incorporated in July of 1900, the City prospered as a small agricultural service center.

Lemoore has experienced increases in population in every decade since 1970. Between 1970 and 1980 the population increased 109% reflecting the expansion of the Lemoore Naval Air Station and industrial development in northern Kings County.

Anticipating increased water demand from population growth is an important aspect of an UWMP. Lemoore's 2015 UWMP analyzes the effects of increased demand on water resources arising from sustained population growth, which will be important information for decision makers as they plan for the anticipated growth. Currently, the City Limits contain 1,059 acres of undeveloped land, with 4,371 acres already developed (City of Lemoore, 2012).

Per the California Department of Finance (DOF), the City's population in 2015, was 25,585. Table 3-1 shows the calculated population projection based on the 2030 General Plan's estimated 3.1% annual increase. These projections will be used as a basis for this Plan's analysis. (Continued expansion of Lemoore Naval Air Station, as a principal employer near the community, is assumed.)

Table 3-1 Retail: Population - Current and Projected

Table 3-1 Retail: Population - Current and Projected						
Population Served	2015	2020	2025	2030	2035	2040(opt)
	25,585	29,804	34,719	40,445	47,115	54,885
NOTES: Based on California Department of Finance estimates and an annual projected growth rate of 3.1%						

3.5 - Other Demographic Factors

16031(a). Describe other demographic factors affecting the supplier's water management planning.

There are no unique or pertinent community demographic characteristics which will influence future population growth or water usage.

SECTION 4 - SYSTEM WATER USE

A system's water use is determined by the amount of water, conveyed by a distribution system, that is used by a water agency and its customers for any purpose, including non-potable water uses, water losses, and other nonrevenue water. This section describes and quantifies the City's current water use and water use projections by individual land use sector through the year 2040.

4.1 - Water Types

4.1.1 - POTABLE AND RAW WATER

Potable water is water intended for human consumption, which is delivered through a public water system, and regulated by a State or local health agency. Raw water is untreated water that is used in its natural state. The City supplies potable water to residences, commercial, industrial businesses, and institutions and does not supply raw water. *Section 6 – System Supplies* provides a full description of the City's potable supply including the source, quality, and groundwater levels.

4.1.2 - RECYCLED WATER

Recycled water is municipal wastewater that has been treated to a specified quality to enable it to be used again. The City's Public Works Department operates a comprehensive wastewater collection, treatment, and disposal system that serves the residences and businesses within the City Limits. More information regarding the service area's wastewater treatment is included in *Section 6 – System Supplies*. The City currently does not have any plans to utilize recycled water to offset potable water demand.

4.2 - Water Use

16031(e)(1). Quantify past, current, and projected water use, identifying the uses.

The quantifications of past, current, and projected water use include the following land use sectors in five-year increments:

- Single-family residential – lot with a free-standing building containing one dwelling unit;
- Multi-family residential – multiple dwelling units contained within one building or several buildings within one complex;
- Commercial – water users that provide or distribute a product or service;
- Industrial – water users that are primarily the manufacturer or processor of materials as defined by North American Industry Classification System code sectors 31 to 33, or entities that are water users and primarily engage in research and development;
- Institutional and government – water users dedicated to public service, including education, courts, churches, hospitals, government facilities, and nonprofit research institutions; and

- Landscape – water connections that supply water solely for landscape irrigation.

The following sectors are not included in this UWMP because they are not applicable to the City:

- Conjunctive use – the City does not apply a management strategy where surface water is managed in conjunction with an underground aquifer;
- Groundwater recharge – the City does not manage or intentionally replenish natural groundwater supplies using manmade conveyance;
- Saline water intrusion barriers – the City does not inject water into a freshwater aquifer to prevent intrusion of salt water;
- Agricultural – the City does not supply water for commercial agricultural irrigation;
- Surface water augmentation – the City does not place recycled water in a surface water reservoir as a source of domestic drinking water supply; and
- Wetlands or wildlife habitat – the City does not use water for a managed environmental use to improve any environmental conditions.
- Past, current, and projected losses within the system were also tabulated.
- The following sectors are not included in this UWMP because they are exclusively associated with wholesale demand and, because the Lemoore City Water Department is exclusively a retailer (see Table 2-3), these sectors are not applicable:
 - Sales to other agencies - the City does not make water sales to other agencies;
 - Exchanges – the City does not exchange water with other agencies; and
 - Transfers – the City does not transfer water to other agencies as defined by the CWC as a temporary or long-term change in the point of diversion, place of use, or purpose of use.

4.2.1 - CURRENT WATER USE

This section describes the different types of land use sectors and their 2015 individual water demand within the City. Pursuant to the UWMP Standardized Tables provided by DWR, the City has provided, in Table 4-1, the 2015 water demand volume by land use sector.

As shown in Table 4-1, the City experienced a water demand of 2,076 MG in the year 2015. The City categorizes water use as “Other” and “Industrial.” In 2015, The City supplied 883 MG of water for Industrial uses. The “Other” category is all water use by urban land uses such as residential, commercial, and institutional/governmental. The following table provides generalized existing land use acreages by existing land use type.

Lemoore General Plan Generalized Existing Land Use Acreage

Land Use	Acres	Percentage (%)
Single-Family Residential	1,222	54.1
Multi-Family Residential	149	6.6
Commercial	151	6.7

Land Use	Acres	Percentage (%)
Institutional/Governmental	281	12.5
Landscape	454	20.1
Total	2,257	100

Source: (City of Lemoore, 2012).

In 2015, the “Other” category accounted for 1,193 MG. Using the percentages shown in the above table, current water use by land use type was estimated in Table 4-1. All water distributed by the City is potable drinking water. The City produces all its water supply through pumping groundwater using City facilities. The City does not purchase water from any other source. There are no current plans to purchase wholesale water in the near future.

Table 4-1 Retail: Demands for Potable and Raw Water - Actual

Table 4-1 Retail: Demands for Potable and Raw Water - Actual			
Use Type (Add additional rows as needed)	2015 Actual		
<i>Drop down list</i> <i>May select each use multiple times</i> <i>These are the only Use Types that will be recognized by the WUEdata online submittal tool</i>	Additional Description (as needed)	Level of Treatment When Delivered <i>Drop down list</i>	Volume
Single Family		Drinking Water	645
Multi-Family		Drinking Water	79
Commercial		Drinking Water	80
Industrial		Drinking Water	883
Institutional/Governmental		Drinking Water	149
Landscape		Drinking Water	240
TOTAL			2,076

4.2.2 - PROJECTED WATER USE

Pursuant to the UWMP Standardized Tables provided by DWR, the City has provided, in Table 4-2, the projected demands for water by land use and, in Table 4-3, the total projected water demands for the City. Total projected demands for the City do not include the use of any raw or recycled water and only include potable water.

These projections are based on average gallons per capita per day (GPCD) and population projections, and the average industrial consumption percentage over the last few years. Only years that had recorded consumption for all industries were used in determining percentages. City industrial consumption varies year to year, ranging from 25% of total production up to 43%.

Table 4-2 Retail: Demand for Potable and Raw Water - Projected

Table 4-2 Retail: Demands for Potable and Raw Water - Projected						
Use Type <i>(Add additional rows as needed)</i>	<i>(as needed)</i>	Projected Water Use <i>Report To the Extent that Records are Available</i>				
<i>Drop down list</i> <i>May select each use multiple times</i> <i>These are the only Use Types that will be recognized by the WUEdata online submittal tool</i>		2020	2025	2030	2035	2040-opt
Single Family		743	874	1,104	1,221	1,449
Multi-Family		93	109	123	148	186
Commercial		104	123	150	172	203
Industrial		930	1,098	1,296	1,532	1,812
Institutional/Governmental		174	211	267	301	340
Landscape		280	330	411	456	540
TOTAL		2,324	2,745	3,351	3,830	4,530
Using an average industrial consumption percentage of 40% against projected totals based on population.						

Table 4-3 Retail: Total Water Demands

Table 4-3 Retail: Total Water Demands						
	2015	2020	2025	2030	2035	2040 (opt)
Potable and Raw Water <i>From Tables 4-1 and 4-2</i>	2,076	2,324	2,745	3,351	3,830	4,530
Recycled Water Demand* <i>From Table 6-4</i>	0	0	0	0	0	0
TOTAL WATER DEMAND	2,076	2,324	2,745	3,351	3,830	4,530
<i>*Recycled water demand fields will be blank until Table 6-4 is complete.</i>						

4.3 - Distribution System Water Losses

10631(e)(3)(A). Report the distribution system water loss for the most recent 12-month period available.

Distribution system water losses (also known as “real losses”) are the physical water losses from the water distribution system and the supplier’s storage facilities, up to the point of customer consumption. These losses are reported in Tables 4-1 and 4-4.

It is currently unknown what the water losses are from the City’s distribution system and therefore, the volume of water loss is reported as 0 MG.

Table 4-4 Retail: 12 Month Water Loss Audit Reporting

Table 4-4 Retail: 12 Month Water Loss Audit Reporting	
Reporting Period Start Date (mm/yyyy)	Volume of Water Loss*
N/A	0
* Taken from the field "Water Losses" (a combination of apparent losses and real losses) from the AWWA worksheet.	

4.4 - Estimating Future Water Savings

CWC 10631(e)(4)(A). If available and applicable to an urban water supplier, water use projections may display and account for the water savings estimated to result from adopted codes, standards, ordinances, or transportation and land use plans identified by the urban water supplier, as applicable to the service area.

CWC 10631(e)(4)(B). To the extent that an urban water supplier reports the information described in subparagraph (A), an urban water supplier shall do both of the following: (i) Provide citations of the various codes, standards, ordinances, or transportation and land use plans utilized in making the projections. (ii) Indicate the extent that the water use projections consider savings from codes, standards, ordinances, or transportation and land use plans. Water use projections that do not account for these water savings shall be noted of that fact.

Water savings from codes, standards, ordinances, or transportation and land use plans are also known as “passive savings.” These various factors generally decrease the water use for new and future customers compared to historical customers.

As shown in Table 4-5, this 2015 UWMP does not display or account for future water savings estimated to result from adopted codes, standards, ordinances, or transportation and land use plans. This does not preclude the City from adopting codes, standards, ordinances, or transportation and land use plans in the future that would result in water savings. If such adoptions occur, they would be reflected in future UWMPs for the City.

4.5 - Water Use for Lower Income Households

CWC 10631.1(a). The water use projections required by Section 10631 shall include projected water use for single-family and multifamily residential housing needed for lower income households, as defined in Section 50079.5 of the Health and Safety Code, as identified in the housing element of any city, county, or city and county in the service area of the supplier.

As shown in Table 4-5, water use for lower income households has been included in projected demands (see Table 4-2). Using the State’s Disadvantaged Communities Mapping

Tool, a large portion of the City is found within two “Disadvantaged Community Block Groups,” one of which was considered a “Severely Disadvantaged Community” (Tract ID Number 06031000405) and the other a “Disadvantaged Community” (Tract ID 06031000403) with a median household incomes of \$34,386 and \$47,050, respectively. Therefore, the clear majority of the single-family and multi-family residential housing in the City is needed for lower income households as defined by Section 50079.5 of the Health and Safety Code and therefore, water use projections in this 2015 UWMP include such households.

Table 4-5 Retail Only: Inclusion in Water Use Projections

Table 4-5 Retail Only: Inclusion in Water Use Projections	
Are Future Water Savings Included in Projections? (Refer to Appendix K of UWMP Guidebook) <i>Drop down list (y/n)</i>	No
If "Yes" to above, state the section or page number, in the cell to the right, where citations of the codes, ordinances, etc... utilized in demand projections are found.	
Are Lower Income Residential Demands Included In Projections? <i>Drop down list (y/n)</i>	Yes

SECTION 5 - BASELINES AND TARGETS

On November 10, 2009, California Governor Arnold Schwarzenegger signed into law SB X7-7. SB X7-7 mandates conservation targets for all urban retail water entities supplying potable municipal water to more than 3,000 customers or delivering more than 3,000 acre feet of potable water per year to end users. The conservation targets of 10% by 2015 and 20% by 2020 on a GPCD basis must be complied with to be eligible for State water grants and loans. The City is not subject to agricultural-related provisions of SB X7-7 since it does not supply agricultural water.

CWC 10608.20(e). An urban retail water supplier shall include in its urban water management plan due in 2010 pursuant to Part 2.6 (commencing with Section 10610) the baseline daily per capita water use, urban water use target, interim urban water use target, and compliance daily per capita water use, along with the bases for determining those estimates, including references to supporting data.

CWC 10608.40. Urban water retail suppliers shall report to the department on their progress in meeting their urban water use targets as part of their urban water management plans submitted pursuant to Section 10631. The data shall be reported using a standardized form developed pursuant to Section 10608.52.

This section includes analysis for the City's baselines and targets to meet SB X7-7 mandates for 2015 and 2020. This analysis reports on the progress of the City in meeting water use targets and is reported using a standardized form provided by DWR.

5.1 - SB X7-7 Verification Form

To demonstrate SB X7-7 compliance, retail water agencies are required to complete the SB X7-7 Verification Form and submit the standardized tables provided by DWR with their 2015 UWMPs. Please note that the tables in the SB X7-7 Verification Form will follow a different numbering format than the rest of this 2015 UWMP, and will begin with "SB X7-7," followed by the table number.

5.1.1 - BASELINE PERIOD

CWC 10608.12(b). "Base daily per capita water use" means any of the following:

(1) The urban retail water supplier's estimate of its average gross water use, reported in gallons per capita per day and calculated over a continuous 10-year period ending no earlier than December 31, 2004, and no later than December 31, 2010.

(2) For an urban retail water supplier that meets at least 10 percent of its 2008 measured retail water demand through recycled water that is delivered within the service area of an urban retail water supplier or its urban wholesale water supplier, the urban retail water supplier may extend the calculation described in paragraph (1) up to an additional five years

to a maximum of a continuous 15-year period ending no earlier than December 31, 2004, and no later than December 31, 2010.

(3) For the purposes of Section 10608.22, the urban retail water supplier's estimate of its average gross water use, reported in gallons per capita per day and calculated over a continuous five-year period ending no earlier than December 31, 2007, and no later than December 31, 2010.

Urban retail water suppliers that used less than 10% recycled water in 2008 must utilize a 10-year baseline period for measuring its SB X7-7 compliance that ends no earlier than December 31, 2004 and no later than December 31, 2010. Water use GPCD must be calculated and reported for two baseline periods, the 10- or 15- year baseline (Baseline) and the 5-year baseline (Target Confirmation). The following table provides information about the baseline period ranges for this analysis.

SB X7-7 Table 1: Baseline Period Ranges

SB X7-7 Table-1: Baseline Period Ranges			
Baseline	Parameter	Value	Units
10- to 15-year baseline period	2008 total water deliveries	2,390	Million Gallons
	2008 total volume of delivered recycled water	-	Million Gallons
	2008 recycled water as a percent of total deliveries	0.00%	Percent
	Number of years in baseline period ^{1, 2}	15	Years
	Year beginning baseline period range	2001	
	Year ending baseline period range ³	2015	
5-year baseline period	Number of years in baseline period	5	Years
	Year beginning baseline period range	2006	
	Year ending baseline period range ⁴	2010	
¹ If the 2008 recycled water percent is less than 10 percent, then the first baseline period is a continuous 10-year period. If the amount of recycled water delivered in 2008 is 10 percent or greater, the first baseline period is a continuous 10- to 15-year period.			
² The Water Code requires that the baseline period is between 10 and 15 years. However, DWR recognizes that some water suppliers may not have the minimum 10 years of baseline data.			
³ The ending year must be between December 31, 2004 and December 31, 2010.			
⁴ The ending year must be between December 31, 2007 and December 31, 2010.			

5.1.2 - SERVICE AREA POPULATION

CWC 10608.20(f). When calculating per capita values for the purposes of this chapter, an urban retail water supplier shall determine population using federal, state, and local population reports and projections.

Several population estimation methodologies are available to retail water agencies. As shown in SB X7-7 Table 2 below, these can include use of DOF data, persons-per-connection based on census year data, the DWR population tool, or a different methodology proposed by the water agency. As shown in SB X7-7 Table 2, this 2015 UWMP uses DOF population estimates.

SB X7-7 Table 2: Method for Population Estimates

SB X7-7 Table 2: Method for Population Estimates	
Method Used to Determine Population (may check more than one)	
<input checked="" type="checkbox"/>	1. Department of Finance (DOF) DOF Table E-8 (1990 - 2000) and (2000-2010) and DOF Table E-5 (2011 - 2015) when available
<input type="checkbox"/>	2. Persons-per-Connection Method
<input type="checkbox"/>	3. DWR Population Tool
<input type="checkbox"/>	4. Other DWR recommends pre-review

Table SB X7-7 Table 3 provides the population estimates for the baseline periods and 2015 calendar year. Year 1 for the 10- to 15-year baseline population is 2001 and Year 1 for the 5-year baseline population is 2011.

SB X7-7 Table 3: Service Area Population

SB X7-7 Table 3: Service Area Population		
Year		Population
10 to 15 Year Baseline Population		
Year 1	2001	20,021
Year 2	2002	20,487
Year 3	2003	20,714
Year 4	2004	21,340
Year 5	2005	21,893
Year 6	2006	22,607
Year 7	2007	23,331
Year 8	2008	23,520
Year 9	2009	23,859
Year 10	2010	24,531
Year 11	2011	24,493
Year 12	2012	24,711
Year 13	2013	25,163
Year 14	2014	25,418
Year 15	2015	25,585
5 Year Baseline Population		
Year 1	2006	22,607
Year 2	2007	23,331
Year 3	2008	23,520
Year 4	2009	23,859
Year 5	2010	24,531
2015 Compliance Year Population		
2015		25,585

5.1.3 - ANNUAL GROSS WATER USE

CWC 10608.12(g). "Gross water use" means the total volume of water, whether treated or untreated, entering the distribution system of an urban retail water supplier, excluding all of the following:

- (1) Recycled water that is delivered within the service area of an urban retail water supplier or its urban wholesale water supplier.
- (2) The net volume of water that the urban retail water supplier places into long-term storage.
- (3) The volume of water the urban retail water supplier conveys for use by another urban water supplier.

(4) The volume of water delivered for agricultural use, except as otherwise provided in subdivision (f) of Section 10608.24.

The City's sole source of water into its distribution system is groundwater. SB X7-7 Table 4 provides the 10- to 15-year baseline, 5-year baseline, and 2015 compliance year water use.

SB X7-7 Table 4: Annual Gross Water Use*

SB X7-7 Table 4: Annual Gross Water Use *								
Baseline Year <i>Fm SB X7-7 Table 3</i>	Volume Into Distribution System <i>This column will remain blank until SB X7-7 Table 4-A is completed.</i>	Deductions					Annual Gross Water Use	
		Exported Water	Change in Dist. System Storage (+/-)	Indirect Recycled Water <i>This column will remain blank until SB X7-7 Table 4-B is completed.</i>	Water Delivered for Agricultural Use	Process Water <i>This column will remain blank until SB X7-7 Table 4-D is completed.</i>		
10 to 15 Year Baseline - Gross Water Use								
Year 1	2001	1,653			-		584	1,069
Year 2	2002	1,918			-		584	1,334
Year 3	2003	2,295			-		572	1,723
Year 4	2004	2,186			-		566	1,620
Year 5	2005	2,250			-		682	1,568
Year 6	2006	2,301			-		789	1,512
Year 7	2007	2,411			-		866	1,545
Year 8	2008	2,442			-		729	1,713
Year 9	2009	2,390			-		727	1,663
Year 10	2010	2,296			-		809	1,487
Year 11	2011	2,289			-		484	1,805
Year 12	2012	2,471			-		836	1,635
Year 13	2013	2,579			-		822	1,757
Year 14	2014	2,422			-		965	1,457
Year 15	2015	2,076			-		883	1,193
10 - 15 year baseline average gross water use								1,539
5 Year Baseline - Gross Water Use								
Year 1	2006	2,301			-		789	1,512
Year 2	2007	2,411			-		866	1,545
Year 3	2008	2,442			-		729	1,713
Year 4	2009	2,390			-		727	1,663
Year 5	2010	2,296			-		809	1,487
5 year baseline average gross water use								1,584
2015 Compliance Year - Gross Water Use								
2015	2,076	-			-		883	1,193
* NOTE that the units of measure must remain consistent throughout the UWMP, as reported in Table 2-3								

The City's uses do not include exported water, indirect recycled water, or water delivered for agricultural use. Therefore, the annual gross water use does not include deductions for these categories. However, the City does supply process water to several industrial customers, and these exclusions are deducted from the annual gross water use amounts in SB X7-7 Table 4.

5.1.4 - AVERAGE DAILY PER CAPITA WATER USE

In SB X7-7 Table 5, the average daily per capita water use is calculated by dividing the volume of “Annual Gross Water Use” by the service area population.

SB X7-7 Table 5: Gallons Per Capita Per Day (GPCD)

SB X7-7 Table 5: Gallons Per Capita Per Day (GPCD)				
Baseline Year <i>Fm SB X7-7 Table 3</i>		Service Area Population <i>Fm SB X7-7 Table 3</i>	Annual Gross Water Use <i>Fm SB X7-7 Table 4</i>	Daily Per Capita Water Use (GPCD)
10 to 15 Year Baseline GPCD				
Year 1	2001	20,021	1,069	146
Year 2	2002	20,487	1,334	178
Year 3	2003	20,714	1,723	228
Year 4	2004	21,340	1,620	208
Year 5	2005	21,893	1,568	196
Year 6	2006	22,607	1,512	183
Year 7	2007	23,331	1,545	181
Year 8	2008	23,520	1,713	199
Year 9	2009	23,859	1,663	191
Year 10	2010	24,531	1,487	166
<i>Year 11</i>	2011	24,493	1,805	202
<i>Year 12</i>	2012	24,711	1,635	181
<i>Year 13</i>	2013	25,163	1,757	191
<i>Year 14</i>	2014	25,418	1,457	157
<i>Year 15</i>	2015	25,585	1,193	128
10-15 Year Average Baseline GPCD				182
5 Year Baseline GPCD				
Baseline Year <i>Fm SB X7-7 Table 3</i>		Service Area Population <i>Fm SB X7-7 Table 3</i>	Gross Water Use <i>Fm SB X7-7 Table 4</i>	Daily Per Capita Water Use
Year 1	2006	22,607	1,512	183
Year 2	2007	23,331	1,545	181
Year 3	2008	23,520	1,713	199
Year 4	2009	23,859	1,663	191
Year 5	2010	24,531	1,487	166
5 Year Average Baseline GPCD				184
2015 Compliance Year GPCD				
2015		25,585	1,193	128

The results of SB X7-7 Table 5 are summarized in SB X7-7 Table 6 and shows the following:

- The 10- to 15-year baseline period identified a water usage for the City of 182 GPCD.
- The 5-year baseline identified a water usage for the City of 184 GPCD.
- For calendar year 2015, the City's water usage was 128 GPCD.

SB X7-7 Table 6: Gallons Per Capita Per Day, Summary From Table SB X7-7 Table 5

SB X7-7 Table 6: Gallons per Capita per Day Summary From Table SB X7-7 Table 5	
10-15 Year Baseline GPCD	182
5 Year Baseline GPCD	184
2015 Compliance Year GPCD	128

CWC 10608.20(b). An urban retail water supplier shall adopt one of the following methods for determining its urban water use target pursuant to subdivision (a):

- (1) Eighty percent of the urban retail water supplier's baseline per capita daily water use.*
- (2) The per capita daily water use that is estimated using the sum of the following performance standards:*
 - (A) For indoor residential water use, 55 gallons per capita daily water use as a provisional standard. Upon completion of the department's 2016 report to the Legislature pursuant to Section 10608.42, this standard may be adjusted by the Legislature by statute.*
 - (B) For landscape irrigated through dedicated or residential meters or connections, water efficiency equivalent to the standards of the Model Water Efficient Landscape Ordinance set forth in Chapter 2.7 (commencing with Section 490) of Division 2 of Title 23 of the California Code of Regulations, as in effect the later of the year of the landscape's installation or 1992. An urban retail water supplier using the approach specified in this subparagraph shall use satellite imagery, site visits, or other best available technology to develop an accurate estimate of landscaped areas.*
 - (C) For commercial, industrial, and institutional uses, a 10-percent reduction in water use from the baseline commercial, industrial, and institutional water use by 2020.*
- (3) Ninety-five percent of the applicable state hydrologic region target, as set forth in the state's draft 20x2020 Water Conservation Plan (dated April 30, 2009). If the service area of an urban water supplier includes more than one hydrologic region, the supplier shall apportion its service area to each region based on population or area.*
- (4) A method that shall be identified and developed by the department, through a public process, and reported to the Legislature no later than December 31, 2010.*

Of the four methods, the City has chosen the third method (95% of hydrologic regional target) (see SB X7-7 Table 7) and calculated the baseline and target GPCD consistent with CWC Section 10608.20(b)(3) and as set forth in the State's draft 20X2020 Water Conservation Plan.

SB X7-7 Table 7: 2020 Target Method

SB X7-7 Table 7: 2020 Target Method <i>Select Only One</i>		
Target Method	Supporting Documentation	
<input type="checkbox"/> Method 1	SB X7-7 Table 7A	
<input type="checkbox"/> Method 2	SB X7-7 Tables 7B, 7C, and 7D <i>Contact DWR for these tables</i>	
<input checked="" type="checkbox"/> Method 3	SB X7-7 Table 7-E	
<input type="checkbox"/> Method 4	Method 4 Calculator	

5.1.5 - TARGET GPCD REDUCTIONS

The City has calculated the 2020 target (95% of hydrologic regional target) at 179 GPCD (see SB X7-7 Table 7-E).

SB X7-7 Table 7-E: Target Method 3

SB X7-7 Table 7-E: Target Method 3				
Agency May Select More Than One as Applicable	Percentage of Service Area in This Hydrological Region	Hydrologic Region	"2020 Plan" Regional Targets	Method 3 Regional Targets (95%)
<input type="checkbox"/>		North Coast	137	130
<input type="checkbox"/>		North Lahontan	173	164
<input type="checkbox"/>		Sacramento River	176	167
<input type="checkbox"/>		San Francisco Bay	131	124
<input type="checkbox"/>		San Joaquin River	174	165
<input type="checkbox"/>		Central Coast	123	117
<input checked="" type="checkbox"/>	100%	Tulare Lake	188	179
<input type="checkbox"/>		South Lahontan	170	162
<input type="checkbox"/>		South Coast	149	142
<input type="checkbox"/>		Colorado River	211	200
Target <i>(If more than one region is selected, this value is calculated.)</i>				179

CWC 10608.22. Notwithstanding the method adopted by an urban retail water supplier pursuant to Section 10608.20, an urban retail water supplier's per capita daily water use reduction shall be no less than 5 percent of base daily per capita water use as defined in paragraph (3) of subdivision (b) of Section 10608.12. This section does not apply to an urban retail water supplier with a base daily per capita water use at or below 100 gallons per capita per day.

The 5-year baseline period identified a maximum year 2020 compliance target of 179 GPCD to meet the intent of CWC Section 10608.22. This is the Maximum 2020 Target as shown in SB X7-7 Table 7-F.

SB X7-7 Table 7-F: Confirm Minimum Reduction for 2020 Target

SB X7-7 Table 7-F: Confirm Minimum Reduction for 2020 Target			
5 Year Baseline GPCD From SB X7-7 Table 5	Maximum 2020 Target ¹	Calculated 2020 Target ²	Confirmed 2020 Target
184	175	N/A	175
¹ Maximum 2020 Target is 95% of the 5 Year Baseline GPCD except for suppliers at or below 100 GPCD. ² 2020 Target is calculated based on the selected Target Method, see SB X7-7 Table 7 and corresponding tables for agency's calculated target.			

CWC Section 10608.16 also mandates that the City achieve a 10% reduction from baseline usage by 2015. The City has calculated the 2015 target (90% of baseline per capita water usage) at 182 GPCD (see SB X7-7 Table 8).

SB X7-7 Table 8: 2015 Interim Target GPCD

SB X7-7 Table 8: 2015 Interim Target GPCD		
Confirmed 2020 Target Fm SB X7-7 Table 7-F	10-15 year Baseline GPCD Fm SB X7-7 Table 5	2015 Interim Target GPCD
175	182	179

5.2 - Baselines and Targets Summary

CWC Section 10608.16 mandates that the City achieve a 20% reduction from baseline usage by 2020 and an incremental reduction of 10% by 2015. The City has calculated the 2015 target at 179 GPCD, and the 2020 target at 175 GPCD. Table 5-1 summarizes the baseline

periods used by the City and the 2015 and 2020 usage targets that were calculated in Section 5.1.

Table 5-1: Baselines and Target Summary

Table 5-1: Baselines and Targets Summary <i>Retail Agency or Regional Alliance Only</i>					
Baseline Period	Start Year	End Year	Average Baseline GPCD*	2015 Interim Target *	Confirmed 2020 Target*
10-15 year	2001	2015	182	179	175
5 Year	2006	2010	184		
*All values are in Gallons per Capita per Day (GPCD)					

The actual capita daily water usage for the fiscal year ending in 2015 is 128 GPCD, which is well below the 2020 target of 175 GPCD and 2015 interim target of 179 GPCD as shown in Table 5-2.

CWC 10608.24(d)(2). If the urban retail water supplier elects to adjust its estimate of compliance daily per capita water use due to one or more of the factors described in paragraph (1), it shall provide the basis for, and data supporting, the adjustment in the report required by Section 10608.40.

The City did not utilize the one or more factors (or “Optional Adjustments”) shown in Table 5-2.

Table 5-2: 2015 Compliance

Table 5-2: 2015 Compliance <i>Retail Agency or Regional Alliance Only</i>								
Actual 2015 GPCD*	2015 Interim Target GPCD*	Optional Adjustments to 2015 GPCD Enter "0" if no adjustment is made <i>From Methodology 8</i>					2015 GPCD* (Adjusted if applicable)	Did Supplier Achieve Targeted Reduction for 2015? Y/N
		Extraordinary Events*	Economic Adjustment*	Weather Normalization*	TOTAL Adjustments*	Adjusted 2015 GPCD*		
128	179	0	0	0	0	128	128	Yes
*All values are in Gallons per Capita per Day (GPCD)								

CWC 10608.24(a). Each urban retail water supplier shall meet its interim urban water use target by December 31, 2015.

As shown in Table 5-2, the City met its 2015 interim targeted reduction in 2015.

SECTION 6 - SYSTEM SUPPLIES

CWC 10631(b). Identify and quantify, to the extent practicable, the existing and planned sources of water available to the supplier over the same five-year increments described in subdivision (a).

This section describes and quantifies sources of water available to the City. As discussed in *Section 4 – System Water Use*, the City of Lemoore produces all its water supply through pumping groundwater using City facilities. The City does not purchase water from any other source. There are no current plans to purchase wholesale water in the near future. Thus, the City does not:

- Purchase or import water;
- Use surface water;
- Reuse stormwater, wastewater, or recycled water;
- Desalinate water; or
- Enter into water exchanges or transfers.

Therefore, the following discussion focuses on groundwater as the City’s only existing water supply. This section also discusses future water projects and provides a summary of existing and planned sources of water.

6.1 - Purchased or Imported Water

The City does not purchase or import water from other water suppliers or other entities. There are no plans for the City to purchase or import water as part of its water supply.

6.2 - Groundwater

CWC 10631(b). If groundwater is identified as an existing or planned source of water available to the supplier, all of the following information shall be included in the plan:

(1) A copy of any groundwater management plan adopted by the urban water supplier, including plans adopted pursuant to Part 2.75 (commencing with Section 10750), or any other specific authorization for groundwater management.

(2) A description of any groundwater basin or basins from which the urban water supplier pumps groundwater. For basins that a court or the board has adjudicated the rights to pump groundwater, a copy of the order or decree adopted by the court or the board and a description of the amount of groundwater the urban water supplier has the legal right to pump under the order or decree. For basins that have not been adjudicated, information as to whether the department has identified the basin or basins as overdrafted or has projected that the basin will become overdrafted if present management conditions continue, in the most current official departmental bulletin that characterizes the condition of the groundwater basin, and a detailed description of the efforts being undertaken by the urban water supplier to eliminate the long-term overdraft condition.

(3) A detailed description and analysis of the location, amount, and sufficiency of groundwater pumped by the urban water supplier for the past five years. The description and analysis shall be based on information that is reasonably available, including, but not limited to, historic use records.

(4) A detailed description and analysis of the amount and location of groundwater that is projected to be pumped by the urban water supplier. The description and analysis shall be based on information that is reasonably available, including, but not limited to, historic use records.

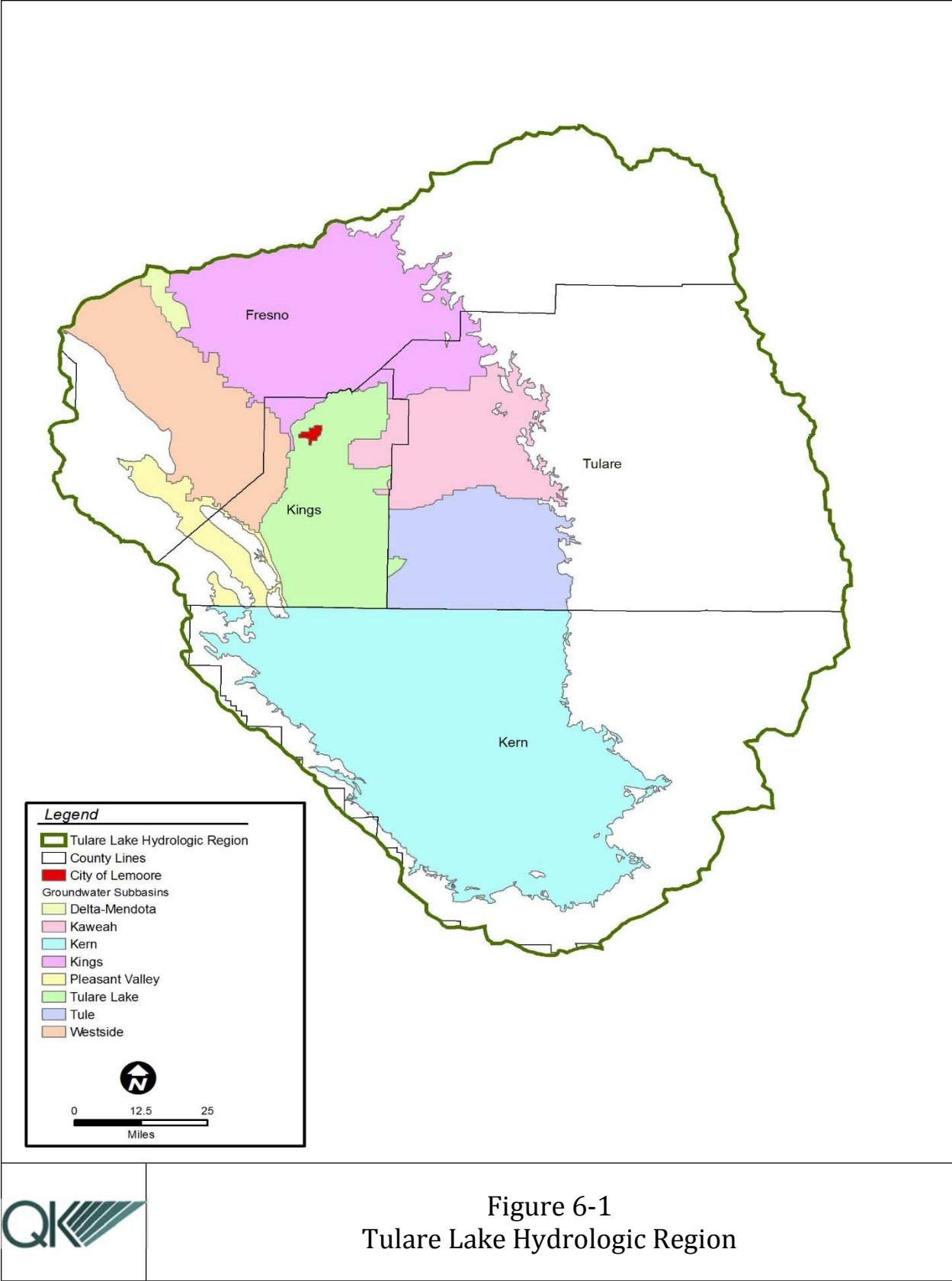
6.2.1 - BASIN DESCRIPTION

The groundwater subbasin underlying the City of Lemoore, and thus the service area, is the Tulare Lake Subbasin (Groundwater Basin No. 5-22.12). The Tulare Lake Subbasin is one of eight subbasins within the Tulare Lake Hydrologic Region that transport, filter, and store water (see Figure 6-1). The major rivers in the Subbasin that provide most of the surface water runoff for the Region is the Kings River.

Of the 5.1 million acres of the San Joaquin Valley Basin, the Tulare Lake Subbasin has a surface area of 524 thousand acres (818 square miles). The Tulare Lake Subbasin is bounded on the south by the Kings-Kern county line, on the west by the California Aqueduct, the eastern boundary of Westside Groundwater Subbasin, and Tertiary marine sediments of the Kettleman Hills. It is bounded on the north by the southern boundary of the Kings Groundwater Subbasin, and on the east by the westerly boundaries of the Kaweah and Tule Groundwater Subbasins. The southern half of the Tulare Lake Subbasin consists of lands in the former Tulare Lake bed in Kings County. (Department of Water Resources, 2006).

Basin Levels and Storage

Per Bulletin 118, the estimated water storage capacity of the Tulare Lake Subbasin is estimated to be 17.1 million acre-feet (AF) to a depth of 300 feet and 82.5 million AF to the base of fresh groundwater. The average subbasin water level was reported to decline nearly 17 feet from 1970 to 2000. The period from 1970 through 1978 showed moderate declines with many fluctuations, totaling about 12 feet. The 10-year period from 1978 to 1988 saw more fluctuations and a general increase of about 24 feet, bringing water levels up to 12 feet above the 1970 water levels. 1988 through 1993 showed steep declines, bottoming out in 1993 at 23 feet below 1970 water levels. Water levels rose from 1993 to 1999 to about 10 feet below the 1970 level. From 1999 to 2000, water levels dropped another 7 feet, bringing the water levels to about 17 feet below 1970 water levels. Fluctuations in water levels have been most exaggerated in the lakebed area of the Subbasin. This area has the steepest decreases in water levels as well as some of the strongest increases in water levels. (Department of Water Resources, 2006).



Basin Water Quality

The water in this groundwater subbasin is generally a calcium bicarbonate type in the northern portion. This trends towards sodium bicarbonate as it approaches the Tulare Lakebed. Total dissolved solids (TDS) values typically range from 200 to 600 milligrams per liter (mg/L). TDS values of shallow groundwater in drainage problem areas are as high as 40,000 mg/L. The Department of Health Services, which monitors Title 22 water quality standards, reports TDS values in 36 wells ranging from 150 to 820 mg/L, with an average value of 342 mg/L. The City of Hanford reports electric conductivity values in 14 wells ranging from 210 to 820 micromhos per centimeter ($\mu\text{mhos/cm}$), with an average value of 554 $\mu\text{mhos/cm}$. (Department of Water Resources, 2006).

There are areas of shallow, saline groundwater in the southern portion of the Subbasin and localized areas of high arsenic. The City of Hanford reports odors caused by the presence of hydrogen sulfide. (Department of Water Resources, 2006).

6.2.2 - GROUNDWATER MANAGEMENT

An adjudicated groundwater basin refers to when, because of a lawsuit, the court decides who extracts from the basin, how much they extract, and who will manage the basin. The San Joaquin River Groundwater Basin is not adjudicated, as defined by the *California Water Plan Update – Bulletin 160-98*, Figure 3-28 (p. 3-54) and Table 3-16 (p. 3-55) (California Department of Water Resources, 1998). Therefore, there are no limitations placed on groundwater pumpage volumes.

The City has not adopted a groundwater management plan. The *Lower Kings Basin Groundwater Management Plan Update* (GWP Update) has been adopted by the Kings River Conservation District, which includes the area of the groundwater subbasin in which the City underlies (Kings River Conservation District, 2005). The GWP Update includes goals and objectives for groundwater management and financing, governance options, and management and implementation plans.

The overall goal of the GMP Update is:

To document the local approach to stopping overdraft, sustaining the local economy, and ensuring a sustainable groundwater system through development of specific projects and facilities to capture unallocated floodwater for groundwater storage and conjunctive use, whenever and wherever such water is available consistent with existing agreements, rights, and entitlements.

The objectives were crafted to reflect the District's values and priorities for meeting the GMP Update goal.

- Identify and build near-term groundwater recharge projects within each Water Management Area to capture flood flows; begin to stabilize the basin; and demonstrate project feasibility, benefits, and cost effectiveness;

- Establish rational and attainable Best Management Objectives, both regionally and for specific Water Management Areas, to measure and track progress;
- Formulate long-term regional strategies to take advantage of groundwater storage space in the Lower Kings Basin;
- Maintain local control of the groundwater basin by developing agreements and institutional arrangements that promote the responsible management of groundwater resources by overlying cities, water districts, agencies, companies, and landowners;
- Continue to track progress, and coordinate, GWP Update implementation;
- Research and define financing strategies and program oversight to implement the GWP Update projects and programs;
- Implement monitoring programs that increase the understanding of Lower Kings Basin operations, track progress toward meeting goals, and evaluate and forecast conditions; and
- Prevent degradation of groundwater quality.

The City is under no obligation to effectuate any of the goals, objectives, or plans outlined in the GWP Update.

The City will be involved in the formation and management of a locally-controlled Groundwater Sustainability Agency (GSA) under the Sustainable Groundwater Management Act (SGMA). However, as stated in the *2015 UWMPs Guidebook for Urban Water Suppliers* (California Department of Water Resources, 2016), “new requirements for groundwater management under SGMA will not apply to the 2015 UWMPs.” Therefore, these requirements will not be further discussed in this 2015 UWMP.

6.2.3 - OVERDRAFT CONDITIONS

As required by CWC 10631(b)(2), for basins that have not been adjudicated, information as to whether the department has identified the basin or basins as overdrafted or has projected that the basin will become overdrafted, an UWMP must include a detailed description of the efforts being undertaken by the urban water supplier to eliminate the long-term overdraft condition.

The Tulare Lake Subbasin and greater San Joaquin Valley Groundwater Basin (Groundwater Basin No. 5-22) have been in a state of overdraft for many years. The estimated average overdraft in the San Joaquin Valley Basin was estimated to be 239,000 AF in 1995 (California Department of Water Resources, 1998).

The City is located within an area defined by the Kings River Conservation District as Water Management Area (WMA) C in the GWP Update (see Figure 6-2). Within the WMA C, 20 representative wells show that average groundwater levels have fallen from above 190 feet above mean sea level (msl) to about 120 feet above msl between 1950 and 2005 (Kings River Conservation District, 2005). The following table provides cumulative and average annual overdraft within the WMA C area.

Cumulative and Average Annual Overdraft in the WMA C Area (1950 – 2005)

Area (acres)	Total Overdraft 1950 to 2005 (AF)	Annual Overdraft 1950 to 2005 (AF/yr)	Total Overdraft 1965 to 2005 (AF)	Annual Overdraft 1965 to 2005 (AF/yr)
57,328	501,000	9,000	243,000	6,000

Source: (Kings River Conservation District, 2005).

6.2.4 - GROUNDWATER PUMPING

The City currently utilizes local groundwater as its sole source of municipal water supply. The City's municipal water system extracts its water supply from underground aquifers via six active groundwater wells within the City limits (see Figure 3-3) and two in a wellfield approximately 5 miles north of the City. The City maintains four ground-level storage reservoirs within the distribution system, with a total capacity of 4.4 MG. In addition to the main domestic water supply, the City operates a separate system to supply industrial water to the Olam tomato processing plant. The two water systems can be connected in case of an emergency such as a major fire or natural disaster. A detailed discussion of water quality is contained in *Section 7 – Water Supply Reliability Assessment*.

The amount of groundwater pumped by the City over the last 5 years is shown in Table 6-1. The amount of groundwater projected to be pumped in 5-year increments over the next 20 years is shown in Table 4-2 in *Section 4 – System Water Use*. The projected retail demands for potable and raw water shown in the table are supplied solely by groundwater pumping.

Table 6-1 Retail: Groundwater Volume Pumped

Table 6-1 Retail: Groundwater Volume Pumped						
<input type="checkbox"/>	Supplier does not pump groundwater. The supplier will not complete the table below.					
Groundwater Type <i>Drop Down List</i> <i>May use each category multiple times</i>	Location or Basin Name	2011	2012	2013	2014	2015
Add additional rows as needed						
Alluvial Basin	Subbasin 5-22.14 of the Tulare Lake Hydraulic Region	2,289	2,471	2,579	2,422	2,076
TOTAL		2,289	2,471	2,579	2,422	2,076

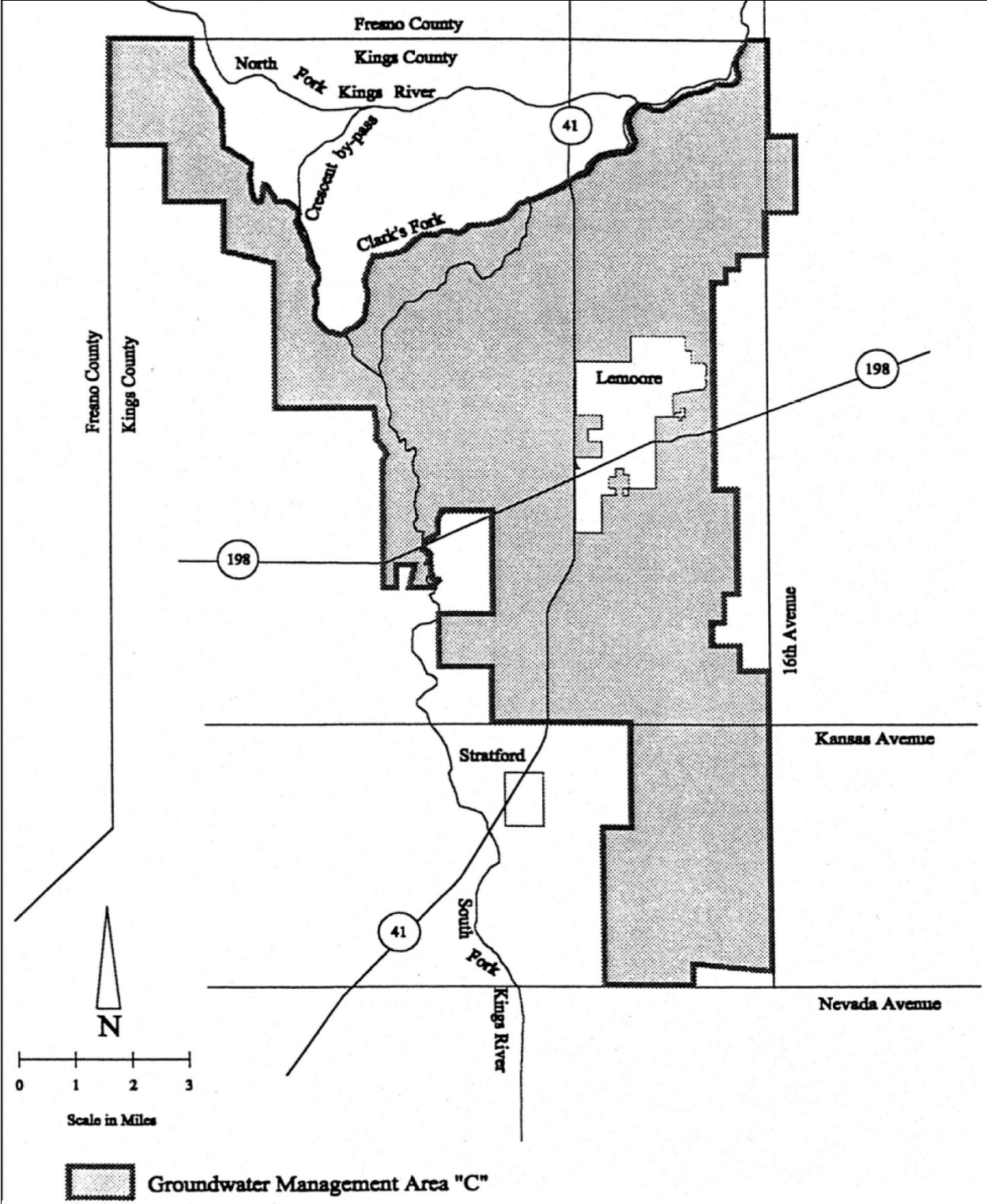


Figure 6-2
Water Management Area C

6.3 - Surface Water

The City does not draw water from streams, lakes or reservoirs for use in its potable water distribution system. There are no plans for the City to use surface water as part of its water supply.

6.4 - Stormwater

The City does not intentionally divert stormwater for beneficial use within its potable water distribution system. There are no plans for the City to use stormwater to offset water supply.

6.5 - Wastewater or Recycled Water

CWC 10633. The plan shall provide, to the extent available, information on recycled water and its potential for use as a water source in the service area of the urban water supplier. The preparation of the plan shall be coordinated with local water, wastewater, groundwater, and planning agencies that operate within the supplier's service area, and shall include all of the following:

(a) A description of the wastewater collection and treatment systems in the supplier's service area, including a quantification of the amount of wastewater collected and treated and the methods of wastewater disposal.

(b) A description of the quantity of treated wastewater that meets recycled water standards, is being discharged, and is otherwise available for use in a recycled water project.

(f) A description of actions, including financial incentives, which may be taken to encourage the use of recycled water, and the projected results of these actions in terms of acre-feet of recycled water used per year.

(g) A plan for optimizing the use of recycled water in the supplier's service area, including actions to facilitate the installation of dual distribution systems, to promote recirculating uses, to facilitate the increased use of treated wastewater that meets recycled water standards, and to overcome any obstacles to achieving that increased use.

The City of Lemoore Public Works Department operates a comprehensive wastewater collection, treatment, and disposal system that serves the City. The City's wastewater collection system is comprised of plastic pipelines and 17 pump stations. The City's wastewater treatment plant (WWTP) and Leprino Food's wastewater facilities are in the southwestern portion of the City. The City's WWTP is a secondary treatment facility with disinfection system that includes a headworks, aerated lagoons, and effluent chlorination. The Leprino Food's wastewater facilities include secondary-treatment level reactors and effluent ponding facilities; the effluent is routed through the City's lagoons and chlorinated prior to discharge with the rest of the City's treated effluent (City of Lemoore, 2007).

Wastewater from the City's WWTP is transported through a 6-mile outfall to a discharge point in the Westlake Canal, which transports water from the Kings River to Westlake Farms for row crop irrigation (City of Lemoore, 2007). Discharge into the canal is allowed by the Central Valley Regional Quality Control Board under Waste Discharge Requirements Order No. 96-050. There are currently no actions being taken to encourage the use of recycled water in the City.

The City is not using and does not plan to use wastewater or recycled water within the planning horizon of the 2015 UWMP and therefore, per the Guidebook, only Tables 6-2, 6-3, and 6-6 need to be completed.

Table 6-2 Retail: Wastewater Collected Within Service Area in 2015

Table 6-2 Retail: Wastewater Collected Within Service Area in 2015						
L	There is no wastewater collection system. The supplier will not complete the table below.					
	Percentage of 2015 service area covered by wastewater collection system <i>(optional)</i>					
	Percentage of 2015 service area population covered by wastewater collection system <i>(optional)</i>					
Wastewater Collection			Recipient of Collected Wastewater			
Name of Wastewater Collection Agency	Wastewater Volume Metered or Estimated? <i>Drop Down List</i>	Volume of Wastewater Collected from UWMP Service Area 2015	Name of Wastewater Treatment Agency Receiving Collected Wastewater	Treatment Plant Name	Is WWTP Located Within UWMP Area? <i>Drop Down List</i>	Is WWTP Operation Contracted to a Third Party? <i>(optional)</i> <i>Drop Down List</i>
<i>Add additional rows as needed</i>						
City of Lemoore Public Workd Department	Metered	689	City of Lemoore	Lemoore WWTP	Yes	No
Total Wastewater Collected from Service Area in 2015:		689				

Table 6-3 Retail: Wastewater Treatment and Discharge Within Service Area in 2015

Table 6-3 Retail: Wastewater Treatment and Discharge Within Service Area in 2015										
<div><div></div></div>	No wastewater is treated or disposed of within the UWMP service area. The supplier will not complete the table below.									
Wastewater Treatment Plant Name	Discharge Location Name or Identifier	Discharge Location Description	Wastewater Discharge ID Number (optional)	Method of Disposal Drop down list	Does This Plant Treat Wastewater Generated Outside the Service Area?	Treatment Level Drop down list	2015 volumes			
							Wastewater Treated	Discharged Treated Wastewater	Recycled Within Service Area	Recycled Outside of Service Area
Add additional rows as needed										
Lemoore WWTP	Westlake Canal	Irrigation canal	WDR No. 96-050	River or Creek Outfall	No	Secondary, Disinfected - 2.2	689	1,414	0	0
Total							689	1,414	0	0
NOTES: Effluent totals include 537 MG from Lemoore WWTP and 877 MG from Leprino Foods wastewater facilities.										

Table 6-6 Retail: Methods to Expand Future Recycled Water Use

Table 6-6 Retail: Methods to Expand Future Recycled Water Use	
<input checked="" type="checkbox"/>	Supplier does not plan to expand recycled water use in the future. Supplier will not complete the table below but will provide narrative explanation.

6.6 - Desalinated Water Opportunities

CWC 16031(h). Describe desalinated water project opportunities for long-term supply.

The City has no feasible opportunity for the development of a water desalination system as a long-term supply. With no nearby or convenient sources of saline water to desalinate, the cost of providing the water and then treating would outweigh the benefits.

6.7 - Exchange and Transfer Opportunities

CWC 10631(d). Describe the opportunities for exchanges or transfers of water on a short-term or long-term basis.

The City does not have any planned or potential future water exchanges or transfers.

6.8 - Future Water Projects

CWC 10631(g). Include a description of all water supply projects and water supply programs that may be undertaken by the urban water supplier to meet the total projected water use, as established pursuant to subdivision (a) of Section 10635. The urban water supplier shall include a detailed description of expected future projects and programs that the urban water supplier may implement to increase the amount of the water supply available to the urban water supplier in average, single-dry, and multiple-dry water years. The description shall identify specific projects and include a description of the increase in water supply that is expected to be available from each project. The description shall include an estimate with regard to the implementation timeline for each project or program.

As shown in Table 6-7 below, the City is not expecting future water supply projects or programs. in the future.

Table 6-7 Retail: Expected Future Water Supply Projects or Programs

Table 6-7 Retail: Expected Future Water Supply Projects or Programs	
<input checked="" type="checkbox"/>	No expected future water supply projects or programs that provide a quantifiable increase to the agency's water supply. Supplier will not complete the table below.

6.9 - Summary of Existing and Planned Sources of Water

As discussed above, the sole source of water for the City is through groundwater pumping. Continued groundwater pumping is also the only planned source of water in the future. Since

the Tulare Lake Subbasin is a non-adjudicated basin, there are currently no restrictions on groundwater pumping. The passage of SGMA may change this reality in the future, but the requirements of SGMA do not apply to 2015 UWMPs.

Per Bulletin 118, there are 17.1 million AF to a depth of 300 feet and 82.5 million AF to the base of fresh groundwater within the Tulare Lake Subbasin. However, the City's groundwater wells are located within the boundary of the City and much of the groundwater located in the Subbasin is not accessible to the City. Using the acreage of the existing City and a conservative estimate of 100 vertical feet of groundwater as the volume of groundwater accessible to City wells at various depths, it was calculated that the existing groundwater water supply available to the City is 178,228 MG (see Table 6-8). Please note that safe yield has not been calculated, but it is assumed that a quantification of safe yield will become mandatory during the next UWMP cycle in response to SGMA compliance.

Table 6-8 Retail: Water Supplies – Actual

Table 6-8 Retail: Water Supplies — Actual				
Water Supply	Additional Detail on Water Supply	2015		
<div>Drop down list</div> <div>May use each category multiple times. These are the only water supply categories that will be recognized by the WUEdata online submittal tool</div>		Actual Volume	Water Quality <div>Drop Down List</div>	Total Right or Safe Yield (optional)
Add additional rows as needed				
Groundwater		178,228	Drinking Water	
Total		178,228		0

For the same reasons discussed above, it is assumed that the projected groundwater water supply available to the City is also 178,228 MG for each of the projected years (see Table 6-9). Actual projected groundwater water supply may change during the next UWMP cycle in response to the results of Groundwater Sustainability Plans developed in the Tulare Lake Subbasin to comply with SGMA.

Table 6-9 Retail: Water Supplies – Projected

Table 6-9 Retail: Water Supplies — Projected											
Water Supply <i>Drop down list May use each category multiple times. These are the only water supply categories that will be recognized by the WUEdata online submittal tool</i>	Additional Detail on Water Supply	Projected Water Supply <i>Report To the Extent Practicable</i>									
		2020		2025		2030		2035		2040 (opt)	
		Reasonably Available Volume	Total Right or Safe Yield (optional)	Reasonably Available Volume	Total Right or Safe Yield (optional)	Reasonably Available Volume	Total Right or Safe Yield (optional)	Reasonably Available Volume	Total Right or Safe Yield (optional)	Reasonably Available Volume	Total Right or Safe Yield (optional)
		<i>Add additional rows as needed</i>									
Groundwater	Tulare Lake Subbasin (5-22.12)	178,228		178,228		178,228		178,228		178,228	
Total		178,228	0	178,228	0	178,228	0	178,228	0	178,228	0

SECTION 7 - WATER SUPPLY RELIABILITY ASSESSMENT

CWC 10634. The plan shall include information, to the extent practicable, relating to the quality of existing sources of water available to the supplier over the same five-year increments as described in subdivision (a) of Section 10631, and the manner in which water quality affects water management strategies and supply reliability.

All UWMPs must include an assessment of the reliability of their water supplies. The water supply and demand assessment must compare the total projected water use with the projected water supply, in 5-year increments, through the next 20 years. This section presents a comparison of the water demands and supplies within the City's service area, and assesses supply versus demand during normal years, single dry water years, and multiple dry water years. This section describes the long-term reliability of Lemoore's water supply while *Section 8 – Water Shortage Contingency Planning* provides short-term reliability planning that may require immediate action, such as a drought or a catastrophic supply interruption.

7.1 - Constraints on Water Sources

CWC 10631(c)(2). For any water source that may not be available at a consistent level of use, given specific legal, environmental, water quality, or climatic factors, describe plans to supplement or replace that source with alternative sources or water demand management measures, to the extent practicable.

The City obtains 100% of its potable water supply from groundwater pumping. Regardless of climatic conditions, there is approximately 82.5 million AF of water to the base of fresh groundwater within the Tulare Lake Subbasin. Using the acreage of the existing City and a conservative estimate of 100 vertical feet of groundwater as the volume of groundwater accessible to City wells at various depths, it was calculated that the existing groundwater water supply available to the City is 178,228 MG (see Table 6-8). This water supply is available to the City regardless of the climatic conditions related to average, single-dry, and multiple-dry years.

However, because the City relies entirely on groundwater wells, the drawdown will be more severe in drought years and high mean temperature years. Since the entire central San Joaquin Valley has been experiencing severe drought conditions over the last four years, the groundwater drawdown may eventually reach a critical point particularly in depth of wells. Groundwater would still be available to the City over the UWMP planning horizon, but the need to deepen wells may become necessary in the future in the event of prolonged drought. The City has watering regulations in place to ensure water conservation and provide education to all customers. These regulations can be found on the City's website. Additionally, future SGMA regulations will mandate safe yields within the Tulare Lake Subbasin, which will further alleviate the possibility of requiring the deepening of wells in the future. Compliance with SGMA may require the City to come up with alternative sources of water in the future based on the result of the Groundwater Sustainability Plan to be

developed, but now the City can pump as much water as is required to supply the needs of the City.

From a water quality perspective, the City's water system includes six active groundwater wells within the City limits (see Figure 3-3) and two in a wellfield approximately 5 miles north of the City. The City produces an annual water quality report required by the California State Department of Health Services. The report summarizes the water quality sampling results for 2015 for all water customers. The data collected, though representative, is more than one-year-old with data that ranged from 2013 to 2015.

Based on the *2015 City of Lemoore Water Quality Consumer Confidence Report* (City of Lemoore, 2016), the City's water system recently failed a drinking water monitoring requirement. Prior to October 2013, Stage 1 compliance with the total trihalomethane (TTHM) maximum contaminant level (MCL) was based on a running annual average of four sample locations. The MCL for TTHMs is 0.080 mg/L. Testing results prior to Oct. 1, 2013 show that the system exceeded the TTHM MCL. As of October 2013, the Stage 2 Rule went into effect, in which compliance is based on a locational running annual average (LRAA), calculated individually for each sample site. The City is continuing to collect new data to determine compliance with the MCL using the LRAA. The City is currently running pilot testing at well site 7 to determine potential treatment processes that will lower the TTHM level of the water. During the transition period, the City remains in violation of the Stage 1 MCL until a Stage 2 MCL compliance determination can be made.

7.2 - Reliability by Type of Year

CWC 10620(f). An urban water supplier shall describe in the plan water management tools and options used by that entity that will maximize resources and minimize the need to import water from other regions.

CWC 10631(c)(1). Describe the reliability of the water supply and vulnerability to seasonal or climatic shortage, to the extent practicable, and provide data for each of the following:

(A) An average water year.

(B) A single-dry water year.

(C) Multiple-dry water years.

There are two aspects of supply reliability that can be considered. The first relates to immediate service needs and is primarily a function of the availability and adequacy of the supply facilities. The second aspect is climate related, and involves the availability of water during mild or severe drought periods. This section compares water supplies and demands during three water scenarios: average or normal water year, single-dry water year, and multiple-dry water years. These scenarios are defined as follows:

- Average year – a year, or an averaged range of years, that most closely represents the median runoff levels and patterns. The supply quantities for this condition are derived from historical average yields. Within this document the terms “normal” and “average” are used interchangeably.
- Single-dry year – the year with the lowest water supply availability. Generally considered to be the lowest annual runoff for a watershed since the water-year beginning in 1903.
- Multiple-dry years – the lowest average water supply availability to the agency for a consecutive multiple year period (three years or more). Generally considered to be the lowest average runoff for a consecutive multiple year period (three years or more) for a watershed since 1903.

Drought years for the hydrologic region can be determined by referencing DWR's Chronological Reconstructed Sacramento and San Joaquin Valley Water Year Hydrologic Classification Indices 1995 to 2015 (WSIHIST) (California Department of Water Resources, 2016). The City is currently experiencing a multiple dry year cycle, which started in 2012 and has continued through 2015. Within this multiple dry year period, the City still could meet all its water demands without the need to implement water management tools. Also, the impact of an extreme single dry year such as 2015 did not impact the ability of the City to meet all its water demands. Supply reliability for average water years such as 2010 and multiple and single dry years is shown in Table 7-1. The reliability of water service, which is subject to proper operation and maintenance of the City's water distribution system and its ability to deliver the water, is discussed in *Section 6 – System Supplies*.

Table 7-1 Retail: Basis of Water Year Data

Table 7-1 Retail: Basis of Water Year Data			
Year Type	Base Year <i>If not using a calendar year, type in the last year of the fiscal, water year, or range of years, for example, water year 1999-2000, use 2000</i>	Available Supplies if Year Type Repeats	
		<input type="checkbox"/>	Quantification of available supplies is not compatible with this table and is provided elsewhere in the UWMP. Location _____
		<input checked="" type="checkbox"/>	Quantification of available supplies is provided in this table as either volume only, percent only, or both.
		Volume Available	% of Average Supply
Average Year	2010	N/A	100%
Single-Dry Year	2015	N/A	100%
Multiple-Dry Years 1st Year	2012	N/A	100%
Multiple-Dry Years 2nd Year	2013	N/A	100%
Multiple-Dry Years 3rd Year	2014	N/A	100%
Agency may use multiple versions of Table 7-1 if different water sources have different base years and the supplier chooses to report the base years for each water source separately. If an agency uses multiple versions of Table 7-1, in the "Note" section of each table, state that multiple versions of Table 7-1 are being used and identify the particular water source that is being reported in each table.			

Therefore, the City has a reliable water supply and is not vulnerable to seasonal and climatic shortages. There is no current need for plans to supplement or replace the existing groundwater source available to the City with alternative sources or water demand management measures.

7.3 - Supply and Demand Assessment

10635(a). Every urban water supplier shall include, as part of its urban water management plan, an assessment of the reliability of its water service to its customers during normal, dry, and multiple dry water years. This water supply and demand assessment shall compare the total water supply sources available to the water supplier with the total projected water use over the next 20 years, in five-year increments, for a normal water year, a single dry water year, and multiple dry water years. The water service reliability assessment shall be based upon the information compiled pursuant to Section 10631, including available data from state, regional, or local agency population projections within the service area of the urban water supplier.

7.3.1 - AVERAGE (OR NORMAL) YEAR

Normal year supply and demand projections and differences are presented in Table 7-2.

Table 7-2 Retail: Normal Year Supply and Demand Comparison

Table 7-2 Retail: Normal Year Supply and Demand Comparison					
	2020	2025	2030	2035	2040 (Opt)
Supply totals (autofill from Table 6-9)	178,228	178,228	178,228	178,228	178,228
Demand totals (autofill from Table 4-3)	2,324	2,745	3,351	3,830	4,530
Difference	175,904	175,483	174,877	174,398	173,698

As shown in Table 7-2, future water supplies are anticipated to not only meet, but far exceed demands in normal year conditions through year 2040.

7.3.2 - SINGLE DRY YEAR

Projected supplies were compared to the increased demands for a single-dry year and are presented in Table 7-3.

Table 7-3 Retail: Single Dry Year Supply and Demand Comparison

Table 7-3 Retail: Single Dry Year Supply and Demand Comparison					
	2020	2025	2030	2035	2040 (Opt)
Supply totals	178,228	178,228	178,228	178,228	178,228
Demand totals	2,324	2,745	3,351	3,830	4,530
Difference	175,904	175,483	174,877	174,398	173,698

As shown in Table 7-3, anticipated groundwater supplies are sufficient to meet all demands through the year 2040 even under single-year drought conditions.

7.3.3 - MULTIPLE DRY YEARS

Projected supplies were compared to the increased demands for various multiple dry-year scenarios and are presented in Table 7-4.

Table 7-4 Retail: Multiple Dry Years Supply and Demand Comparison

Table 7-4 Retail: Multiple Dry Years Supply and Demand Comparison						
		2020	2025	2030	2035	2040 (Opt)
First year	Supply totals	178,228	178,228	178,228	178,228	178,228
	Demand totals	2,324	2,745	3,351	3,830	4,530
	Difference	175,904	175,483	174,877	174,398	173,698
Second year	Supply totals	178,228	178,228	178,228	178,228	178,228
	Demand totals	2,324	2,745	3,351	3,830	4,530
	Difference	175,904	175,483	174,877	174,398	173,698
Third year	Supply totals	178,228	178,228	178,228	178,228	178,228
	Demand totals	2,324	2,745	3,351	3,830	4,530
	Difference	175,904	175,483	174,877	174,398	173,698
Fourth year (optional)	Supply totals	178,228	178,228	178,228	178,228	178,228
	Demand totals	2,324	2,745	3,351	3,830	4,530
	Difference	175,904	175,483	174,877	174,398	173,698
Fifth year (optional)	Supply totals	178,228	178,228	178,228	178,228	178,228
	Demand totals	2,324	2,745	3,351	3,830	4,530
	Difference	175,904	175,483	174,877	174,398	173,698
Sixth year (optional)	Supply totals	178,228	178,228	178,228	178,228	178,228
	Demand totals	2,324	2,745	3,351	3,830	4,530
	Difference	175,904	175,483	174,877	174,398	173,698

As shown in Table 7-4, anticipated groundwater supplies are sufficient to meet all demands through the year 2040 even under multiple-dry year drought conditions.

SECTION 8 - WATER SHORTAGE CONTINGENCY PLANNING

CWC 10632(a). The plan shall provide an urban water shortage contingency analysis that includes each of the following elements that are within the authority of the urban water supplier:

(1) Stages of action to be undertaken by the urban water supplier in response to water supply shortages, including up to a 50 percent reduction in water supply, and an outline of specific water supply conditions that are applicable to each stage.

(2) An estimate of the minimum water supply available during each of the next three water years based on the driest three-year historic sequence for the agency's water supply.

(3) Actions to be undertaken by the urban water supplier to prepare for, and implement during, a catastrophic interruption of water supplies including, but not limited to, a regional power outage, an earthquake, or other disaster.

(4) Additional, mandatory prohibitions against specific water use practices during water shortages, including, but not limited to, prohibiting the use of potable water for street cleaning.

(5) Consumption reduction methods in the most restrictive stages. Each urban water supplier may use any type of consumption reduction methods in its water shortage contingency analysis that would reduce water use, are appropriate for its area, and have the ability to achieve a water use reduction consistent with up to a 50 percent reduction in water supply.

(6) Penalties or charges for excessive use, where applicable.

(7) An analysis of the impacts of each of the actions and conditions described in paragraphs (1) to (6), inclusive, on the revenues and expenditures of the urban water supplier, and proposed measures to overcome those impacts, such as the development of reserves and rate adjustments.

(8) A draft water shortage contingency resolution or ordinance.

(9) A mechanism for determining actual reductions in water use pursuant to the urban water shortage contingency analysis.

CWC 10632(b). Commencing with the urban water management plan update due July 1, 2016, for purposes of developing the water shortage contingency analysis pursuant to subdivision (a), the urban water supplier shall analyze and define water features that are artificially supplied with water, including ponds, lakes, waterfalls, and fountains, separately from swimming pools and spas, as defined in subdivision (a) of Section 115921 of the Health and Safety Code.

The Urban Water Management Planning Act of 1983 requires water agencies to incorporate a water shortage contingency plan (WSCP) focusing on the allocation of water supplies and the management of water consumption during periods of shortage due to extended drought or a water emergency. This section describes the City's policies and ordinances to deal with water shortages. The City's water supply comes solely from groundwater pumping. As discussed in *Section 7 – Water Supply Reliability Assessment*, the City has a reliable water supply and is not vulnerable to seasonal and climatic shortages for the normal, dry-year, and multiple dry-year scenarios through year 2040. This reliability conclusion is caveated by the fact that future compliance with SGMA may require the City to come up with alternative sources of water in the future based on the result of the Groundwater Sustainability Plan to be developed. However, the City can now pump as much water as is required to supply its needs.

The City's WSCP illustrates specific water supply conditions that trigger the activation of voluntary and mandatory rationing efforts. It explains what the ability is to meet projected short-term demands during extended dry periods and emphasizes some of the significant proactive measures that enhance the City's ability to respond to interruptions in water supply should a natural or manmade disaster occur. The contingency plan outlines the planned response to failures in the infrastructure of the water system in the event of an earthquake, extensive power outage, or another catastrophic event. Finally, this section provides details about prohibitions and penalties against specific water uses during water shortages, and evaluates potential impacts to the water funds should water sales decrease because of supply shortages.

The City has enacted standard water conservation measures per Title 7 (Public Ways and Property), Chapter 7 (Water and Sewer Regulations), Article E (Water Conservation) of the City's Code. Specifically, Article E of the City's Code states:

7-7E-1: STANDARD WATER CONSERVATION MEASURES:

- A. Definitions: Unless the context requires otherwise, the following definitions shall be used in the interpretation and construction of this section:

DIRECTOR: The director of public works of the city of Lemoore.

PERSON: Any individual, firm, partnership, association, corporation or political entity.

WATER: Any water obtained from the water department of the city of Lemoore.

- B. Application Of Regulations: The provisions of this section shall apply to all persons using city supplied water, both inside and outside of the city limits.
- C. Regulations: In the use of water supplied by the city of Lemoore, the following requirements shall apply:

1. No person shall keep, maintain, operate, or use any water connection, hose, faucet, hydrant, pipe, outlet or plumbing fixture which is not tight and free from leakage, dripping or waste of water.
2. No person shall allow excessive water to run or waste from his property onto streets, highways or adjacent property.
3. No person shall willfully or negligently waste water in any manner.
4. Outdoor watering for those with even numbered addresses will be permitted on Tuesday, Thursday and Saturday, while odd numbered addresses may water on Wednesday, Friday and Sunday. Monday will be a day on which no outdoor watering is allowed.
5. The public works director may grant a thirty (30) day exception for new lawns not yet established.
6. Prohibition of draining of swimming pools with a capacity in excess of five thousand (5,000) gallons more than once every two (2) years, except for structural repairs or to comply with public health standards determined by the county health officer. Residents with private swimming pools shall file a written application for a permit prior to draining their pools with the public works department. The application shall include information as to reason for draining the pool and in case of repairs, the nature and duration of repairs to be made and the date on which the pool will be drained.
7. Washing of exterior asphalt or concrete areas is prohibited except for those businesses that are governed by the food and drug administration or state or county health department requirements that require these areas to be washed for health purposes. Documentation indicating such regulations must be provided to the director.
8. The use of water for washing cars, boats or other vehicles is prohibited without the use of a quick acting positive shutoff nozzle on the hose and the use of buckets for washing with water from the hose used for light rinsing. These regulations apply to residential customers. Car washes for fundraising events are prohibited.
9. Sprinkle, irrigate or otherwise apply water to any yard, ground, premises or vegetation on any day of the week between the hours of ten o'clock (10:00) A.M. and seven o'clock (7:00) P.M. during periods designated as "daylight savings time" (generally occurring between March and November).
10. Operate water fountains or other decorative water fixtures without recirculation pumps.

11. All new construction and remodeling or additions to habitable areas with a valuation in excess of five thousand dollars (\$5,000.00) will be required to install or replace existing faucets and showerheads with low flow devices and toilets with ultra low flow units. (Ord. 2015-06, 7-7-2015)

7-7E-2: WATER EFFICIENT LANDSCAPE ORDINANCE ADOPTED:

This section should be known as "an ordinance of the city of Lemoore adopting the California model water efficient landscape ordinance, California code of regulations, title 23, division 2, chapter 2.7" and any amendments thereto by reference. (Ord. 2015-06, 7-7-2015)

7-7E-3: FINDINGS OF NECESSITY:

It is necessary to minimize the potential for water shortage through the practice of water conservation pursuant to the provisions of California Water Code section 375 et seq. It is further necessary to reduce the potential effect of a water shortage on the residents, businesses and visitors of Lemoore and to adopt provisions that will significantly reduce the inefficient consumption of water, thereby extending the available water resources necessary for the domestic, sanitation, and fire protection of the community to the greatest extent possible. Nothing in this chapter shall prevent the city from also declaring a water emergency pursuant to California Water Code section 350, if circumstances warrant such a declaration. (Ord. 2015-06, 7-7-2015)

7-7E-4: WATER CUSTOMER:

"Water customer", for the purposes of this chapter, shall mean any person, partnership, business, corporation, special district, public agency, or association or legal entity to which the city of Lemoore (city) supplies water or "user" of water supplied by the city. (Ord. 2015-06, 7-7-2015)

7-7E-5: APPLICATION:

This article shall be applicable to all water customers. (Ord. 2015-06, 7-7-2015)

7-7E-6: EXCEPTIONS AND EXEMPTIONS:

- A. Exceptions: The city manager or his or her designee shall grant an exception from the requirements of this chapter for any of the following reasons:
 1. Water use is necessary to public health and safety or for essential government services; or
 2. Recycled water is being used; or
 3. Water use is necessary due to the medical needs of the water customer; or
 4. An alternative water source/supply is available for use.

- B. Exemptions: The city council may grant an exemption to the requirements of this chapter, with or without conditions, if it determines that a water customer would otherwise experience extreme financial hardship that cannot be mitigated. The city council shall review any requests for an exemption from compliance with this chapter. A written request for an exemption must be submitted to the city clerk a minimum of two (2) weeks prior to the regularly scheduled council meeting at which the exemption is to be considered. If appropriate, the city council may require the customer granted an exemption to reduce water use by other appropriate alternative methods. Notwithstanding any other provision of this code, there shall be no right to further administrative review or appeal of the determination of exemption of the city council. The city council may establish an "exemption processing fee" by resolution. (Ord. 2015-06, 7-7-2015)

7-7E-7: AUTHORIZATION:

The city council may declare the conservation stage based on a determination made by the city manager, or based upon any reduction in water supply or delivery that the city council determines in its sole discretion necessitates water conservation pursuant to this chapter. The city council may determine and order water prohibitions and restrictions as outlined herein in the following levels:

Voluntary compliance

Level I conservation measures

Level II conservation measures

Level III conservation measures

(Ord. 2015-06, 7-7-2015)

7-7E-8: VOLUNTARY COMPLIANCE:

At this level of the conservation plan, the goal is to inform the public of the pressing need to conserve water. This can be done through information and education measures, which can directly affect water use habits of the city's customer base. While education alone may not produce sustained water savings like other measures, it can enhance the effectiveness of other measures. Water bill inserts, pamphlets upon request, partnering with local schools to encourage water conservation practices, creating workshops for local plumbers, plumbing fixture suppliers, and builders or landscape and irrigation service providers are all examples of education and information measures the city can implement.

The goal of this measure is to have residents and businesses voluntarily comply with best practice water conservation measures, with the goal of reducing average water consumption by twenty percent (20%). Water tanks and wells will be monitored by the water department.

Additionally, landscape watering for municipal parks will be reduced from six (6) to four (4) days or less per week. (Ord. 2015-06, 7-7-2015)

7-7E-9: LEVEL I CONSERVATION MEASURES:

When pumping water levels drop twenty percent (20%) below the baseline measurement, the following restrictions shall apply in addition to or supersede the standard water conservation measures listed in section 7-7E-1 of this article:

- A. Reduce the number of days for landscape watering to two (2) days per week. Even numbered addresses would be allowed to water on Tuesday and Saturday while odd numbered addresses would water on Wednesday and Sunday. No watering would be allowed on Monday, Thursday or Friday. Additionally, landscape watering would only be authorized before ten o'clock (10:00) A.M. and after seven o'clock (7:00) P.M. on designated days.
- B. Hotels, restaurants, and bars shall only provide drinking water to customers upon request.
- C. No water customer shall permit water to leak on his or her premises. Such leak shall be repaired in a timely manner after written notification by the city, but in no case in excess of seventy two (72) hours after notification.
- D. Reduce landscape watering for municipal parks to two (2) days or less per week. (Ord. 2015-06, 7-7-2015)

7-7E-10: LEVEL II CONSERVATION MEASURES:

The following restrictions shall be applicable during a high water conservation alert as declared by the city council and whenever a recommendation has been made by the city manager in conjunction with the chief plant operator of the water treatment plant based upon a significant reduction or interruption in water supply or delivery that necessitates increased water conservation efforts:

- A. All prohibitions and restrictions in level I (section 7-7E-9 of this article) shall be in effect.
- B. Reduce the number of days for landscape watering to one day per week, depending upon the type of irrigation and the address. The city would be divided into three (3) sections: one section would be all of the area on the east side of Lemoore Avenue, another section would be the area north of Cinnamon Drive from 191/2 Avenue to Lemoore Avenue and the third section would be the area south of Cinnamon Drive to the west city limits. Watering between the hours of ten o'clock (10:00) A.M. and seven o'clock (7:00) P.M. is still prohibited.

- C. The washing of personal vehicles is restricted to once per week, only on permitted watering days, and only with the use of the required quick acting positive shutoff nozzle.
- D. Hotels are encouraged to implement laundry conservation measures by encouraging patrons to reuse linens and towels.
- E. Landscape watering for municipal parks is restricted to one day per week and restrictions shall be implemented on golf course watering. (Ord. 2015-06,7-7-2015)

7-7E-11: LEVEL III CONSERVATION MEASURES:

In the event of a major earthquake, large scale fire, or other so called "act of nature" which has or could have serious impacts on the city's total available water storage or delivery capacity, whether storage capacities have been reduced or not, or in the case of an unanticipated significant reduction in city water supply, a severe water conservation alert shall be declared by the city council.

- A. All previous restrictions noted above in level I and level II shall be in effect.
- B. Irrigation of landscapes is prohibited between the hours of eight o'clock (8:00) A.M. and eight o'clock (8:00) P.M.
- C. Landscape watering for municipal parks shall be limited to one day per week.
- D. Swimming pool refilling or new construction swimming pool filling is not authorized.
- E. The city shall discontinue washing city vehicles or equipment except for health, safety or critical maintenance reasons.
- F. Restrictions on golf course watering shall be increased. (Ord. 2015-06,7-7-2015)

8.1 - Stages of Actions

In compliance with CWC 10632(a)(1), all water agencies are required to administer a strategy – an adopted ordinance or terms of service – to outline “stages of action” in response to water supply shortages. For compliance, Article E of the City’s Code outlined above includes stages of action based on conservation measure level, namely:

- Voluntary compliance;
- Level I conservation measures;
- Level II conservation measures; and
- Level III conservation measures.

Table 8-1 provides a summary of the standard water conservation measures and four stages of action that may be enacted by the City Council.

Table 8-1 Retail: Stages of Water Shortage Contingency Plan

Table 8-1 Retail: Stages of Water Shortage Contingency Plan		
Stage	Complete Both	
	Percent Supply Reduction ¹ <i>Numerical value as a percent</i>	Water Supply Condition <i>(Narrative description)</i>
<i>Add additional rows as needed</i>		
Standard Water Conservation Measures	N/A	Fixtures free from leakage; no excessive water; watering days; possible new lawn exemption; swimming pool draining prohibitions; asphalt/concrete washing prohibitions; vehicle washing prohibitions; watering hours; recirculation pumps requirement; and low-flow requirements for new construction, remodeling, and additions
Voluntary Compliance	up to 20%	Inform public about water conservation need and reduce landscape watering in municipal parks from six to four days or less per week
Level I Conservation Measures	up to 30%	Reduce landscape watering to two days per week (before 10 AM and after 7 PM); hotels, restaurants, and bars provide water only upon request; customers prohibited from allowing water to leak from premises and such leaks shall be repaired after written notice within 72 hours; and reduce landscape watering in municipal parks to two days per week
Level II Conservation Measures	up to 40%	All Level I prohibitions in effect; reduce landscape watering to one day per week (before 10 AM and after 7 PM); personal vehicle washing restricted to one per week on permitted days with shutoff nozzle; laundry conservation measures encouraged at hotels; and reduce landscape watering in municipal parks to one day per week; and implement golf course watering restrictions
Level III Conservation Measures	greater than 40%	All Level I and II prohibitions in effect; landscape watering prohibited between 8 AM and 8 PM; landscape watering in municipal parks limited to one day per week; prohibit swimming pool refilling and new construction of swimming pools; City shall discontinue washing City vehicles or equipment except for health, safety, or critical maintenance reasons; golf course watering restriction shall be increased
¹ One stage in the Water Shortage Contingency Plan must address a water shortage of 50%.		
NOTES: The percent supply reduction are just guesstimates because the reductions are not codified in the City's Code except for Voluntary Compliance.		

Title 7 (Public Ways and Property), Chapter 7 (Water and Sewer Regulations), and Article E (Water Conservation) of the City's Code was implemented in response to Governor Brown's Executive Order No. B-29-15, directing that the State Water Resources Control Board to develop and impose restrictions on urban water users to achieve a statewide 25% reduction in potable urban water use.

8.2 - Prohibition on End Uses

In compliance with CWC Section 10632(a)(4) and CWC Section 10632(a)(5), prohibitions on end users are defined in Title 7 (Public Ways and Property), Chapter 7 (Water and Sewer Regulations), Article E (Water Conservation) of the City's Code shown above. Table 8-2 summarizes the mandatory restrictions and prohibitions placed on end users.

Table 8-2 Retail Only: Restrictions and Prohibitions on End Uses

Table 8-2 Retail Only: Restrictions and Prohibitions on End Uses			
Stage	Restrictions and Prohibitions on End Users <i>Drop down list</i> <i>These are the only categories that will be accepted by the WUEdata online submittal tool</i>	Additional Explanation or Reference (optional)	Penalty, Charge, or Other Enforcement? <i>Drop Down List</i>
Add additional rows as needed			
SWCM	Landscape - Restrict or prohibit runoff from landscape irrigation		Yes
SWCM, I, II, III	Landscape - Limit landscape irrigation to specific times		Yes
SWCM, VC, I, II, III	Landscape - Limit landscape irrigation to specific days		Yes
II	CII - Lodging establishment must offer opt out of linen service		Yes
I	CII - Restaurants may only serve water upon request		Yes
SWCM	Water Features - Restrict water use for decorative water features, such as fountains		Yes
SWCM, III	Other water feature or swimming pool restriction		Yes
SWCM, I	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner		Yes
SWCM	Other - Require automatic shut of hoses		Yes
SWCM	Other - Prohibit use of potable water for washing hard surfaces		Yes
SWCM, I, II, III	Other		Yes
NOTES: SWCM = Standard Water Conservation Measures (7-7E-1) and VC = Voluntary Compliance (7-7E-8)			

8.2.1 - LANDSCAPE IRRIGATION

The following summarizes landscape irrigation restrictions by stages:

- Standard Water Conservation Measures – Prohibit excessive runoff from property, prohibit willful and negligent water waste, limit outdoor watering to certain days based on address, limit irrigation to certain times;
- Voluntary Compliance – Reduce municipal park watering from six to four days per week;
- Level I Conservation Measures – Reduce landscape watering to two days per week and increase time of day restrictions and municipal park watering to two days per week;
- Level II Conservation Measures – Reduce landscape watering to one day per week and increase time of day restrictions and municipal park watering to one day per week as well as impose golf course watering restrictions; and
- Level III Conservation Measures – Increase time of day restrictions, reduce municipal park watering to one day per week, and increase golf course watering restrictions.

8.2.2 - COMMERCIAL, INDUSTRIAL, AND INSTITUTIONAL (CII)

The following summarizes CII restrictions by stages:

- Standard Water Conservation Measures – None;
- Voluntary Compliance – None;
- Level I Conservation Measures – Hotels, restaurants, and bars will only serve water if requested;
- Level II Conservation Measures – Encourage hotels to implement laundry conservation measures; and
- Level III Conservation Measures – None.

8.2.3 - WATER FEATURES AND SWIMMING POOLS

The following summarizes restrictions on water features and swimming pools by stages:

- Standard Water Conservation Measures – Prohibit swimming pool draining greater than 5,000 gallons more than once every two years except for repair or public health reasons and prohibit fountains or other decorative features without recirculating pumps;
- Voluntary Compliance – None;
- Level I Conservation Measures – None;
- Level II Conservation Measures – None; and
- Level III Conservation measures – Prohibit swimming pool filling and new construction.

8.2.4 - OTHER RESTRICTIONS

The following summarizes other restrictions by stages:

- Standard Water Conservation Measures – Ensure fixtures, etc. tight and free from leakage, prohibit washing hard surfaces except for public health reasons, prohibit washing vehicles without use of buckets and shutoff nozzles, and require all new construction as well as remodels and additions greater than \$5,000 to install or replace faucets and showerheads with low-flow devices and toilets with low-flow units;
- Voluntary Compliance – None;
- Level I Conservation Measures – Prohibit outdoor water from leaving property and leak shall be repaired after written notification within 72 hours;
- Level II Conservation Measures – Restrict personal vehicle washing to once per week with shutoff nozzle; and
- Level III Conservation Measures – Prohibit City vehicle washing except certain reasons.

8.3 - Penalties, Charges, Other Enforcement of Prohibitions

In accordance with CWC Section 10632(a)(6), Title 7 (Public Ways and Property), Chapter 7 (Water and Sewer Regulations), Article E (Water Conservation) of the City's Code also includes penalties for violations of the standard water conservation measures and each of the four stages. These penalties are as follows:

7-7E-12: PENALTIES:

- A. Use Of Water: No water customer of the city shall knowingly use, or permit the use of, water in a manner contrary to any provisions of this article, or in an amount in excess of that use permitted by the provisions of this article.
- B. Violation; Infraction: Unless otherwise provided, any water customer violating any provision of this article shall be guilty of an infraction, and each day or portion thereof such violation is in existence shall be a new and separate offense.
- C. Violations: Any water customer determined to be guilty of a first time violation shall be given a written reminder for compliance. Second and subsequent violations shall be punishable as follows:
 - 1. Standard Conservation Measures And Level I Conservation Measures: A written notice of such a violation shall be given and a charge shall be added to the water bill of such person as a onetime penalty as follows:
 - a. Second violation: Twenty five dollars (\$25.00).
 - b. Third violation: Fifty dollars (\$50.00).

- c. Fourth violation: One hundred dollars (\$100.00).
 - d. Fifth violation: A written notice will be given of a fifth violation and the consumer shall have a flow restrictor placed in their service until such time that they can assure the public works director that no more waste will occur. All costs, including overhead, for this installation shall be billed to the customer.
- 2. Level II Conservation Measures: A written notice of such a violation shall be given and a penalty shall be added to the water bill of such person as a onetime penalty as follows:
 - a. Second violation: Forty dollars (\$40.00).
 - b. Third violation: Seventy five dollars (\$75.00).
 - c. Fourth violation: One hundred fifty dollars (\$150.00).
 - d. Fifth violation: A written notice will be given of a fifth violation and the consumer shall have a flow restrictor placed in their service until such time that they can assure the public works director that no more waste will occur. All costs, including overhead, for this installation shall be billed to the customer.
- 3. Level III Conservation Measures: A written notice of such a violation shall be given and a penalty shall be added to the water bill of such a person as a onetime penalty as follows:
 - a. Second violation: Fifty five dollars (\$55.00).
 - b. Third violation: One hundred dollars (\$100.00).
 - c. Fourth violation: Two hundred dollars (\$200.00).
 - d. Fifth violation: A written notice will be given of a fifth violation and the consumer shall have a flow restrictor placed in their service until such time that they can assure the public works director that no more waste will occur. All costs, including overhead, for this installation shall be billed to the customer.
- D. Determination Of Number Of Offenses: To determine whether a violation is other than a first offense, only notices issued within one year after the date of the first notice will be considered.
- E. Enforcement Of Penalties: In addition to the above remedies, the city manager or his or her designee is empowered to enforce any or all of the following penalties:

1. Place a flow restricting device upon the water service;
2. Lock off of a water meter;
3. Remove a water meter;
4. Shut off the service connection.

F. **Costs Borne By Customer:** All costs or expenses incurred by the city for enforcement of this section shall be borne by the water customer. No water service shall be limited or discontinued until the city manager or his or her designee provides a written notice of intent to so limit or discontinue such service and the reasons for such decision, and further, provides such water customer notice of the right to request an administrative review and hearing pursuant to the procedures set forth in title 1, chapter 10 of this code. (Ord. 2015-06, 7-7-2015)

7-7E-13: COMPLIANCE:

The city manager or his or her designee shall enforce the provisions of this article. (Ord. 2015-06, 7-7-2015)

7-7E-14: WAIVER:

To apply for a full or partial waiver of the mandatory water conservation requirements to accommodate your disability, you must submit a letter explaining your need for additional water use based on your disability. Send your letter requesting a waiver of the mandatory water conservation requirements to the city manager.

The city will consider each application for a full or partial waiver of the water restrictions on an individual basis. The city may request that you provide medical information to support your need for an exemption to the current water restrictions. Responses to waiver requests will be provided in thirty (30) days. All waiver requests that have been granted are subject to review and cancellation. If any waivers are obtained based on inaccurate information, applications may be subject to fines and additional charges. (Ord. 2015-06, 7-7-2015)

8.4 - Consumption Reduction Methods

In compliance with CWC Section 10632(a)(5), consumption reduction methods are actions that are taken by the City to reduce water demand within the service area whereas the prohibitions (see Section 8.2) limit specific uses of water. DWR allows water agencies, such as the City, to make their own determinations as to which methods and which stages for employing the methods are most appropriate for a service area.

8.4.1 - CONSUMPTION REDUCTION GOALS

The consumption reduction goals for the various stages are:

- Standard Water Conservation Measures – Not applicable;
- Voluntary Compliance – up to 20% reduction;
- Level I Conservation Measures – up to 30% reduction;
- Level II Conservation Measures – up to 40% reduction; and
- Level III Conservation Measures – greater than 40% reduction.

8.4.2 - CATEGORIES OF CONSUMPTION REDUCTION METHODS

The following consumption reduction methods listed in the Guidelines have been implemented by the City:

- Expand Public Information Campaign – Examples include enlarge media campaign; create bill inserts with conservation information; articles submitted to local newspapers; conduct water efficiency workshops for different customer sectors.
- Other – any other method that does not fall in to the categories listed in the Guidelines.

Table 8-3 provides a summary of the consumption reduction methods currently employed by the City.

Table 8-3 Retail Only: Stages of Water Shortage Contingency Plan – Consumption Reduction Methods

Table 8-3 Retail Only: Stages of Water Shortage Contingency Plan - Consumption Reduction Methods		
Stage	Consumption Reduction Methods by Water Supplier <i>Drop down list</i> <i>These are the only categories that will be accepted by the WUEdata online submittal tool</i>	Additional Explanation or Reference <i>(optional)</i>
<i>Add additional rows as needed</i>		
VC	Expand Public Information Campaign	7-7E-8 (Voluntary Compliance)
N/A	Other	7-7E-2 (Water Efficient Landscape Ordinance Adopted)
NOTES: VC = Voluntary Compliance		

Expand Public Information Campaign

In accordance with 7-7E-8 of the City's Code, the primary goal of Voluntary Compliance is to inform the public of the pressing need to conserve water. This can be done through information and education measures, which can directly affect water use habits of the City's customer base. While education alone may not produce sustained water savings like other measures, it can enhance the effectiveness of other measures. Water bill inserts, pamphlets

upon request, partnering with local schools to encourage water conservation practices, creating workshops for local plumbers, plumbing fixture suppliers, and builders or landscape and irrigation service providers are all examples of education and information measures the city can implement.

Other

CALIFORNIA MODEL WATER EFFICIENT LANDSCAPE ORDINANCE ADOPTION

In accordance with 7-7E-2 of the City's Code, the City adopted the California Model Water Efficient Landscape Ordinance (23 CCR Division 2, Chapter 2.7 and any amendments) (see Appendix B).

WATER CONSERVATION WEBSITE

The City will be making public a website dedicated to water conservation. This website will include tips on how to conserve water, provide information on rebates and other opportunities to incentivize customers to save water, and provide useful contact information and links.

PUBLIC OUTREACH

The City Water Department recently adopted a water conservation mascot named "AquaBob" that will be performing public outreach to school-age children at events throughout the school year. AquaBob will educate and inform the children about the need for water conservation and provide simple steps to implement water conservation strategies at home and school.

8.5 - Determining Water Shortage Reductions

The following discussion is provided to comply with CWC Section 10632(a)(9). The City's water system is supplied by groundwater wells. Each well has a flow meter that records the amount of water entering the City's distribution system. The City use these meters to monitor actual reductions in water use within the service area. The City is using the SWRCB emergency regulation method to measure and determine actual water savings made from implementing the WSCP. The SWRCB uses 2013 water production data and requires water agencies to report monthly water production as compared to 2013. The City has maintained more than a 19% reduction as compared to 2013.

8.6 - Revenue and Expenditure Impacts

The following discussion is provided to comply with CWC Section 10632(a)(7). Most operating costs for most water agencies are fixed rather than a function of the amount of water sold. Thus, when conservation programs are undertaken, it is frequently necessary to raise water rates because the revenue generated is based on lower total consumption while the costs, and resulting revenue required, are basically fixed. Typically, water rates need to

be increased by the percentages listed in Table 8-1 when the indicated stages are implemented. However, reductions in water demands, especially peak demands, can delay the need to develop costly new water sources in growing communities. The City currently charges water customers a flat fee based on meter size plus a volumetric charge for water use.

Currently, the City does not have an emergency fund but will consider establishing such a fund to mitigate the impacts of a water shortage. The fund would then be used to stabilize water rates during periods of water shortage. Excess water revenues collected because of rate adjustments would be used to enhance the emergency fund.

8.7 - Resolution or Ordinance

In compliance with CWC Section 10632(a)(8), Title 7 (Public Ways and Property), Chapter 7 (Water and Sewer Regulations), Article E (Water Conservation) of the City's Code is discussed above. This adopted City Code provides a water shortage contingency solution.

8.8 - Catastrophic Supply Interruption

The following discussion is provided to comply with CWC Section 10632(a)(3). The Act refers to catastrophic interruptions as regional power outages, natural disasters, and other disasters that stop the water supply. The Level III Conservation Measures have been developed in the event of a "major earthquake, large scale fire, or other so called 'act of nature' which has or could have serious impacts on the city's total available water storage or delivery capacity, whether storage capacities have been reduced or not, or in the case of an unanticipated significant reduction in city water supply." If such an act of nature occurs, "a severe water conservation alert shall be declared by the city council." Additionally, during a catastrophic interruption, the City will activate a water shortage response team. The response team will coordinate with applicable City departments and emergency services. Other actions and procedures to be followed during catastrophic events will be developed.

8.9 - Minimum Supply Next Three Years

As required by CWC Section 10632(a)(2), an UWMP must include an estimate of the minimum water supply available to the City during each of the next three years. The District's water supply is derived completely from groundwater wells. Table 8-4 provides an estimate of the minimum water supply available during the next three years.

Table 8-4 Retail: Minimum Supply Next Three Years

Table 8-4 Retail: Minimum Supply Next Three Years			
	2016	2017	2018
Available Water Supply	178,228	178,228	178,228

SECTION 9 - DEMAND MANAGEMENT MEASURES

CWC 10631(f). Provide a description of the supplier's water demand management measures. This description shall include all of the following:

CWC 10631(f)(1)(A). For an urban retail water supplier, as defined in Section 10608.12, a narrative description that addresses the nature and extent of each water demand management measure implemented over the past five years. The narrative shall describe the water demand management measures that the supplier plans to implement to achieve its water use targets pursuant to Section 10608.20.

CWC 10631(f)(1)(B). The narrative pursuant to this paragraph shall include descriptions of the following water demand management measures:

(i) Water waste prevention ordinances.

(ii) Metering.

(iii) Conservation pricing.

(iv) Public education and outreach.

(v) Programs to assess and manage distribution system real loss.

(vi) Water conservation program coordination and staffing support.

(vii) Other demand management measures that have a significant impact on water use as measured in gallons per capita per day, including innovative measures, if implemented.

This section provides a comprehensive description of the water conservation programs that the City has implemented, is currently implementing, and plans to implement to meet urban water reduction targets. The City is not a signatory to the Memorandum of Understanding regarding Urban Water Conservation in California and therefore, is not a member of the California Urban Water Conservation Council. For responding to the Act, the City will address the six Demand Management Measures (DMMs) described in CWC Section 10631(f)(1)(B). Descriptions of the City's DMMs are provided below.

9.1 - Water Waste Prevention Ordinances

As further described in *Section 8 – Water Shortage Contingency Planning*, the City has developed Title 7 (Public Ways and Property), Chapter 7 (Water and Sewer Regulations), Article E (Water Conservation) of the City's Code. This portion of the City's Code enacts water conservation measures for the City. The City Council may determine and order water prohibitions and restrictions commensurate with each level described in the Code.

9.2 - Metering

Ninety-nine percent of all City connections are metered, with unmetered facilities principally consisting of downtown, low-usage, commercial service connections. These connections are 67 in number. With respect to such connections, however, the City will comply with the Urban Water Management Planning Act, Water Code Section 325, which requires water meters and billings based thereon for all service connections by 2025.

9.3 - Conservation Pricing

Conservation pricing promotes water conservation through retail water rate structures that send a signal to customers regarding their water use. An example is enacting penalties for a higher water rate for users who go over a predetermined water budget.

The City has recently updated the water rates. After January 1, 2017 the rate for residential single family will be a fixed rate of \$13.00 with a cost of \$0.87 per hundred cubic foot of water.

9.4 - Public Education and Outreach

The following describes the public education and outreach efforts by the City to promote water conservation and other water-related topics.

As discussed in *Section 8 – Water Shortage Contingency Planning*, 7-7E-8 of the City's Code states:

At this level of the conservation plan, the goal is to inform the public of the pressing need to conserve water. This can be done through information and education measures, which can directly affect water use habits of the city's customer base. While education alone may not produce sustained water savings like other measures, it can enhance the effectiveness of other measures. Water bill inserts, pamphlets upon request, partnering with local schools to encourage water conservation practices, creating workshops for local plumbers, plumbing fixture suppliers, and builders or landscape and irrigation service providers are all examples of education and information measures the city can implement.

The goal of this measure is to have residents and businesses voluntarily comply with best practice water conservation measures, with the goal of reducing average water consumption by twenty percent (20%).

The annual Consumer Confidence Report are mailed each year. The City takes advantage of these mailings when necessary to provide customer's additional information on water conservation and other demand management measures. Display cases and bulletin boards at City facilities augment the mailings by providing a permanent posting of the most current City mailings.

The City monthly water bill distributed to all water service customers is another vehicle used by the City for public education purposes. The bill presents information regarding comparable previous year water usage so that the public can self-monitor their water demand. The bill also contains a space for public service announcements that are used to remind citizens of conservation and demand management measures.

9.5 - Programs to Assess and Manage Distribution System Real Loss

Because of engineering analyses, the City spends \$50,000 per year replacing outdated, undersized, and leaking water mains in the distribution system. The City's capital improvement program provides funding for major water main replacement. (A water audit is a process of accounting for water use throughout a water system to quantify unaccounted-for water. Unaccounted-for water is the difference between metered production and metered usage on a system wide basis). However, water losses due to pipe leakage are minimal as most the City's water system is less than 35 years old. The high (4 to 6 feet) perched water table under the City permits essentially immediate cognizance of pipe leakage through surface indications; a formal leak protection program is not required.

The City will initiate a program for comparison of metered well production and metered usage, utilizing that program as guidance for system analysis and any needed repairs or replacement. Comparisons of succeeding-year figures will permit evaluation of program effectiveness.

9.6 - Water Conservation Program and Staffing Support

The following provides a description of the City's water conservation program and staffing support.

The City Manager has appointed a conservation coordinator, the Public Works Director. The conservation coordinator is responsible for coordinating and expanding the City's water conservation program and providing residents with useful water conservation information. The Water Conservation Coordinator's responsibilities include:

- Coordination with internal City departments and the community at large to promote the principles of responsible water resource stewardship.
- Monitoring the practice and application of DMMs.
- Planning and participating in community water conservation education projects.

The contact information for the Water Conservation Coordinator is provided below:

Nathan Olson
559-924-6737
nolson@lemoore.com

9.7 - Other Demand Management Measures That Impact GPCD

The following is a list of other DMMs the City is currently employing that affect GPCD.

9.7.1 - WATER SURVEY PROGRAMS

This program consists of offering water audits to residential customers. Audit components include reviewing water usage history with the customer, identifying leaks inside and outside, and recommending improvements.

The City will, in 2015, initiate a program offering such audits. The City will target the top one percent of single-family residential users. A similar program for multi-family residential users will be developed for 2017 implementation. Water bills will be reviewed pre- and post-audit to evaluate program effectiveness.

9.7.2 - RESIDENTIAL PLUMBING RETROFIT

This program consists of installing physical devices to reduce the amount of water used or to limit the amount of water, which can be served to the customer. In accordance with State law, low flow fixtures have been required on all new construction since 1978. In addition, State legislation enacted in 1990 required all new buildings after January 1, 1992 to install ultra-low flush toilets. 7-7E-1(C)(11) of the City's Code requires:

All new construction and remodeling or additions to habitable areas with a valuation in excess of five thousand dollars (\$5,000.00) will be required to install or replace existing faucets and showerheads with low flow devices and toilets with ultra low flow units.

Several studies suggest that savings resulting from miscellaneous interior retrofit fixtures can range between 25 and 65 gallons per day (gpd) per housing unit. The studies also suggest that installation of retrofit fixtures in older single-family homes tends to produce more savings, while such installation in newer multifamily homes tend to produce fewer savings per housing unit.

Since 1986, the City has participated in an informal booth at the Kings District Fair. Water saver kits have been distributed that contain low-flow plumbing fixtures, toilet dam, dye tablets, and water-saving tips. The City is a member of the KCWEC. Representatives of the KCWEC go to public schools and make presentations on water safety and water conservation. Information is published in the local newspaper reminding people to conserve water. Book covers that provide water conservation and water safety information are purchased and distributed to local schools.

9.8 - Planned Implementation to Achieve Water Use Targets

As required by CWC Section 10631(f)(1)(A), the City must describe the DMMs that it plans to implement to achieve its water use targets (see Table 5-1). The City plans to use all DMMs described above, if needed, to achieve its water use targets.

9.9 - Members of the California Urban Water Conservation Council

CWC 10631(i). For purposes of this part, urban water suppliers that are members of the California Urban Water Conservation Council shall be deemed in compliance with the requirements of subdivision (f) by complying with all the provisions of the "Memorandum of Understanding Regarding Urban Water Conservation in California," dated December 10, 2008, as it may be amended, and by submitting the annual reports required by Section 6.2 of that memorandum.

The City is not a member of the California Urban Water Conservation Council and therefore, does not have to comply with this section of the CWC.

SECTION 10 - PLAN ADOPTION, SUBMITTAL, AND IMPLEMENTATION

CWC 10621(b). Every urban water supplier required to prepare a plan pursuant to this part shall, at least 60 days before the public hearing on the plan required by Section 10642, notify any city or county within which the supplier provides water supplies that the urban water supplier will be reviewing the plan and considering amendments or changes to the plan. The urban water supplier may consult with, and obtain comments from, any city or county that receives notice pursuant to this subdivision.

CWC 10621(d). Each urban water supplier shall update and submit its 2015 plan to the department by July 1, 2016.

CWC 10608.26(a). In complying with this part, an urban retail water supplier shall conduct at least one public hearing to accomplish all of the following:

(1) Allow community input regarding the urban retail water supplier's implementation plan for complying with this part.

(2) Consider the economic impacts of the urban retail water supplier's implementation plan for complying with this part.

(3) Adopt a method, pursuant to subdivision (b) of Section 10608.20, for determining its urban water use target.

CWC 10635(b). The urban water supplier shall provide that portion of its urban water management plan prepared pursuant to this article to any city or county within which it provides water supplies no later than 60 days after the submission of its urban water management plan.

CWC 10642. Each urban water supplier shall encourage the active involvement of diverse social, cultural, and economic elements of the population within the service area prior to and during the preparation of the plan. Prior to adopting a plan, the urban water supplier shall make the plan available for public inspection and shall hold a public hearing thereon. Prior to the hearing, notice of the time and place of hearing shall be published within the jurisdiction of the publicly owned water supplier pursuant to Section 6066 of the Government Code. The urban water supplier shall provide notice of the time and place of hearing to any city or county within which the supplier provides water supplies. A privately owned water supplier shall provide an equivalent notice within its service area. After the hearing, the plan shall be adopted as prepared or as modified after the hearing.

CWC 10644(a)(1). An urban water supplier shall submit to the department, the California State Library, and any city or county within which the supplier provides water supplies a copy of its plan no later than 30 days after adoption. Copies of amendments or changes to the plans shall be submitted to the department, the California State Library, and any city or county within which the supplier provides water supplies within 30 days after adoption.

CWC 10644(a)(2). The plan, or amendments to the plan, submitted to the department pursuant to paragraph (1) shall be submitted electronically and shall include any standardized forms, tables, or displays specified by the department.

CWC 10645. Not later than 30 days after filing a copy of its plan with the department, the urban water supplier and the department shall make the plan available for public review during normal business hours.

The City has notified all entities that have land use jurisdiction within its service area that it is reviewing and considering amendments to its 2015 UWMP. The City has served 60-day notice to these agencies on August 17, 2017 that its 2015 UWMP is under review and may be revised in concurrence with updated land use information, demand projections, and new legislations. This 60-day notice also stated that a public hearing would be held on October 17, 2017 at 7:30 pm at 429 C Street, Lemoore, CA 93245 to receive comments, questions, and suggestions regarding City's 2015 UWMP, and to address water supply reliability and management by the City for at least the next 20 years. Copies of the 60-day notices are included in Appendix C. A notice of public hearing was published in the local newspaper, notifying interested parties that the 2015 UWMP was available at the City for review; at the same time copies of the draft 2015 UWMP were forwarded to the DWR for review. Upon the completion of that review, and corrections based thereon, the City Council will adopt the UWMP.

Table 10-1 provides the cities and counties that received notice. Since this UWMP is for areas completely within the City of Lemoore land use jurisdiction, no other cities were notified of the release of the draft 2015 UWMP.

Table 10-1 Retail: Notification to Cities and Counties

Table 10-1 Retail: Notification to Cities and Counties		
County Name <i>Drop Down List</i>	<input checked="" type="checkbox"/> 60 Day Notice	Notice <input checked="" type="checkbox"/> Public Hearing
Add additional rows as needed		
Kings County	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In accordance with CWC Section 10635(b), urban water supplier shall provide that portion of its urban water management plan prepared pursuant to this article to any city or county within which it provides water supplies no later than 60 days after the submission of its urban water management plan. Since the City is the urban water supplier for itself, this requirement does not apply.

The City held the public hearing at its regularly-scheduled City Council meeting on October 17, 2017 in which the following was accomplished:

- Community input was taken regarding the 2015 UWMP.
- The economic impacts of the 2015 UWMP were considered.
- Information was provided on the City's baseline values, water use targets, and implementation plan required per Senate Bill X7-7.
- The City Council adopted Method 3 (95% of hydrologic regional target) for determining its urban water use target per SB X7-7.

A copy of the signed resolution by the City Council adopting the 2015 UWMP is included in Appendix D. This UWMP includes all information necessary to meet the requirements of California Water Code Division 6, Part 2.6 (Urban Water Management Planning).

The City's 2015 UWMP will be provided to DWR per CWC Section 10621 both in hardcopy and electronically. In addition, the City's 2015 UWMP will be provided to the California State Library and the agencies listed in Table 10-1 that have land use jurisdiction within its service area per CWC Section 10644 no later than 30 days following its adoption. Copies of these letters of transmittal are included in Appendix E.

No later than 30 days after filing a copy of the 2015 UWMP with DWR, the City will make a hardcopy of its 2015 UWMP available for public review at the City during normal business hours. The final 2015 UWMP will also be made available on the City's website.

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APPENDIX A
URBAN WATER MANAGEMENT PLANNING ACT OF 1983

CALIFORNIA MODEL WATER EFFICIENT LANDSCAPE
ORDINANCE

APPENDIX C

60-DAY NOTICE

APPENDIX D
ADOPTED RESOLUTION

APPENDIX E
LETTER OF TRANSMITTAL

APPENDIX F
CHECKLIST ARRANGED BY SUBJECT

CWC Section	UWMP Requirement	Subject	Guidebook Location	UWMP Location (Optional Column for Agency Use)
10620(b)	Every person that becomes an urban water supplier shall adopt an urban water management plan within one year after it has become an urban water supplier.	Plan Preparation	Section 2.1	Section 2.1; Appendix E
10620(d)(2)	Coordinate the preparation of its plan with other appropriate agencies in the area, including other water suppliers that share a common source, water management agencies, and relevant public agencies, to the extent practicable.	Plan Preparation	Section 2.5.2	Section 2.5; Section 10; Appendix D
10642	Provide supporting documentation that the water supplier has encouraged active involvement of diverse social, cultural, and economic elements of the population within the service area prior to and during the preparation of the plan.	Plan Preparation	Section 2.5.2	Section 2.5; Section 10; Appendix D
10631(a)	Describe the water supplier service area.	System Description	Section 3.1	Section 3.1
10631(a)	Describe the climate of the service area of the supplier.	System Description	Section 3.3	Section 3.3
10631(a)	Provide population projections for 2020, 2025, 2030, and 2035.	System Description	Section 3.4	Section 3.4
10631(a)	Describe other demographic factors affecting the supplier's water management planning.	System Description	Section 3.4	Section 3.5
10631(a)	Indicate the current population of the service area.	System Description and Baselines and Targets	Sections 3.4 and 5.4	Section 3.4
10631(e)(1)	Quantify past, current, and projected water use, identifying the uses among water use sectors.	System Water Use	Section 4.2	Section 4.2
10631(e)(3)(A)	Report the distribution system water loss for the most recent 12-month period available.	System Water Use	Section 4.3	Section 4.3
10631.1(a)	Include projected water use needed for lower income housing projected in the service area of the supplier.	System Water Use	Section 4.5	Section 4.5
10608.20(b)	Retail suppliers shall adopt a 2020 water use target using one of four methods.	Baselines and Targets	Section 5.7 and App E	Section 5
10608.20(e)	Retail suppliers shall provide baseline daily per capita water use, urban water use target, interim urban water use target, and compliance daily per capita water use, along with the bases for determining those	Baselines and Targets	Chapter 5 and App E	Section 5

	estimates, including references to supporting data.			
10608.22	Retail suppliers' per capita daily water use reduction shall be no less than 5 percent of base daily per capita water use of the 5 year baseline. This does not apply if the suppliers base GPCD is at or below 100.	Baselines and Targets	Section 5.7.2	Section 5
10608.24(a)	Retail suppliers shall meet their interim target by December 31, 2015.	Baselines and Targets	Section 5.8 and App E	Section 5
10608.24(d)(2)	If the retail supplier adjusts its compliance GPCD using weather normalization, economic adjustment, or extraordinary events, it shall provide the basis for, and data supporting the adjustment.	Baselines and Targets	Section 5.8.2	Section 5
10608.36	Wholesale suppliers shall include an assessment of present and proposed future measures, programs, and policies to help their retail water suppliers achieve targeted water use reductions.	Baselines and Targets	Section 5.1	N/A
10608.40	Retail suppliers shall report on their progress in meeting their water use targets. The data shall be reported using a standardized form.	Baselines and Targets	Section 5.8 and App E	Section 5
10631(b)	Identify and quantify the existing and planned sources of water available for 2015, 2020, 2025, 2030, and 2035.	System Supplies	Chapter 6	Section 6
10631(b)	Indicate whether groundwater is an existing or planned source of water available to the supplier.	System Supplies	Section 6.2	Section 6.2
10631(b)(1)	Indicate whether a groundwater management plan has been adopted by the water supplier or if there is any other specific authorization for groundwater management. Include a copy of the plan or authorization.	System Supplies	Section 6.2.2	Section 6.2.2
10631(b)(2)	Describe the groundwater basin.	System Supplies	Section 6.2.1	Section 6.2.1
10631(b)(2)	Indicate if the basin has been adjudicated and include a copy of the court order or decree and a description of the amount of water the supplier has the legal right to pump.	System Supplies	Section 6.2.2	Section 6.2.3
10631(b)(2)	For unadjudicated basins, indicate whether or not the department has identified the basin as overdrafted, or projected to become overdrafted. Describe efforts by the supplier to eliminate the long-term overdraft condition.	System Supplies	Section 6.2.3	Section 6.2.3
10631(b)(3)	Provide a detailed description and analysis of the location, amount, and sufficiency of groundwater pumped by the urban water supplier for the past five years	System Supplies	Section 6.2.4	Section 6.2.4

10631(b)(4)	Provide a detailed description and analysis of the amount and location of groundwater that is projected to be pumped.	System Supplies	Sections 6.2 and 6.9	Section 4.2.2
10631(d)	Describe the opportunities for exchanges or transfers of water on a short-term or long-term basis.	System Supplies	Section 6.7	Section 6.7
10631(g)	Describe the expected future water supply projects and programs that may be undertaken by the water supplier to address water supply reliability in average, single-dry, and multiple-dry years.	System Supplies	Section 6.8	Section 6.8
10631(h)	Describe desalinated water project opportunities for long-term supply.	System Supplies	Section 6.6	Section 6.6
10631(j)	Retail suppliers will include documentation that they have provided their wholesale supplier(s) – if any - with water use projections from that source.	System Supplies	Section 2.5.1	N/A
10631(j)	Wholesale suppliers will include documentation that they have provided their urban water suppliers with identification and quantification of the existing and planned sources of water available from the wholesale to the urban supplier during various water year types.	System Supplies	Section 2.5.1	N/A
10633	For wastewater and recycled water, coordinate with local water, wastewater, groundwater, and planning agencies that operate within the supplier's service area.	System Supplies (Recycled Water)	Section 6.5.1	Section 6.5
10633(a)	Describe the wastewater collection and treatment systems in the supplier's service area. Include quantification of the amount of wastewater collected and treated and the methods of wastewater disposal.	System Supplies (Recycled Water)	Section 6.5.2	Section 6.5
10633(b)	Describe the quantity of treated wastewater that meets recycled water standards, is being discharged, and is otherwise available for use in a recycled water project.	System Supplies (Recycled Water)	Section 6.5.2.2	Section 6.5
10633(c)	Describe the recycled water currently being used in the supplier's service area.	System Supplies (Recycled Water)	Section 6.5.3 and 6.5.4	N/A
10633(d)	Describe and quantify the potential uses of recycled water and provide a determination of the technical and economic feasibility of those uses.	System Supplies (Recycled Water)	Section 6.5.4	N/A
10633(e)	Describe the projected use of recycled water within the supplier's service area at the end of 5, 10, 15, and 20 years, and a description of the actual use of recycled water in comparison to uses previously projected.	System Supplies (Recycled Water)	Section 6.5.4	N/A

10633(f)	Describe the actions which may be taken to encourage the use of recycled water and the projected results of these actions in terms of acre-feet of recycled water used per year.	System Supplies (Recycled Water)	Section 6.5.5	Section 6.5
10633(g)	Provide a plan for optimizing the use of recycled water in the supplier's service area.	System Supplies (Recycled Water)	Section 6.5.5	Section 6.5
10620(f)	Describe water management tools and options to maximize resources and minimize the need to import water from other regions.	Water Supply Reliability Assessment	Section 7.4	Section 7
10631(c)(1)	Describe the reliability of the water supply and vulnerability to seasonal or climatic shortage.	Water Supply Reliability Assessment	Section 7.1	Section 7.2
10631(c)(1)	Provide data for an average water year, a single dry water year, and multiple dry water years	Water Supply Reliability Assessment	Section 7.2	Section 7.2; Section 7.3
10631(c)(2)	For any water source that may not be available at a consistent level of use, describe plans to supplement or replace that source.	Water Supply Reliability Assessment	Section 7.1	Section 7.1
10634	Provide information on the quality of existing sources of water available to the supplier and the manner in which water quality affects water management strategies and supply reliability	Water Supply Reliability Assessment	Section 7.1	Section 7
10635(a)	Assess the water supply reliability during normal, dry, and multiple dry water years by comparing the total water supply sources available to the water supplier with the total projected water use over the next 20 years.	Water Supply Reliability Assessment	Section 7.3	Section 7.2
10632(a) and 10632(a)(1)	Provide an urban water shortage contingency analysis that specifies stages of action and an outline of specific water supply conditions at each stage.	Water Shortage Contingency Planning	Section 8.1	Section 8
10632(a)(2)	Provide an estimate of the minimum water supply available during each of the next three water years based on the driest three-year historic sequence for the agency.	Water Shortage Contingency Planning	Section 8.9	Section 8.9
10632(a)(3)	Identify actions to be undertaken by the urban water supplier in case of a catastrophic interruption of water supplies.	Water Shortage Contingency Planning	Section 8.8	Section 8.8
10632(a)(4)	Identify mandatory prohibitions against specific water use practices during water shortages.	Water Shortage Contingency Planning	Section 8.2	Section 8.2
10632(a)(5)	Specify consumption reduction methods in the most restrictive stages.	Water Shortage	Section 8.4	Section 8.4

		Contingency Planning		
10632(a)(6)	Indicated penalties or charges for excessive use, where applicable.	Water Shortage Contingency Planning	Section 8.3	Section 8.3
10632(a)(7)	Provide an analysis of the impacts of each of the actions and conditions in the water shortage contingency analysis on the revenues and expenditures of the urban water supplier, and proposed measures to overcome those impacts.	Water Shortage Contingency Planning	Section 8.6	Section 8
10632(a)(8)	Provide a draft water shortage contingency resolution or ordinance.	Water Shortage Contingency Planning	Section 8.7	Section 8
10632(a)(9)	Indicate a mechanism for determining actual reductions in water use pursuant to the water shortage contingency analysis.	Water Shortage Contingency Planning	Section 8.5	Section 8
10631(f)(1)	Retail suppliers shall provide a description of the nature and extent of each demand management measure implemented over the past five years. The description will address specific measures listed in code.	Demand Management Measures	Sections 9.2 and 9.3	Section 9
10631(f)(2)	Wholesale suppliers shall describe specific demand management measures listed in code, their distribution system asset management program, and supplier assistance program.	Demand Management Measures	Sections 9.1 and 9.3	N/A
10631(i)	CUWCC members may submit their 2013-2014 CUWCC BMP annual reports in lieu of, or in addition to, describing the DMM implementation in their UWMPs. This option is only allowable if the supplier has been found to be in full compliance with the CUWCC MOU.	Demand Management Measures	Section 9.5	Section 9.9
10608.26(a)	Retail suppliers shall conduct a public hearing to discuss adoption, implementation, and economic impact of water use targets.	Plan Adoption, Submittal, and Implementation	Section 10.3	Section 10;
10621(b)	Notify, at least 60 days prior to the public hearing, any city or county within which the supplier provides water that the urban water supplier will be reviewing the plan and considering amendments or changes to the plan.	Plan Adoption, Submittal, and Implementation	Section 10.2.1	Section 10; Appendix D
10621(d)	Each urban water supplier shall update and submit its 2015 plan to the department by July 1, 2016.	Plan Adoption, Submittal, and Implementation	Sections 10.3.1 and 10.4	Section 10

10635(b)	Provide supporting documentation that Water Shortage Contingency Plan has been, or will be, provided to any city or county within which it provides water, no later than 60 days after the submission of the plan to DWR.	Plan Adoption, Submittal, and Implementation	Section 10.4.4	Section 10
10642	Provide supporting documentation that the urban water supplier made the plan available for public inspection, published notice of the public hearing, and held a public hearing about the plan.	Plan Adoption, Submittal, and Implementation	Sections 10.2.2, 10.3, and 10.5	Section 10
10642	The water supplier is to provide the time and place of the hearing to any city or county within which the supplier provides water.	Plan Adoption, Submittal, and Implementation	Sections 10.2.1	Section 10
10642	Provide supporting documentation that the plan has been adopted as prepared or modified.	Plan Adoption, Submittal, and Implementation	Section 10.3.1	Section 10; Appendix E
10644(a)	Provide supporting documentation that the urban water supplier has submitted this UWMP to the California State Library.	Plan Adoption, Submittal, and Implementation	Section 10.4.3	Section 10; Appendix F
10644(a)(1)	Provide supporting documentation that the urban water supplier has submitted this UWMP to any city or county within which the supplier provides water no later than 30 days after adoption.	Plan Adoption, Submittal, and Implementation	Section 10.4.4	Section 10; Appendix F
10644(a)(2)	The plan, or amendments to the plan, submitted to the department shall be submitted electronically.	Plan Adoption, Submittal, and Implementation	Sections 10.4.1 and 10.4.2	Section 10
10645	Provide supporting documentation that, not later than 30 days after filing a copy of its plan with the department, the supplier has or will make the plan available for public review during normal business hours.	Plan Adoption, Submittal, and Implementation	Section 10.5	Section 10



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Staff Report

Item No: 5-1

To: Lemoore City Council

From: Michelle Speer, Assistant City Manager

Date: October 12, 2017

Meeting Date: October 17, 2017

Subject: Reclassification and Retitling Certain Positions and Adoption of Job Description for the City of Lemoore – Resolution 2017-28

Strategic Initiative:

- | | |
|--|--|
| <input type="checkbox"/> Safe & Vibrant Community | <input type="checkbox"/> Growing & Dynamic Economy |
| <input type="checkbox"/> Fiscally Sound Government | <input checked="" type="checkbox"/> Operational Excellence |
| <input type="checkbox"/> Community & Neighborhood Livability | <input type="checkbox"/> Not Applicable |

Proposed Motion:

Adopt Resolution 2017-28 to adopt the reclassification, retitles and the job descriptions as described in the Resolution.

Subject/Discussion:

The City conducted a classification study which recommended changes to certain classes. Those changes are being recommended in the resolution. The changes include:

a. The Executive Assistant to the CM will be reclassified to an Executive Assistant. This position will be allocated to the City Manager's Department. All Executive Assistant positions within the City of Lemoore shall be unrepresented, confidential, non-exempt position, with a salary range of \$53,000 to \$68,000 annually;

b. The Office Assistant II position currently allocated to the CM office will be reclassified to an Administrative Assistant II position. All Administrative Assistant Positions within the City of Lemoore shall be unrepresented, confidential, non-exempt position, with a salary range of \$36,000 to \$46,000 annually;

- c. The Development Services Director will be retitled to Community Development Director;
- d. The Superintendent position, currently allocated to the Community Development Department, will be retitled to Building Official/Superintendent;
- e. One Office Assistant II position currently allocated to the Community Development Department, will be reclassified to Planning Technician. This position will be allocated to the Community Development Department and will be a represented, non-exempt position, with a salary range of \$34,000 to \$45,000 annually;
- f. One Office Assistant II position currently allocated to the Community Development Department, will be reclassified to Building Permit Technician. This position will be allocated to the Community Development Department and will be a represented, non-exempt position, with a salary range of \$34,000 to \$45,000 annually;
- g. The Finance Director will be retitled to Finance Director/CFO;
- h. The Account Technician currently allocated to the Finance Department, will be reclassified to Payroll Technician. This position will be allocated to the Finance Department and will be a unrepresented, confidential, non-exempt position, with a salary range of \$44,000 to \$57,000 annually;
- i. The Community Services Director will be retitled to Parks and Recreation Director;
- j. The Building Coordinator will be retitled to Maintenance Coordinator;
- k. The Administrative Assistant, currently allocated to the Police Department, will be reclassified to an Executive Assistant. This position will be an unrepresented, confidential, non-exempt position, with a salary range of \$53,000 to \$68,000 annually;
- l. The Office Assistant II position currently allocated to the Public Works Department will be reclassified to an Administrative Assistant I at the current salary range for that classification;
- m. The Senior Equipment Mechanic will be retitled to Equipment Mechanic II;
- n. The Equipment Mechanic will be retitled to Equipment Mechanic I;
- o. All Coordinator positions in the City will be retitled to Maintenance Coordinator;
- p. All Senior Utility Operator positions will be retitled to Senior Wastewater Utility Operator and Senior Water Utility Operator as appropriate;

q. All Utility Operator II positions will be retitled to Wastewater Utility Operator II and Water Utility Operator II as appropriate;

r. All Utility Operator I positions will be retitled to Wastewater Utility Operator I and Water Utility Operator I as appropriate;

s. Reclassify the Street Coordinator position currently allocated to the Public Works Department to a Maintenance Worker I.

The above changes were discussed with the appropriate bargaining unit and the process for reclassification and any effects were agreed to by the unit.

Financial Consideration(s):

The changes to compensation if any are accounted for in the current budget.

Alternatives or Pros/Cons:

Council may choose not to adopt the changes.

Staff Recommendation:

Adopt Resolution 2017-28 reclassifying and retitling positions in the City and approve of the job descriptions.

Attachments:

☒ Resolution: 2017-28

☐ Ordinance:

☐ Map

☐ Contract

☒ Other

List:

Job Descriptions

Review:

☐ Finance

☒ City Attorney

☐ City Manager

☒ City Clerk

Date:

10/12/17

10/13/17

RESOLUTION NO. 2017-28

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMOORE
TO RECLASSIFY AND RETITLE POSITIONS IN THE CITY**

WHEREAS, the City Council of the City of Lemoore seeks to reclassify and retitle positions based upon the recommendations in the attached classification study and as a result of negotiations with the appropriate bargaining units.

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

1. The following positions will be reclassified:
 - a. The Executive Assistant to the CM will be reclassified to an Executive Assistant. This position will be allocated to the City Manager's Department. All Executive Assistant positions within the City of Lemoore shall be unrepresented, confidential, non-exempt position, with a salary range of \$53,000 to \$68,000 annually;
 - b. The Office Assistant II position currently allocated to the CM office will be reclassified to an Administrative Assistant II position. All Administrative Assistant II Positions within the City of Lemoore shall be unrepresented, confidential, non-exempt position, with a salary range of \$36,000 to \$46,000 annually;
 - c. The Development Services Director will be retitled to Community Development Director;
 - d. The Superintendent position, currently allocated to the Community Development Department, will be retitled to Building Official/Superintendent;
 - e. One Office Assistant II position currently allocated to the Community Development Department, will be reclassified to Planning Technician. This position will be allocated to the Community Development Department and will be a represented, non-exempt position, with a salary range of \$34,000 to \$45,000 annually;
 - f. One Office Assistant II position currently allocated to the Community Development Department, will be reclassified to Building Permit Technician. This position will be allocated to the Community Development Department and will be a represented, non-exempt position, with a salary range of \$34,000 to \$45,000 annually;
 - g. The Finance Director will be retitled to Finance Director/CFO;

- h. The Account Technician currently allocated to the Finance Department, will be reclassified to Payroll Technician. This position will be allocated to the Finance Department and will be an unrepresented, confidential, non-exempt position, with a salary range of \$44,000 to \$57,000 annually;
 - i. The Community Services Director will be retitled to Parks and Recreation Director;
 - j. The Building Coordinator will be retitled to Maintenance Coordinator;
 - k. The Administrative Assistant, currently allocated to the Police Department, will be reclassified to an Executive Assistant. This position will be an unrepresented, confidential, non-exempt position, with a salary range of \$53,000 to \$68,000 annually;
 - l. The Office Assistant II position currently allocated to the Public Works Department will be reclassified to an Administrative Assistant I at the current salary range for that classification;
 - m. The Senior Equipment Mechanic will be retitled to Equipment Mechanic II;
 - n. The Equipment Mechanic will be retitled to Equipment Mechanic I;
 - o. All Coordinator positions in the City will be retitled to Maintenance Coordinator;
 - p. All Senior Utility Operator positions will be retitled to Senior Wastewater Utility Operator and Senior Water Utility Operator as appropriate;
 - q. All Utility Operator II positions will be retitled to Wastewater Utility Operator II and Water Utility Operator II as appropriate;
 - r. All Utility Operator I positions will be retitled to Wastewater Utility Operator I and Water Utility Operator I as appropriate;
 - s. Reclassify the Street Coordinator position currently allocated to the Public Works Department to a Maintenance Worker I.
- 2. The job description attached hereto as Exhibit “A” is hereby adopted as the job description for the respective City positions.
 - 3. The City Manager and staff are hereby authorized to implement this Resolution and fill the positions if vacant.
 - 4. This Resolution shall be effective immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Lemoore at a regular meeting held on the 17th day of October 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

ATTEST:

APPROVED:

Mary J. Venegas, City Clerk

Ray Madrigal, Mayor

ACCOUNT CLERK I/II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of clerical accounting duties in support of an assigned area including accounts payable, accounts receivable, billing and specialized accounting functions; to provide assistance to the general public; and to provide clerical support to the Finance Director and other accounting staff.

DISTINGUISHING CHARACTERISTICS

Account Clerk I: This is the entry level class in the Account Clerk series. This class is distinguished from the Account Clerk II by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision received in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited work experience.

Account Clerk II: This is the full journey level class within the Account Clerk series. Employees within this class are distinguished from the Account Clerk I by the performance of the full range of duties as assigned including receiving and balancing monies and preparing bank deposits with minimal supervision and direction. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision (Account Clerk I) or general supervision (Account Clerk II) from the Accountant.
Receives direction from the Finance Director.

Exercises no supervision.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform a variety of responsible clerical accounting and financial office support duties in support of assigned accounting system, function, or program area, which may include accounts receivable, accounts payable, and billing.
2. Prepare, maintain, and verify a variety of accounting, financial, and statistical records, ledgers, logs, and files; gather, assemble, tabulate, enter, verify, reconcile, record, and file financial data; code data according to prescribed accounting procedures; review information to ensure accurate reporting; resolve discrepancies.

CITY OF LEMOORE

Account Clerk I/II (*Continued*)

3. Provide public assistance at the counter and over the phone; receive, screen and direct calls; answer questions and provide information; receive and record work orders; open, sort, and distribute mail.
4. Perform billing activities; prepare bills according to monthly billing cycle; collect payments for accounts; charge late penalties according to established guidelines; reconcile cash, lock box, and other payments; process service orders to start and stop utility services; make changes to customer accounts as necessary; process business and animal license applications and renewals.
5. Prepare lists of delinquent accounts to determine whether or not service should be terminated; prepare and mail delinquent notices; transfer delinquent accounts to collection agency according to established guidelines.
6. Receive and enter meter reading data into computer; maintain manual and computerized meter reading files for billing purposes.
7. Receive, code and balance invoices for payment; enter invoice data into computer; balance invoices to accounts payable; prepare and issue checks to vendors; resolve discrepancies in purchase orders, contracts, invoices, or payments.
8. Set up new vendors in the system; maintain and update vendor information; communicate with vendors regarding issues, payments, and required information; prepare, verify, and run 1099s.
9. Receive and balance monies from billing ledgers; make bank deposits and transfer money as needed.
10. Print, burst and sign manual warrants for approval; type and input manual checks; maintain spreadsheets.
11. Perform a variety of general clerical duties including typing, maintaining files and records, and maintaining supplies.
12. Assist in processing payroll; calculate and record payroll taxes; maintain payroll registers.

Marginal Functions

13. Conduct financial research for higher level accounting staff as required.
14. Perform related duties as required.

QUALIFICATIONS

Account Clerk I:

Knowledge of:

Basic principles and practices of accounting as applied to accounts receivable.

Basic mathematical and statistical principles.

Customer service techniques, practices, and principles

Methods and techniques of proper phone etiquette.

Modern office procedures, methods and equipment including computers and applicable computer applications.

Principles and procedures of record keeping.

Basic principles and procedures of financial record keeping and reporting.

English usage, spelling, grammar, and punctuation.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

CITY OF LEMOORE

Account Clerk I/II (*Continued*)

Learn to maintain a variety of financial records and files.
Learn to receive and balance monies and make bank deposits.
Learn to perform basic accounts payable duties including paying of invoices.
Accurately tabulate, record and balance assigned transactions.
Operate and use modern office equipment including 10-key adding machine, typewriter, personal computer or terminal, printers and copiers.
Enter data into a computer at a speed necessary for successful job performance.
Perform varied clerical work.
Perform procedures in an organized and accurate manner.
Respond to requests and inquiries from the general public.
Understand and carry out oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Account Clerk II: *In addition to the qualifications for Account Clerk I*

Knowledge of:

Basic operations, services, and activities of assigned accounting system, function, or program area.
Clerical accounting principles and practices used in financial record keeping, bookkeeping, and basic governmental accounting.

Ability to:

Perform a variety of clerical accounting and office support duties and activities of a general and specialized nature in support of assigned accounting system, function, or program area.
Maintain a variety of financial records and files.
Collect, compile, and research information and data.
Receive and balance monies and make bank deposits.
Work independently in the absence of supervision.
Prepare clear and concise reports.
Maintain a variety of financial records and files.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Account Clerk I

Experience:

One year of general accounting, banking or clerical experience.

Training:

Equivalent to completion of the twelfth grade.

Account Clerk II

Experience:

Two years of general accounting, banking or clerical experience.

Training:

Equivalent to completion of the twelfth grade.

CITY OF LEMOORE

Account Clerk I/II (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ACCOUNT TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of responsible technical accounting duties involved in performing financial record keeping and reporting duties in support of assigned accounting system, function, or program area; to prepare, process, maintain, and verify financial/accounting and statistical documents and records; to prepare various reports, statements, and special projects; to provide information and assistance to the general public and City departments; to maintain files and records; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Director. Receives technical supervision from the Accountant.

May exercise technical supervision over clerical accounting staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform a variety of responsible technical accounting and financial office support duties in support of assigned accounting system, function, or program area including in the areas of accounts receivable, accounts payable, payroll, and billing.
2. Prepare, maintain, and/or verify a variety of accounting, financial, and statistical records, ledgers, logs, and files; gather, assemble, tabulate, enter, check, verify, balance, adjust, record, and file financial data; code data according to prescribed accounting procedures; review information to ensure accurate reporting; resolve discrepancies; establish and maintain various files and records.
3. Process and input daily cash receipts; ensure all cash receipts post to the general ledger; resolve discrepancies; prepare necessary related reports.
4. Utilize various computer programs; enter and maintain data; post information to ledgers, journals, logs, and reports; generate reports from a database or in-house system; create spreadsheets and generate reports using spreadsheet software; create documents using word processing software.
5. Assist in the preparation of financial, accounting, and statistical statements, analyses, documents, and reports; prepare monthly bank reconciliation; reconcile and balance various records and ledgers; assist other accounting staff and departmental management in the preparation of reports; gather and organize data.
6. Research and/or respond to employee, vendor, and citizen inquiries, requests, and complaints in a courteous manner; provide information within area of assignment; resolve complaints in an efficient and timely manner.

CITY OF LEMOORE

Account Technician (*Continued*)

7. Perform duties in support of the City's accounts payable function; receive incoming invoices for payment and review for accuracy and proper authorizations and account coding; research discrepancies; prepare batches for data entry; ensure that payments are included and processed in a timely manner.
8. Process accounts payable disbursements from batches entered in current accounts payable cycle; prepare warrant listing and distribute to appropriate department; receive and input special accounts payable batches for manual checks on an as-needed basis.
9. Perform special projects and studies; collect and compile statistical and financial data for special reports, as directed.
10. Perform a variety of general office support functions including typing, record keeping, proofreading, and forms and report generation; files documents.
11. Provide technical information and assistance to other City staff regarding procedures and methods; confer with City departments and individuals regarding changes and corrections; interpret and explain rules and regulations.
12. Provide back-up support for other accounting functions as required.
13. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a municipal accounting program.

Responsible technical accounting principles and practices used in financial record keeping, bookkeeping, and governmental accounting.

Methods and techniques of coding, verifying, balancing, and reconciling accounting records.

Basic principles and practices of auditing.

Mathematical principles.

Principles and procedures of record keeping.

Modern office procedures, methods and equipment including computers.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Perform a variety of responsible technical accounting duties in support of assigned accounting system, function, or program area.

Perform a variety of accounting, fiscal, and statistical record keeping duties including to prepare, maintain, and reconcile a variety of records and files.

Review financial records, reports, and related documents, identify discrepancies, and resolve problems related to assigned area of responsibility.

Research, compile, and interpret a variety of information and make appropriate recommendations.

Interpret, explain and enforce department policies and procedures.

Prepare routine financial and statistical reports.

Reconcile and balance various financial statements.

Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

CITY OF LEMOORE

Account Technician (*Continued*)

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible clerical and technical accounting experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in bookkeeping, accounting or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ACCOUNTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of professional accounting duties involved in the analysis, maintenance and auditing of accounting records and the preparation of financial summaries and reports; to provide support in general ledger reconciliation and financial record keeping; and to perform a variety of accounting functions relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Finance Director.

Exercises direct supervision over technical and accounting personnel.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform a variety of professional accounting duties involved in the analysis, maintenance and auditing of accounting records and the preparation of financial summaries and reports.
2. Supervise, coordinate, oversee, and participate in the daily operations and activities of the utility billing, licensing, and accounts payable functions of the department.
3. Participate in the selection of accounting staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
4. Maintain and reconcile a variety of ledgers, reports and accounting records; examine and correct accounting errors; prepare adjusting journal entries; ensure accuracy and completeness of work.
5. Prepare a variety of financial summaries and reports; ensure accuracy and completeness of data; submit reports to individuals and agencies as appropriate.
6. Audit, reconcile and balance all City bank accounts; record necessary adjusting journal entries; prepare bank reconciliation reports.
7. Develop and maintain record of fixed assets; prepare reports and schedules, as requested; update records as appropriate; track and maintain insurance records for City-owned vehicles and equipment.
8. Investigate and resolve the more complex inquiries or complaints from customers, vendors, departments, and outside agencies; provide information within area of assignment.
9. Provide assistance to the Finance Director in the analysis of revenue and expenses related to the preparation of the City and Redevelopment Agency budget; identify discrepancies and areas of concern.
10. Serve as a financial resource to various departments; provide information relative to assigned area of responsibility.

CITY OF LEMOORE

Accountant (*Continued*)

11. Provide assistance to outside auditors; prepare schedules, answer questions, and locate and research files and documents.
12. Reconcile, balance, monitor and replenish petty cash.
13. Order and maintain inventory of department office supplies.
14. Provide technical assistance and training to clerical accounting staff in matters related to financial accounting and budgeting.
15. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of governmental bookkeeping, accounting and financial management.

Principles and practices of financial analysis, auditing and reporting.

Generally accepted accounting principles and their application to municipal accounting activities.

Advanced mathematical principles.

Principles and procedures related to budgetary preparation, controls and development.

Modern office procedures, methods and equipment including computers and applicable computer applications.

Principles and procedures of financial record keeping and reporting.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Independently perform the full range of professional accounting functions.

Audit, reconcile and balance assigned accounts.

Identify and correct accounting errors.

Maintain a variety of financial records and files.

Accurately tabulate, record and balance assigned transactions.

Participate in and conduct accounting audits.

Provide assistance in budget analysis and preparation.

Prepare a variety of clear and concise financial summaries and accounting reports.

Respond to requests and inquiries from the general public and other City departments.

Interpret and apply applicable federal, state, and local laws, codes, and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible professional accounting experience. Some supervisory experience preferred.

Training:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ADMINISTRATIVE ASSISTANT I

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a wide variety of responsible clerical, administrative, programmatic, and secretarial work in support of an assigned department; to type and proofread a variety of documents and correspondence; to provide information and assistance to the public regarding department policies and procedures; and to provide secretarial and administrative support to the assigned department head.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned department head.

Exercises no supervision.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform a wide variety of responsible clerical, administrative, programmatic, and secretarial work in support of assigned department and management staff.
2. Prepare, type, word process and proofread a variety of documents including general correspondence, agendas, reports, memoranda, lists, promotional flyers and resolutions from rough draft or verbal instruction.
3. Answer the telephone; screen and route calls to appropriate personnel; provide information on departmental and City policies and procedures as required.
4. Screen visitors and assist the public at the front counter; respond to complaints or inquires; refer to appropriate staff.
5. Receive payments and issue receipts for a variety of City documents and departmental programs and services; maintain accurate records; forward fees to finance department.
6. Perform a wide variety of general clerical work including the maintenance of accurate and detailed files, logs, manuals and records; verify accuracy of information; research files for staff.
7. Maintain department calendars for assigned department head; schedule meetings and notify department head of deadlines; coordinate and process staff training and travel arrangements.
8. Prepare a variety of reports as assigned; gather necessary information; provide City employees and general public with reported information as appropriate.
9. Operate office equipment including copiers, facsimile machines and computers; input and retrieve data and text; organize and maintain disk storage and filing.
10. Attend assigned meetings; take and transcribe notes and minutes.

CITY OF LEMOORE

Administrative Assistant I (*Continued*)

11. Order supplies for department; prepare purchase requests; prepare warrant requests and code and scan invoices.
12. Distribute, collect, and verify department timesheets; calculate and log hours; submit approved timesheets to payroll.
13. Receive, sort, and distribute incoming and outgoing mail and correspondence.
14. Monitor and verify credit card statements; code and reconcile charges.
15. Assist with preparation and monitoring of departmental budget; gather and input information; maintain record of expenditures.
16. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Basic business letter writing and basic report preparation techniques.
Modern office procedures, methods and computer equipment.
Principles and procedures of record keeping.
Basic bookkeeping principles and practices.
Methods and techniques of proper phone etiquette.
Methods and techniques of public relations.
English usage, spelling, grammar and punctuation.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform responsible administrative clerical and secretarial work using independent judgment.
Learn, interpret, and apply administrative and departmental policies and procedures.
Work cooperatively with other departments, City officials, and outside agencies.
Type or word process at a speed necessary for successful job performance.
Independently prepare correspondence and memoranda.
Take and prepare accurate minutes.
Research, compile, and interpret data.
Prepare a variety of clear and concise administrative and financial reports.
Operate a variety of office machines including a computer.
Maintain tact and courtesy in high stress environments.
Maintain a variety of records, reports and files.
Respond to requests and inquiries from the general public.
Understand and carry out oral and written directions.
Plan and organize work to meet changing priorities and deadlines.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible secretarial experience.

CITY OF LEMOORE

Administrative Assistant I (*Continued*)

Training:

Equivalent to completion of the twelfth grade.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time.

ADMINISTRATIVE ASSISTANT II (CONFIDENTIAL)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a wide variety of responsible and confidential clerical, administrative, programmatic, and secretarial work in support of an assigned department; to type and proofread a variety of documents and correspondence; to provide information and assistance to the public regarding department policies and procedures; and to provide confidential secretarial and administrative support to the assigned department head.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned department head.

Exercises no supervision.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform confidential duties as assigned.
2. Perform a wide variety of responsible and confidential clerical, administrative, programmatic, and secretarial work in support of assigned department and management staff.
3. Prepare, type, word process and proofread a variety of documents including general correspondence, agendas, reports, memoranda, lists, promotional flyers and resolutions from rough draft or verbal instruction.
4. Answer the telephone; screen and route calls to appropriate personnel; provide information on departmental and City policies and procedures as required.
5. Screen visitors and assist the public at the front counter; respond to complaints or inquires; refer to appropriate staff.
6. Receive payments and issue receipts for a variety of City documents and departmental programs and services; maintain accurate records; forward fees to finance department.
7. Perform a wide variety of general clerical work including the maintenance of accurate and detailed files, logs, manuals and records; verify accuracy of information; research files for staff.
8. Maintain department calendars for assigned department head; schedule meetings and notify department head of deadlines; coordinate and process staff training and travel arrangements.
9. Prepare a variety of reports as assigned; gather necessary information; provide City employees and general public with reported information as appropriate.
10. Operate office equipment including copiers, facsimile machines and computers; input and retrieve data and text; organize and maintain disk storage and filing.

CITY OF LEMOORE

Administrative Assistant II (Confidential) (*Continued*)

11. Attend assigned meetings; take and transcribe notes and minutes.
12. Order supplies for department; prepare purchase requests; prepare warrant requests and code and scan invoices.
13. Distribute, collect, and verify department timesheets; calculate and log hours; submit approved timesheets to payroll.
14. Receive, sort, and distribute incoming and outgoing mail and correspondence.
15. Monitor and verify credit card statements; code and reconcile charges.
16. Assist with preparation and monitoring of departmental budget; gather and input information; maintain record of expenditures.
17. Perform related duties as required.

QUALIFICATIONS**Knowledge of:**

Basic business letter writing and basic report preparation techniques.
Modern office procedures, methods and computer equipment.
Principles and procedures of record keeping.
Basic bookkeeping principles and practices.
Methods and techniques of proper phone etiquette.
Methods and techniques of public relations.
English usage, spelling, grammar and punctuation.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform responsible administrative clerical and secretarial work using independent judgment.
Learn, interpret, and apply administrative and departmental policies and procedures.
Work cooperatively with other departments, City officials, and outside agencies.
Type or word process at a speed necessary for successful job performance.
Independently prepare correspondence and memoranda.
Take and prepare accurate minutes.
Research, compile, and interpret data.
Prepare a variety of clear and concise administrative and financial reports.
Operate a variety of office machines including a computer.
Maintain tact and courtesy in high stress environments.
Maintain a variety of records, reports and files.
Respond to requests and inquiries from the general public.
Understand and carry out oral and written directions.
Plan and organize work to meet changing priorities and deadlines.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LEMOORE

Administrative Assistant II (Confidential) (*Continued*)

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible secretarial experience.

Training:

Equivalent to completion of the twelfth grade.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time.

ASSISTANT CITY MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To participate in the formulation, development and implementation of citywide policy; to plan, organize, staff, develop and control programs and functions assigned; to provide leadership and policy direction to assigned departments and to department heads and managers; to foster cooperative working relationships with City departments and with intergovernmental and regulatory agencies and various public and private groups; to provide highly responsible and complex professional assistance to City management staff; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises supervision over management, supervisory, professional, technical, and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Serve as a member of the City Manager's Executive Team Staff, involved in the formulation and execution of citywide policies and long and short-term strategies.
2. Assist the City Manager in planning, organizing and directing the services and activities of City departments and programs; relieve the City Manager of day-to-day routine associated with governmental operations of the City.
3. Provide leadership and direction to assigned departments or divisions.
4. Provide oversight and direction regarding the City's economic development strategies and projects.
5. Negotiate contracts and agreements; coordinate with legal counsel and City department representatives to determine City needs and requirements for contractual services.
6. Provide oversight and direction regarding the City's emergency management practices.
7. Contribute to the overall quality of the City's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor the distribution of work, support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of change.
8. Select, train, motivate, and direct personnel; evaluate and review work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provide or coordinate staff training; works with employees to correct deficiencies; implement discipline and termination procedures; respond to staff questions and concerns.

CITY OF LEMOORE

Assistant City Manager (*continued*)

9. Explain and interpret City programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
10. Exhibit a service orientation toward internal and external customers and maintains productive working relationships.
11. Supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a safe working environment; and, making hiring, termination, and disciplinary recommendations.
12. Ensure compliance with applicable Federal, state, and local laws, regulations, codes, and/or standards.
13. Serve as a liaison with internal departments, officials, external organizations and public representatives.
14. Appear before City Council, public agencies, business and civic groups and other organizations in the presentation and discussion of assigned city functions, departments and related proposals, projects and policies, meetings, etc.
15. Prepare, review, interpret, and analyzes a variety of information, data, and reports.
16. Recommend and implement policies and procedures to improve operational effectiveness and enhancements to services or programs.
17. Participate in the development and administration of the City's budget.
18. Prepare cost estimates and budget recommendations. Monitors and controls expenditures.
19. Coordinate the City Council agenda process including scheduling items and reviewing staff reports for completeness, consistency, and policy implications.
20. Assist in planning and the development of short and long term goals. Coordinate operational and program efforts in alignment with goals and objectives related to assigned area of responsibility.
21. Prepare a variety of complex correspondence, memoranda and administrative staff reports.
22. Serve as City Manager upon the request, or absence, of the City Manager.
23. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a municipality.

Modern and best management principles and practices of municipal government administration.

Theories, principles, practices and methods of supervision, training and performance evaluation.

Principles and practices of municipal budgeting and finance.

Principles and practices of contract administration.

Principles and practices of program development and administration.

Principles of effective public relations and inter-relationships with community groups and agencies, private businesses and other levels of government.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Pertinent federal, state, and local laws, codes and regulations

CITY OF LEMOORE

Assistant City Manager (*continued*)

Ability to:

Provide effective leadership and consultation to department directors, managers, and other City staff and coordinate a variety of program activities.

Observe and problem solve organizational challenges, technical policies and procedures associated with city activities. Advise the City Manager of alternative courses of action and recommendations.

Exercise independent judgement in the performance of a variety of complex and difficult administrative duties.

Understand the organization and operation of the City and of outside agencies, as necessary to assume assigned responsibility.

Establish and maintain effective working relationships with those contacted in the course of work.

Perform complex, professional and confidential level of support and oversight.

Provide effective leadership to multiple diverse organizational units.

Supervise, train and evaluate staff.

Prepare and administer budgets.

Independently prepare clear and concise administrative reports. Communicate clearly and concisely, both orally and in writing.

Interpret, explain and enforce department policies and procedures.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

Identify and respond to community and City Council issues, concerns and needs.

Interpret and apply Federal, State and local policies, laws and regulations.

Maintain confidential records and reports.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Attend meetings at irregular hours.

Operate and use modern office equipment, including a computer.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of progressively responsible administrative or staff experience in municipal government with at least three years experience in the office of a City Manager.

Training:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist in planning, directing, managing and overseeing the activities and operations of the Community Development Department; to oversee the day-to-day management of assigned divisions, functions, and services including building inspection and compliance, planning, economic development, and/or housing programs; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Community Development Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Community Development Director.

Exercises direct supervision over professional contract providers and management, supervisory, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assist in the management of all department services and activities of the Community Development Department; assume management responsibility for the day-to-day operations of assigned divisions, functions, and services including building inspection and compliance, planning, economic development, and housing operations.
2. Participate in managing the development and implementation of Community Development Department goals, objectives, policies, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
5. Assist in planning, directing and coordinating, through subordinate level staff, the Community Development Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.
6. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Participate in the development and administration of assigned areas of the Community Development Department's budget; participate in and approve the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement budgetary adjustments as appropriate and necessary.

CITY OF LEMOORE

Assistant Community Development Director (*Continued*)

8. Assist in overseeing building inspection, building plan check, and permit activities and ensure compliance with appropriate laws, ordinances, and regulations.
9. Assist in receiving, reviewing and preparing reports and recommendations on various land planning and development proposals and projects for presentation to the Planning Commission and City Council.
10. Research land use and planning issues as requested by the public, staff and other departments and agencies; draft ordinances and amendments.
11. Provide planning and zoning information to developers, the business community and the public; answer questions and respond to complaints.
12. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
13. Represent the Community Development Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
14. Participate on a variety of boards, commissions, and committees.
15. Provide staff assistance to the Community Development Director.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community development and urban planning.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. As assigned, serves as acting Community Development Director in the absence of the Community Development Director.
19. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of comprehensive community development program.
Principles and practices of community development administration.
Principles and practices of various programs within the Community Development Department including building inspection and compliance, planning, economic development, and housing programs.
Principles and practices of program development and administration.
Principles of business letter writing and basic report preparation.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Office procedures, methods, and equipment including computers and applicable software applications.
Principles and methods of directing staff to provide excellent customer service.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Assist in overseeing and managing a comprehensive community development program.
Assist in developing and administering departmental goals, objectives and procedures.
Assist in analyzing and assessing programs, policies and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns and needs.

CITY OF LEMOORE

Assistant Community Development Director (*Continued*)

Plan, organize, direct and coordinate the work of lower level staff.

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Assist in researching, analyzing and evaluating new service delivery methods and techniques.

Process and prepare reports and recommendations on various community development projects.

Prepare clear and concise administrative and financial reports.

Assist in preparing and administering large and complex budgets.

Develop long range planning goals.

Keep a positive, can-do attitude.

Interpret and apply applicable Federal, State and local policies, laws and regulations.

Operate office equipment including computers and supporting software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible community development experience including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Engineering, Business Administration, Public Administration, Construction Management, or a related field.

WORKING CONDITIONS

Environmental Conditions: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

ASSISTANT FINANCE DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist in the planning, directing, managing, supervision and coordination of the activities and operations of the Finance Department; to oversee the day-to-day management of assigned divisions, functions, and services including utility billing, accounts payable, payroll, purchasing, business licensing and/or budget activities; to coordinate assigned activities with other divisions, departments and outside agencies; to represent the Finance Department in the absence of the Finance Director/CFO; and to provides highly responsible and complex administrative support to the Finance Director/CFO.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Finance Director/CFO.

Exercises direct supervision over management, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assist in the management of all services and activities of the Finance Department; assume management responsibility for the day-to-day operations of assigned divisions, functions, and services including utility billing, accounts payable, payroll, business licenses, purchasing, and/or budget activities.
2. Participate in managing the development and implementation of Finance Department goals, objectives, policies, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
5. Plan, direct, coordinate and review the work plan for accounting staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
6. Assist in overseeing utility billing cycles including collections and the creation of new accounts; prepare reports on potential changes to utility billing.
7. Supervise accounts payable functions including processing of invoices; review warrant registers prior to submission to the City Council.
8. Receive and approve payroll information including payroll warrants and warrants for taxes and deductions.

CITY OF LEMOORE

Assistant Finance Director (*Continued*)

9. Assist in monitoring and accounting for all City debts; transfer City funds to and between accounts as needed.
10. Participate in annual City audits; meet and confer with auditor; compile all necessary information; research and explain areas of concern.
11. Assist in developing and coordinating financial studies and plans; forecast, estimate, and monitor the financial condition of the City.
12. Assist in the City's budget process; analyze expenditures and revenues for budgetary purposes; assist in preparing annual budget documents for submittal to the City Manager and City Council; prepare and submit monthly expenditure and revenue reports for all City funds.
13. Select, train, motivate and evaluate accounting personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
14. Participate in the development and administration of assigned areas of the Finance Department's budget; participate in and approve the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement budgetary adjustments as appropriate and necessary.
15. Represent assigned divisions, programs, and functional areas of the Finance Department to other departments, divisions, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
16. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
17. Participate on a variety of boards, commissions, and committees.
18. Provide responsible staff assistance to the Finance Director/CFO.
19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of accounting and financial services.
20. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
21. As assigned, serves as acting Finance Director/CFO in the absence of the Finance Director/CFO.
22. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a municipal financial management program.

Generally accepted accounting principles.

Principles and practices of accounting and financial management.

Principles and practices of debt management including debt structures.

Principles and practices of program development and administration.

Methods and techniques of auditing.

Principles and practices of payroll administration.

Principles and practices of municipal budget preparation and administration.

Principles of business letter writing and basic report preparation.

Principles and procedures of financial record keeping and reporting.

Basic mathematical principles.

Principles of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations.

CITY OF LEMOORE

Assistant Finance Director (*Continued*)

Ability to:

Assist in overseeing and participating in the management of a comprehensive financial management program.

Oversee, direct and coordinate the work of lower level staff.

Plan, organize, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Assist in managing and/or supervising all City accounting functions.

Participate in auditing activities.

Participate in the development and administration of division goals, objectives and procedures.

Assist in preparing and administering large program budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply federal, state and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible accounting and financial management experience including two years of supervisory responsibility.

Training:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

ASSISTANT PARKS AND RECREATION DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist in planning, directing, managing, and overseeing the activities and operations of the Parks and Recreation Department; to oversee the day-to day management of assigned divisions, functions and services including recreation, park development and maintenance, special events, human services, arts and culture, the golf course, and/or open space programs; to coordinate assigned activities with other divisions, departments, service organizations, and outside agencies; to assist in developing strategies and recommending short and long-range courses of action, responding to citizens' complaints and researching problems and formulating solutions and responses; and to provide highly responsible and complex administrative support to the Parks and Recreation Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Parks and Recreation Director.

Exercises direct supervision over management, professional, technical, and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assist in the management of all services and activities of the Parks and Recreation Department; assume management responsibility for the day-to day operations of assigned divisions, functions and services including recreation, parks operation and maintenance and community programs and services.
2. Participate in managing the development and implementation of Parks and Recreation Department goals, objectives, policies, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
5. Assist in planning, directing, coordinate, and reviewing, through subordinate level staff, the Parks and Recreation Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
6. Assist in overseeing the rental of the City facilities and City parks by the community; ensure sufficient staffing is available during events.

CITY OF LEMOORE

Assistant Parks and Recreation Director (*Continued*)

7. Assist in reviewing and evaluating the status of recreation programs, condition of recreation facilities and equipment and the maintenance of these facilities; recommend maintenance needs and improvements.
8. Provide information to community groups and the public regarding recreation programs and activities; assist organizations in taking advantage of programs offered.
9. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
10. Participate in the development and administration of assigned areas of the Public Works Department's budget; participate in and approve the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement budgetary adjustments as appropriate and necessary.
11. Assist in monitoring various service contracts for compliance with established performance levels; follow-up and insure corrective action is taken as necessary.
12. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
13. Represent assigned divisions, programs, and functional areas of the Public Works Department to other departments, divisions, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
14. Participate on a variety of boards, commissions, and committees.
15. Provide responsible staff assistance to the Parks and Recreation Director.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation programs.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. As assigned, serves as acting Parks and Recreation Director in the absence of the Parks and Recreation Director.
19. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive parks and recreation program.

Principles and practices of community services.

Methods and techniques of directing parks and recreation activities and programs.

Methods and techniques of renting City facilities for community use.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations.

Citizens, school districts, service clubs, Chamber of Commerce, business groups, and other organizations that comprise the Lemoore Community.

Various community needs related to the provision of community services.

Principles of public administration.

Customer service skills and techniques.

CITY OF LEMOORE

Assistant Parks and Recreation Director (*Continued*)

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.

Ability to:

Assist in overseeing and managing a comprehensive parks and recreation program.

Assist in developing and administering departmental goals, objectives and procedures.

Assist in analyzing and assessing programs, policies and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Plan, organize, direct and coordinate the work of lower level staff.

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Assist in researching, analyzing and evaluating new service delivery methods and techniques.

Adapt the City's parks and recreation programs and activities to meet community needs and requirements.

Participate in the planning, development and oversight of park and recreation facilities.

Assist in Coordinating the rental of City facilities.

Prepare clear and concise administrative and financial reports.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Assist in preparing and administering large and complex budgets.

Interpret and apply applicable Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible parks and recreation experience including two years of supervisory responsibility.

Training:

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

WORKING CONDITIONS

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other

CITY OF LEMOORE

Assistant Parks and Recreation Director (*Continued*)

locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

ASSISTANT POLICE CHIEF

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist in planning, directing, managing and overseeing the activities and operations of the Police Department including the City's law enforcement, crime prevention, investigation, patrol, animal control and youth development programs; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Police Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Police Chief.

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume management responsibility for assigned Police Department services and activities including law enforcement, crime prevention, investigation, patrol, animal control and youth development programs; recommend and administer policies and procedures; serve as Police Chief in the absence of that person.
2. Assist in managing the development and implementation of Police Department goals, objectives, policies and priorities for each assigned service area; recommend and administer policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
4. Assist in planning, directing and coordinating, through subordinate level managers, the Police Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assist in assessing and monitoring work load, administrative and support systems and internal reporting relationships; identify opportunities for improvement; assist in directing and implementing changes.
6. Review and analyze crime statistics, new development in law enforcement, legislation and trends.
7. Assist in preparing press releases and conferring with media representatives regarding police activities and operations.
8. Assist in the selection, training, motivation and evaluation of Police Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

CITY OF LEMOORE

Assistant Police Chief (*Continued*)

9. Assist in overseeing and participating in the development and administration of the Police Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
10. Explain, justify and defend Police Department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
11. Represent the Police Department to other City departments, elected officials and outside agencies; coordinate Police Department activities with those of other departments and outside agencies and organizations.
12. Provide staff assistance to the Police Chief; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
15. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive municipal law enforcement program.

Principles and practices of law enforcement administration, organization and management.

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, animal control, records management, care and custody of persons and property, and crime prevention.

Technical and administrative methods of crime prevention and law enforcement.

Use of firearms and other modern police equipment.

Recent court decisions and their effect on department and division operations.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Oversee assigned police department activities and operations.

Assist in managing and directing a comprehensive law enforcement program.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Plan, organize, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Delegate authority and responsibility.

Identify and respond to community and organizational issues, concerns and needs.

Assist in developing and administering departmental goals, objectives and procedures.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.

Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.

CITY OF LEMOORE

Assistant Police Chief (*Continued*)

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply federal, state and local policies, laws and regulations.

Act quickly and calmly in emergencies.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible law enforcement experience including three years of administrative and supervisory responsibility.

Training:

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

License or Certificate

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

Possession of, or ability to obtain, an appropriate, valid P.O.S.T. Management Certificate.

WORKING CONDITIONS

Environmental Conditions: Work is performed in a standard office setting, reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.

ASSISTANT PUBLIC WORKS DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist in planning, directing, managing and overseeing the activities and operations of the Public Works Department; to oversee the day-to-day management of assigned divisions, functions, and services including water, wastewater, fleet and solid waste services, and/or LLMD and PFMD contracts; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Public Works Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Public Works Director.

Exercises direct supervision over management, supervisory, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assist in the management of all services and activities of the Public Works Department; assume management responsibility for the day-to-day operations of assigned divisions, functions, and services including water, wastewater, fleet and solid waste services and LLMD and PFMD contracts.
2. Participate in managing the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
5. Assist in planning, directing, coordinating and reviewing, through subordinate level staff, the Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.
6. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Participate in the development and administration of assigned areas of the Public Works Department's budget; participate in and approve the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement budgetary adjustments as appropriate and necessary.

CITY OF LEMOORE

Assistant Public Works Director (*Continued*)

8. Assist in preparing and updating five-year Community Investment Program (CIP); assist in overseeing all projects, plan reviews, and updates.
9. Assist in overseeing water, wastewater, and solid waste activities; ensure compliance with solid waste, water, and wastewater regulations.
10. Assist in overseeing LLMD and PFMD contracts; direct staff in the upkeep of areas; assist in developing plans for long term upkeep of both districts.
11. Assist in overseeing grants management functions; ensure the City takes advantage of matching funds and programs available from multiple sources including state, federal, and local organizations.
12. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
13. Represent assigned divisions, programs, and functional areas of the Public Works Department to other departments, divisions, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
14. Participate on a variety of boards, commissions, and committees.
15. Provide responsible staff assistance to the Public Works Director.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works and urban planning.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. As assigned, serves as acting Public Works Director in the absence of the Public Works Director.
19. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of comprehensive public works program.
Principles and practices of public works administration.
Basic site planning and landscaping techniques and methods.
Principles and practices of program development and administration.
Operations, services and activities of water, wastewater, and solid waste operations.
Principles and practices of civil engineering.
Principles of business letter writing and basic report preparation.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Office procedures, methods, and equipment including computers and applicable software applications.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Assist in overseeing and managing a comprehensive public works program including water, wastewater, and solid waste services, and LLMD and PFMD contracts.
Assist in developing and administering departmental goals, objectives and procedures.
Assist in analyzing and assessing programs, policies and operational needs and make appropriate adjustments.

CITY OF LEMOORE

Assistant Public Works Director (*Continued*)

Identify and respond to sensitive community and organizational issues, concerns and needs.

Plan, organize, direct and coordinate the work of lower level staff.

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Assist in researching, analyzing and evaluating new service delivery methods and techniques.

Process and prepare reports and recommendations on various public works proposals and projects.

Read and interpret blue prints.

Prepare clear and concise administrative and financial reports.

Assist in preparing and administering large and complex budgets.

Develop long range planning goals.

Keep a positive, can-do attitude.

Interpret and apply applicable Federal, State and local policies, laws and regulations.

Operate office equipment including computers and supporting software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible public works experience including two years of supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in Engineering, Business Administration, Public Administration, Construction Management, or a related field.

WORKING CONDITIONS

Environmental Conditions: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

BUILDING INSPECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of technical building inspections duties involved in the inspection of building systems at various stages of construction, alteration, and repair for compliance with applicable state and local codes for commercial and residential projects; to enforce compliance with building codes, regulations and ordinances; to issue, process and approve building permits; and to work with developers, architects and contractors to maintain code requirements and resolve problems relating to code compliance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Public Works Superintendent.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Inspect commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances and regulations.
2. Examine plans and specifications of new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
3. Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering, plumbing, heating, electrical and mechanical installations and other complex and routine building system elements.
4. Issue notices to comply with violations; maintain records of inspection and enforcement activities; approve and issue building and zoning permits.
5. Confer with and provide information and assistance to architects, engineers, contractors, builders and the general public in the field and office; perform counter service; explain and interpret building requirements and restrictions as well as applicable codes, ordinances, and zoning regulations.
6. Log, route, track and process all incoming plans; respond to code and related questions in person and on the phone.
7. Maintain files, records, and reports regarding inspection and plan check activities and findings.
8. Conduct fire inspections on schools, day care centers and various other City buildings; ensure compliance with applicable fire codes.
9. Assist Superintendent with Public Works inspections such as sidewalks, drive ways, and curbs.

CITY OF LEMOORE
Building Inspector (Continued)

Marginal Functions:

10. Attend and participate in meetings; stay abreast of new trends and innovations in the field of building inspection and plans examination.
11. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Building related codes and ordinances enforced by the City including the uniform building, electrical, plumbing, mechanical, fire and zoning codes.
Principles and practices of building code inspections.
Methods and techniques of issuing building permits.
Principles of structural design and engineering mathematics.
Accepted safety standards and methods of building construction for commercial and residential buildings.
Types of building materials and variations in their quality.
Modern office procedures, methods, and equipment including computers.
Occupational hazards and standard safety procedures.
Principles and procedures of record keeping and reporting.
Pertinent Federal, State and local laws, codes and regulations relating to building inspection.

Ability to:

Inspect complex buildings and structures to ensure code compliance.
Perform plan checks and issue building permits.
Interpret and explain building inspection ordinances and regulations.
Read and interpret complex building plans, specifications and building codes.
Maintain accurate records.
Enforce necessary regulations with firmness and tact.
Respond to difficult and sensitive public inquiries.
Safely and effectively operate tools and equipment used in building inspection and the building trades.
Write routine reports and correspondence.
Make arithmetical computations rapidly and accurately.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible building or construction inspection experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the construction trades.

CITY OF LEMOORE
Building Inspector *(Continued)*

License or Certificate

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

Possession of, or ability to obtain, an appropriate, valid I.C.B.O. inspection certificate.

WORKING CONDITIONS

Environmental Conditions:

Office/field environment; construction site environment; exposure to noise, dust, inclement weather conditions; work at heights on scaffolding and ladders and around heavy construction equipment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for light lifting, bending, stooping and climbing; walking and standing for prolonged periods of time.

BUILDING OFFICIAL/SUPERINTENDENT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To direct, manage, supervise and coordinate the activities and operations of the building division within the Community Development Department; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to assigned Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Community Development Director.

Exercises direct supervision over supervisory and technical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume management responsibility for various services and activities of the building division within the Community Development Department including residential and commercial building inspections.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Oversee and participate in building inspection activities; review construction plans and specifications for compliance with applicable building codes and regulations; recommend solutions to code compliance violations; issue encroachment and building permits.
6. Coordinate plans for plan review; determine if plans will be reviewed in-house or by outside consultant.
7. Review and comment on site plan drawings and CIP and public works projects; perform subdivision and development plan checks, draft development, subdivision and construction agreements as appropriate.
8. Determine building permit fees and City impact fees for new homes, tenant improvements, and commercial projects.
9. Inspect public works facilities and infrastructures; visit work sites to monitor progress and quality of work performed, provide direction, and assists in resolving problems encountered in the field.

CITY OF LEMOORE

Building Official/Superintendent *(Continued)*

10. Schedule various inspections to meet City, County, State, and Federal codes including annual fire inspections.
11. Participate in construction management, inspection, quality control and contract administration of municipal improvement projects; ensure projects are completed on time and within budget.
12. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
13. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
14. Serve as the liaison for the assigned division with other departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
15. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
16. Provide responsible staff assistance to the Community Development Director.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations within the assigned field of responsibility.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of assigned building inspection programs.
Advanced methods and techniques used in conducting building inspections.
Building related codes and ordinances enforced by the City including the uniform building, electrical, plumbing, mechanical, fire and zoning codes.
Principles and practices of public works administration.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Office procedures, methods, and equipment including computers and applicable software applications.
Principles and practices of contract administration.
Pertinent Federal, State and local laws, codes and regulations related to area of assignment.

Ability to:

Oversee and participate in the management of a building inspection program.
Oversee, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Participate in the development and administration of division goals, objectives and procedures.
Oversee and participate in building inspection and construction plan review activities.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Read and interpret complex building plans, specifications and building codes.

CITY OF LEMOORE

Building Official/Superintendent *(Continued)*

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Operate office equipment including computers and supporting software applications.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasing responsible building inspection experience including two years of administrative and supervisory responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in engineering, business administration or a related field.

License or Certificate

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

Possession of an appropriate, valid I.C.C. inspection certificate.

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes and gases.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy or moderate or light lifting; walking for prolonged periods of time; operating motorized equipment and vehicles.

BUILDING PERMIT TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of clerical, administrative, and technical duties in support of building functions within the Community Development Department; to serve as the initial contact between the Department and the general public, developers, builders, contractors, architects, and engineers; to review permit applications, plans and supporting documents for completeness, calculate fees, issue permits, coordinate building plan review and inspections, and provide program information and assistance in person and over the telephone; and to perform general office duties in support of assigned functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Community Development Director.

Exercises no supervision.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Respond to requests, inquiries and complaints in person and over the telephone from the general public, developers, builders, contractors, architects, and engineers; explain and provide information regarding codes, regulations and processes; screen and route calls to appropriate personnel.
2. Conduct permit processing; review permit applications, plans, and supporting documents for completeness, conformance with legal standards, and compliance with City requirements; log and coordinate plans and permits.
3. Approve and issue routine permits; perform preliminary permit review for application accuracy and completeness; collect payments and issue receipts for a variety of City documents, programs, and services; maintain accurate files and records.
4. Provide information regarding land use, environmental health ordinances, City zoning codes, and the status of projects and permits.
5. Establish and maintain various filing systems and records for assigned areas; monitor various logs, accounts and files for current and accurate information; access, enter, and update plan check and permit tracking systems; perform records retention functions in accordance with City policies.
6. Prepare and proofread a variety of reports, letters, memoranda, correspondence, forms, and other documents and material; type from rough draft or verbal instruction.
7. Schedule and coordinate various inspections and building plan review.
8. Research various issues, policies and regulations as requested by City staff, outside agencies, and the general public; locate property and project files as requested.

CITY OF LEMOORE

Building Permit Technician (*Continued*)

9. Maintain inventory of forms, office supplies and other general supplies for assigned department; order supplies as needed.
10. Perform duties in support of the planning function of the Department.
11. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of the Community Development Department's building division.

Procedures and techniques of permit processing, plan review, and inspection.

Modern office procedures, methods and equipment including computers and applicable computer applications.

Principles and procedures of record keeping and filing.

Methods and techniques of proper phone etiquette.

Customer service techniques, practices and principles.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Business letter writing and report preparation.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Learn permit processing, building inspections, and development review processes and procedures.

Learn common construction terminology.

Learn to evaluate projects and proposals for completeness.

Type by touch at a speed necessary for successful job performance.

Plan, organize, and prioritize work to meet changing priorities and deadlines.

Set up and maintain a variety of files and records.

Work cooperatively with other departments, City officials, outside agencies and the general public.

Respond to requests and inquiries from the general public.

Research, compile, and interpret a variety of information.

Interpret and explain a variety of policies and regulations to the general public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized general office and clerical training.

Experience:

Two years of responsible specialized clerical experience in the building or construction industry involving a high level of public contact.

License or Certificate

Building Permit Technician Certification is desirable.

CITY OF LEMOORE

Building Permit Technician (*Continued*)

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; moderate or light lifting.

BUILDING TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of clerical, administrative, and technical duties in support of building functions within the Community Development Department; to serve as the initial contact between the Department and the general public, developers, builders, contractors, architects, and engineers; to review permit applications, plans and supporting documents for completeness, calculate fees, issue permits, coordinate building plan review and inspections, and provide program information and assistance in person and over the telephone; and to perform general office duties in support of assigned functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Community Development Director.

Exercises no supervision.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Respond to requests, inquiries and complaints in person and over the telephone from the general public, developers, builders, contractors, architects, and engineers; explain and provide information regarding codes, regulations and processes; screen and route calls to appropriate personnel.
2. Conduct permit processing; review permit applications, plans, and supporting documents for completeness, conformance with legal standards, and compliance with City requirements; log and coordinate plans and permits.
3. Approve and issue routine permits; perform preliminary permit review for application accuracy and completeness; collect payments and issue receipts for a variety of City documents, programs, and services; maintain accurate files and records.
4. Provide information regarding land use, environmental health ordinances, City zoning codes, and the status of projects and permits.
5. Establish and maintain various filing systems and records for assigned areas; monitor various logs, accounts and files for current and accurate information; access, enter, and update plan check and permit tracking systems; perform records retention functions in accordance with City policies.
6. Review parcel and subdivision maps for conformity with ordinances.
7. Prepare and proofread a variety of reports, letters, memoranda, correspondence, forms, and other documents and material; type from rough draft or verbal instruction.
8. Schedule and coordinate various inspections and building plan review.
9. Research various issues, policies and regulations as requested by City staff, outside agencies, and the general public; locate property and project files as requested.

CITY OF LEMOORE

Building Technician (*Continued*)

10. Maintain inventory of forms, office supplies and other general supplies for assigned department; order supplies as needed.
11. As necessary, perform duties in support of the planning function of the Department.
12. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of the Community Development Department's building division.

Procedures and techniques of permit processing, plan review, and inspection.

Modern office procedures, methods and equipment including computers and applicable computer applications.

Principles and procedures of record keeping and filing.

Methods and techniques of proper phone etiquette.

Customer service techniques, practices and principles.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Business letter writing and report preparation.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Learn permit processing, building inspections, and development review processes and procedures.

Learn common construction terminology.

Learn to evaluate projects and proposals for completeness.

Type at a speed necessary for successful job performance.

Plan, organize, and prioritize work to meet changing priorities and deadlines.

Set up and maintain a variety of files and records.

Work cooperatively with other departments, City officials and outside agencies.

Respond to requests and inquiries from the general public.

Research, compile, and interpret a variety of information.

Interpret and explain a variety of policies and regulations to the general public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized general office and clerical training.

Experience:

Two years of responsible specialized clerical experience in the building or construction industry involving a high level of public contact.

CITY OF LEMOORE

Building Technician (*Continued*)

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; moderate or light lifting.

CITY ATTORNEY

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage, and oversee the activities and operations the City Attorney's Office; to provide legal advice and representation to the City of Lemoore including to serve as legal advisor to the City Council, staff, officers, boards and commissions; to research, prepare and present legal opinions; to coordinate assigned activities with other City officials, departments, outside agencies, and organizations; and to provide highly responsible and complex administrative support to City Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager or designee.

Exercises direct supervision over professional contract providers and management, supervisory, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all activities and services of the City Attorney's Office including the development and presentation of legal opinions and representation of the City's officers and employees in all legal matters pertaining to their operations; recommend and administer policies and procedures.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate the City Attorney's Office work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

CITY OF LEMOORE

City Attorney (*Continued*)

8. Represent the City in litigation cases including case preparation, pleadings, discovery, law and motion calendar, court appearances, settlement negotiations, mediation, arbitration, legal research, and related matters.
9. Prepare and represent the City in cases for court and administrative hearings.
10. Serve as a legal advisor to City boards and commissions as well as elected officials and staff including to serve as legal advisor to the City Council, City Manager, executive team members as well as City employees; provide sound, relevant, and up-to-date legal advice and provides options to all parties in the best interest of the City.
11. Oversee and/or investigate claims by or against the City; provide recommendations regarding legal positions and actions to be taken.
12. Prepare, research, review, develop, and present correspondence, memos, staff reports, proposed ordinances, resolutions, policies and procedures, and other legislation.
13. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
14. Represent the City Attorney's Office to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
15. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community development and urban planning.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a City Attorney's Office.

Principles and application of civil, criminal, and administrative law and procedure.

Pertinent federal, state, and local laws, codes, and regulations including litigation, conflict of interest, labor, employment, land use, environment, fair housing and discrimination and eminent domain.

The Brown Act, Fair Political Practices Act, and other state laws and court cases applicable to municipalities and public bodies.

Methods and techniques of case management, prioritization, and control.

Methods and techniques for legal research, analysis, and writing.

Advanced principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases

Ability to:

Manage and direct the work of the City Attorney's Office.

Develop and administer departmental goals, objectives, and procedures.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

CITY OF LEMOORE

City Attorney (*Continued*)

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Plan, organize, direct, and coordinate the work of assigned staff.

Delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Analyze complex legal issues, evaluate alternatives, and implement sound solutions.

Negotiate effectively on behalf of clients concerning litigation and contracts.

Prepare litigation documents, pleadings, motions and points and authorities.

Provide effective representation in hearings, courts of law, and meetings.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Interpret and apply applicable federal, state, and local policies, laws, and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years of increasingly responsible experience in all major phases of municipal law including three years of supervisory/management experience.

Training:

A Juris Doctorate Degree from an accredited school of law.

WORKING CONDITIONS

Environmental Conditions: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

CITY CLERK/HUMAN RESOURCES MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To coordinate activities and operations of the City Clerk's Office and the Human Resources Division including agenda preparation, records management, and municipal election processes; to perform professional level personnel work in recruitment, examination, classification, employee relations, job analysis, classification and compensation, disciplinary actions, training, employee assistance, workers' compensation and risk management; and as assigned oversee lower level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager, or assigned Department Head.

May exercise direct supervision over lower level staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Coordinate assigned services and activities of the City Clerk's Office and Human Resources Division.
2. Assist and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies of assigned divisions; monitor and review expenditures.
4. Participate in and direct the preparation of City Council agendas and packets; create initial agenda for City Manager's review; distribute packets to Council members; attend meetings and take and transcribe minutes.
5. Type and proofread a wide variety of reports, letters, memoranda and correspondence from rough draft or verbal instruction; independently compose correspondence related to assigned responsibilities.
6. Coordinate and conduct City elections; prepare appropriate resolutions and ordinances for Council adoption; process election booklet and all forms necessary for candidates to run for office; research and ensure compliance with applicable election laws.
7. Maintain custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance documents and minutes.
8. Supervise the maintenance of employee records including hires, terminations, promotions, and other personnel data.

CITY OF LEMOORE

City Clerk/Human Resources Manager (*Continued*)

9. Advise the City Council, City Manager, department heads, and other managers on employee relations matters.
10. Negotiate memorandum of understanding with employee groups, represent the City in grievance and disciplinary actions, and conduct internal investigations as assigned.
11. Administer City-wide employee benefit and retirement program activities; provide employees with information regarding benefit programs and eligibility; enroll employees in benefits.
12. Receive and file claims and lawsuits against the City; prepare and certify information and/or provide disposition.
13. As assigned, oversee and supervise lower level staff; assign work activities, projects, and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
14. Serve as the liaison for the City Clerk's Office and Human Resources Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues, as assigned.
15. Coordinate assigned department activities with those of other departments; ensure accuracy and completeness of assigned duties.
16. Serve on a variety of boards, commissions, and committees, as assigned; prepare and present staff reports and other necessary correspondence.
17. Provide responsible staff assistance to the City Manager, or assigned Department Head; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to assigned programs, policies, and procedures as appropriate.
18. Attend and participate in professional group meetings; maintain awareness of new trends and developments in fields related to the City Clerk's Office and human resources functions; incorporate new developments as appropriate.
19. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
20. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a City Clerk's Office and human resources program.

Organization and function of municipal government.

Principles and practices of program development and administration.

Recruitment and selection techniques and procedures.

Benefit and retirement system administration.

Principles and practices of employer-employee relations.

Rules and regulations governing local municipal elections.

Principles and practices of municipal budget preparation and administration.

Principles and practices of contract administration.

Principles of supervision, training and performance evaluation.

Election laws and procedures.

Political reform requirements.

Principles and practices of public relations.

CITY OF LEMOORE

City Clerk/Human Resources Manager (*Continued*)

English usage, spelling, grammar and punctuation.
Principles of business letter writing and basic report preparation.
Principles and procedures of record keeping.
Modern office procedures, methods and computer equipment.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Manage and direct the comprehensive programs of a City Clerk's Office and the Human Resources Division

Oversee and participate in the implementation of a comprehensive human resources program.
Participate in the development and administration of division goals, objectives, and procedures.
Manage, direct and coordinate the work of lower level staff.
Coordinate municipal elections.
Develop and administer an efficient records management system.
Assist in the preparation of division budgets.
Prepare clear and concise administrative and financial reports.
Negotiate labor agreements, as assigned.
Analyze complex administrative, personnel, benefit, and risk management issues.
Interpret, explain and enforce department policies and procedures.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Interpret and apply federal, state and local policies, laws and regulations.
Independently prepare correspondence and memoranda.
Type at a speed necessary for successful job performance.
Maintain confidential records and reports.
Respond to requests and inquiries from the general public.
Work independently in the absence of supervision.
Attend meetings at irregular hours.
Operate and use modern office equipment including a computer.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible administrative, or operational, experience in a public agency and increasingly responsible human resources experience, preferably in a municipal government setting.

Training:

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

License or Certificate

Certified Municipal Clerk or Master Municipal Clerk designation from the International Institute of Municipal Clerks is preferred.

CITY OF LEMOORE

City Clerk/Human Resources Manager (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

CITY ENGINEER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To direct, manage, supervise and coordinate the activities and operations of the engineering division within the Community Development Department; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Community Development Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Community Development Director.

Exercises no supervision.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume management responsibility for various services and activities of the engineering division within the Community Development Department including coordination of capital projects, land development, and traffic engineering sections.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Oversee the design of capital improvement projects; monitor design progress through periodic plan reviews; provide technical guidance to the engineering staff.
6. Perform final review of construction drawings, specifications, and cost estimates prior to signing documents.
7. Establish right-of-way and easement requirements for proposed construction projects; negotiate the acquisition of street and storm drain right-of-way as required on a project by project basis.
8. Oversee all phases of land development in the City including the land development approval process, design review phase, City Council approval, construction and final approval.
9. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

CITY OF LEMOORE

City Engineer (*Continued*)

10. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
11. Serve as the liaison for the assigned division with other departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
12. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
13. Provide responsible staff assistance to the Community Development Director.
14. As needed, serve as Acting Community Development Director.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of current, comprehensive and regional planning.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of comprehensive municipal development, capital projects, and traffic engineering programs.
Principles and practices of municipal engineering project management.
Principles and practices of program development and administration.
Methods and techniques of engineering design review.
Principles and practices of design and construction of a wide variety of municipal capital improvement projects.
The land development approval process.
The construction of commercial and residential developments.
Office procedures, methods, and equipment including computers and applicable software applications.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations

Ability to:

Oversee and participate in the management of a comprehensive municipal engineering program.
Oversee, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Participate in the development and administration of division goals, objectives and procedures.
Perform construction inspection, quality control and complete contract administration.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Respond to citizen questions, concerns and inquiries.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply federal, state and local policies, laws and regulations.
Operate office equipment including computers and supporting software applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field.

Experience:

Six years of increasingly responsible related engineering experience including two years of administrative and supervisory responsibility.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; moderate or light lifting.

CITY MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the City including administrative services, planning, public works, police, recreation and Redevelopment Agency programs; to provide policy guidance to and coordinate the activities of management staff; to facilitate the development and implementation of long and short range plans, policies, goals, objectives, and programs to provide the City with technical and administrative direction in meeting and maintaining City services standards; to ensure public services are delivered in an efficient and effective manner; and to provide highly responsible and complex administrative support to the City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all City operations including administrative services, planning, public works, police, recreation and Redevelopment Agency programs; assess ongoing operational needs through management staff and determine best organizational structure to meet goals and objectives; develop, recommend and administer policies and procedures.
2. Direct the development and implementation of the City's goals, objectives, policies and priorities.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through management staff, the work plan for the City; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor work load, administrative support systems and internal reporting relationships; identify opportunities for improvement.
6. Select, motivate and evaluate personnel; resolve personnel concerns and issues; maintain the City's labor relations program.
7. Oversee the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Oversee Redevelopment Agency operations and activities; devise methods to implement strategies for revitalization within the City.

CITY OF LEMOORE

City Manager (*Continued*)

9. Explain, justify and defend City programs, policies and activities; negotiate and resolve sensitive and controversial issues.
10. Represent the City to all departments and outside agencies; coordinate City activities with those of other cities, counties and outside agencies and organizations.
11. Provide staff assistance to the City Council; prepare and present staff reports and other necessary correspondence.
12. Provide staff support to assigned boards and commissions.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration and management.
14. Respond to media inquiries, City Council concerns and issues and community needs.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a municipality.
Advanced principles and practices of public administration.
Principles and practices of program development and administration.
Government, council, and legislative processes.
Principles and practices of fiscal and strategic planning.
Methods of analyzing, evaluating, and modifying administrative procedures.
Principles and practices of municipal budget preparation and administration.
Principles and practices of personnel administration.
Principles of supervision, training and performance evaluation.
Principles of business letter writing and report preparation.
Rules and regulations governing public meetings.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Manage and direct the operations, services and activities of a municipality.
Plan, organize and direct the work of lower level staff.
Select, supervise, train and evaluate staff.
Delegate authority and responsibility.
Identify and respond to community and City Council issues, concerns and needs.
Develop and administer, City-wide goals, objectives and procedures.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Respond to inquiries or complaints from customers, regulatory agencies, or members of the business community.
Effectively present information to top management, public groups, and/or boards of directors.
Interpret and apply federal, state and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

CITY OF LEMOORE
City Manager (*Continued*)

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of increasingly responsible experience in municipal government, including five years of administrative and supervisory responsibility.

Training:

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

WORKING CONDITIONS

Environment: Standard office setting with some travel to attend meetings; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

CITY PLANNER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To direct, manage, supervise and coordinate the activities and operations of the planning division within the Community Development Department; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Community Development Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Community Development Director.

Exercises no supervision.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume management responsibility for various services and activities of the planning division within the Community Development Department including current and advance planning services and coordination of regional planning issues.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Oversee and participate in planning activities; coordinate plans for plan review; determine if plans will be reviewed in-house or by outside consultant; review plans for compliance.
6. Analyze development projects; conduct and direct development plan review and site inspections; meet with City staff and developers to solve development project problems.
7. Serve as Zoning Administrator for administrative hearings and as staff to the Planning Commission; attend and present reports at City Council meetings.
8. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
9. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

CITY OF LEMOORE

City Planner (*Continued*)

10. Serve as the liaison for the assigned division with other departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
11. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
12. Provide responsible staff assistance to the Community Development Director.
13. As needed, serve as Acting Community Development Director
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of current, comprehensive and regional planning.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of the Community Development Department's planning division.

Advanced principles and practices of City and regional planning.

Methods and techniques of development plan review.

Principles and practices of program development and administration.

Methods and techniques of development project analysis and review and processing.

Modern office procedures, methods and equipment including computers and applicable computer applications.

Principles and procedures of record keeping and filing.

Business letter writing and report preparation.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of a comprehensive urban planning program.

Oversee, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Coordinate the review of regional planning issues.

Review and prepare ordinances, general plan amendments and zone changes.

Review and analyze environmental documents for various types of projects.

Participate in the development and administration of division goals, objectives and procedures.

Prepare and administer large program budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply federal, state and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LEMOORE
City Planner (*Continued*)

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training:

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

Experience:

Six years of increasingly responsible urban planning experience including two years of administrative and supervisory responsibility.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; moderate or light lifting.

COMMUNITY DEVELOPMENT DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Community Development Department including building inspection and compliance, planning, economic development, and housing programs; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager or designee.

Exercises direct supervision over professional contract providers and management, supervisory, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all department services and activities including building inspection and compliance, planning, economic development, and housing operations; recommend and administer policies and procedures.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Community Development Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Oversee building inspection, building plan check, and permit activities and ensure compliance with appropriate laws, ordinances, and regulations.

CITY OF LEMOORE

Community Development Director (*Continued*)

9. Receive, review and prepare reports and recommendations on various land planning and development proposals and projects for presentation to the Planning Commission and City Council.
10. Research land use and planning issues as requested by the public, staff and other departments and agencies; draft ordinances and amendments.
11. Provide planning and zoning information to developers, the business community and the public; answer questions and respond to complaints.
12. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
13. Represent the Community Development Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
14. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community development and urban planning.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of comprehensive community development program.

Principles and practices of community development administration.

Principles and practices of various programs within the Community Development Department including building inspection and compliance, planning, economic development, and housing programs.

Principles and practices of program development and administration.

Principles of business letter writing and basic report preparation.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Office procedures, methods, and equipment including computers and applicable software applications.

Principles and methods of directing staff to provide excellent customer service.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage and direct a comprehensive community development program.

Develop and administer departmental goals, objectives and procedures.

Analyze and assess programs, policies and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Plan, organize, direct and coordinate the work of lower level staff.

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Identify and respond to community and City Council issues, concerns and needs.

Research, analyze and evaluate new service delivery methods and techniques.

Process and prepare reports and recommendations on various community development projects.

CITY OF LEMOORE

Community Development Director (*Continued*)

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Develop long range planning goals.

Keep a positive, can-do attitude.

Interpret and apply applicable Federal, State and local policies, laws and regulations.

Operate office equipment including computers and supporting software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible community development experience including three years of management and administrative responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Engineering, Business Administration, Public Administration, Construction Management, or a related field.

WORKING CONDITIONS

Environmental Conditions: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

COMMUNITY SERVICES OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of technical and administrative non-sworn law enforcement and crime prevention duties in support of Police Department operations and services including minor crime investigations, responding to accidents, parking and code enforcement and animal control duties; to provide support to sworn officers; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Commander.

May exercise technical supervision over temporary or part-time staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform a variety of technical and administrative non-sworn law enforcement and crime prevention duties including minor crime investigations, responding to accidents, parking and code enforcement and animal control duties.
2. Conduct investigations of minor crimes and criminal incidents; collect evidence and information; photograph individuals and evidence; prepare police reports.
3. Perform a variety of field and office work in support of the City's code enforcement program; enforce compliance with City regulations and ordinances; inspect properties for code violations; issue and post notices and related documentation; utilize various tactics to gain compliance, and issue citations as necessary.
4. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City codes; interview complainants and witnesses; conduct investigations and provide recommendations for resolution.
5. Coordinate crime prevention programs; participate in neighborhood watch, bicycle rodeos, graffiti removal and red ribbon committees; organize and plan a variety of community events.
6. Enforce applicable animal control ordinances, including to patrol City streets; pick up, capture, and/or impound dead, sick, injured, stray, or trapped domestic and non-domestic animals; transport animals to appropriate shelter or impound location; secure emergency treatment for wounded or suffering animals.
7. Respond to and investigate complaints of animal nuisance, cruelty, injuries to and by animals, and various accusations of non-compliance; issue citations or notices of violation as appropriate; communicate with individuals and complainants.
8. Perform extensive public relations duties respond to and assist in solving community problems; conduct a variety of presentations for schools, service clubs and other organizations.

CITY OF LEMOORE

Community Services Officer (*Continued*)

9. Respond to a variety of non-emergency and minor crime calls and accidents; direct traffic as needed.
10. Enforce parking restrictions; write parking tickets; mark vehicles parked in time zones; cite vehicles exceeding the time limit; write citations for illegally parked vehicles.
11. Enforce state, City and county animal control laws and codes; explain ordinances related to keeping and caring for animals; issue citations for violations of animal control ordinances.
12. Supervise and maintain the crossing guard program and coordinate the work of assigned community service workers.
13. Participate in radar detail; monitor and obtain traffic speeds with radar gun.
14. Serve as a resource and coordinate actions with other City departments, divisions, the general public, and outside agencies in the enforcement of regulations; provide information to violators, the general public and other agencies regarding codes, laws and ordinances.
15. Prepare and maintain a variety of records and reports; prepare written reports and records of activities.

Marginal Functions:

16. May testify in court.
17. Assist in the retention, processing and disposal of evidence.
18. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Basic law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Basic methods of accident investigation.

Basic methods of animal collection and impoundment.

Basic principles and practices of animal care and first aid.

Basic code enforcement methods and techniques.

Basic investigative techniques and procedures.

Principles and practices of public relations.

Methods and techniques of an effective neighborhood watch program.

Modern office methods, practices and equipment.

Methods and techniques of business correspondence.

Basic record keeping practices.

Basic principles and practices of report preparation.

Modern office procedures, methods and equipment including computers and supporting applications.

Geography of the City.

Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Perform a variety of nonhazardous technical law enforcement work.

Understand and interpret parking and traffic regulations.

Interpret and apply laws and regulations of the City, state and county related to animal control.

Perform a variety of animal control activities.

CITY OF LEMOORE

Community Services Officer (*Continued*)

Inspect and identify violations of applicable codes and ordinances.
Investigate complaints and mediate resolutions in a timely and tactful manner.
Conduct investigations of minor crimes and criminal incidents.
Direct and control traffic.
Organize and coordinate community meetings and events.
Interact effectively and courteously with the public.
Respond to requests and inquiries from the general public.
Research, compile, and collect data.
Act effectively in emergency situations.
Work independently in the absence of supervision.
Maintain records and prepare reports.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Operate office equipment including computers and supporting applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of general clerical experience involving substantial public contact or work in a law enforcement agency.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate:

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

Possession of, or ability to obtain, an appropriate, valid C.P.R. certificate.

Possession of, or ability to obtain, an appropriate, valid first aid certificate.

Possession of, or ability to obtain, an appropriate, valid C.L.E.T.S. training certificate.

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; work in emergency situations; exposure to a variety of domestic and wild animals; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments; incumbents may be required to work extended hours including evenings, weekends, and holidays.

Physical Conditions:

Incumbents require sufficient mobility to work and in office setting and in a field location; exert physical strength when handling animals and livestock; stand or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; lift, carry, push, and/or pull light to moderate amounts of weight; operate office equipment including use of a computer keyboard; travel to other locations; operate assigned equipment and vehicle.

EQUIPMENT MECHANIC I/II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform major and minor mechanical repairs and preventive maintenance on all City vehicles and equipment including diesel engines; to perform diagnostic activities for vehicle repair; to service and perform preventive maintenance duties on a variety of vehicles and equipment; to maintain a variety of records including City vehicle repair and inventory documents; and to perform a variety of maintenance duties within assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Equipment Mechanic I: This is the entry level class in the Equipment Mechanic series. This class is distinguished from the Equipment Mechanic II by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Equipment Mechanic II: This is the full journey level class within the Equipment Mechanic series. Employees within this class are distinguished from the Equipment Mechanic I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Equipment Mechanic I:

Receives supervision from an assigned Public Works Superintendent.

Equipment Mechanic II:

Receives general supervision from an assigned Public Works Superintendent.

May exercise functional and technical supervision over lower level equipment mechanic staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform skilled mechanic duties including troubleshooting and repairing automotive, diesel, and other heavy and light equipment; set appointments for service maintenance and repair.

CITY OF LEMOORE

Equipment Mechanic I/II (*Continued*)

2. Inspect, diagnose, and repair mechanical, electrical and hydraulic defects and problems in automotive, heavy and light equipment, specialized equipment, electric vehicles, trailers, and other mechanical equipment; recommend solutions.
3. Perform a variety of minor and major vehicle and equipment repair.
4. Replace component parts on vehicles and equipment; perform engine tune-ups and smog checks; rebuild and overhaul engines; perform safety inspections on vehicles and equipment.
5. Establish preventive maintenance schedule for all equipment; perform preventive maintenance on vehicles and equipment including lubricating and replacing worn parts; perform clutch, drive train and brake repair activities.
6. Respond to breakdowns; make repairs in the field or arrange for a transport to fleet or vendor shop.
7. Maintain inventory of shop supplies, equipment, maintenance and purchase order records on computer; input data; place orders for necessary replacements.
8. Maintain contact with outside vendors and special service agencies for needed special repairs; obtain quotes and bids for service.
9. Receive various forms of hazardous waste including oil and anti-freeze from the general public; test materials for solvents; recycle materials according to established guidelines.
10. Monitor industry recall notices and warranties for needed repairs on all City vehicles.
11. Operate shop machinery including drill presses, grinders, torches, clamps, soldering equipment and various hand and power tools.
12. Perform arc and gas welding and fabrication services.

Marginal Functions

13. Perform general maintenance and cleaning of shop area; dump trash; transport vehicles, pick-up and deliver parts, and clean and wash vehicles as necessary; maintain a safe work area.
14. Assist with California Highway Patrol vehicle inspections as necessary.
15. May oversee the work of lower level equipment mechanic staff.
16. Perform related duties as required.

QUALIFICATIONS

Equipment Mechanic I

Knowledge of:

Basic operations, services, and activities of a fleet maintenance and repair program.

Basic principles and practices of inspection, troubleshooting and repair of internal combustion and diesel engines.

Basic methods and techniques used in the overhaul of various diesel and gasoline powered equipment.

Basic principles and practices of diagnostic testing related to various diesel and gasoline powered equipment and engines.

Standard practices, materials, tools and equipment used in the repair and maintenance of motor vehicles and engines.

CITY OF LEMOORE

Equipment Mechanic I/II (*Continued*)

Basic body and frame construction.
Basic methods and techniques of welding.
Modern office equipment including a computer.
Occupational hazards and standard safety procedures..
Principles and procedures of record keeping.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Learn to perform mechanic work including diagnosing, troubleshooting, fabricating, and repairing the full array of vehicles and equipment.
Learn to operate a variety of automotive repair tools and equipment in a safe and effective manner.
Learn to troubleshoot and diagnose problems and causes in automotive, diesel and related systems.
Learn to diagnose mechanical problems of vehicle, and heavy and light maintenance equipment.
Perform basic diagnostic and repair services.
Learn to rebuild engines and major drive line components.
Keep accurate records and log repairs.
Read manuals and schematics.
Systematically perform preventive maintenance.
Operate office equipment including computers and supporting software applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of vehicle and equipment mechanical repair experience is desirable.

Training:

Equivalent to completion of twelfth grade supplemented by specialized training in the full mechanical repair of vehicles and automotive equipment including diesel.

License or Certificate

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

Possession of, or ability to obtain, an appropriate, valid brake repair certificate.

Possession of, or ability to obtain, an appropriate, valid air conditioner repair certificate.

Equipment Mechanic II

In addition to the qualifications for Equipment Mechanic I:

Knowledge of:

Operations, services, and activities of a fleet maintenance and repair program.

CITY OF LEMOORE

Equipment Mechanic I/II (*Continued*)

Principles and practices of inspection, troubleshooting and repair of internal combustion and diesel engines.

Methods and techniques used in the overhaul of various diesel and gasoline powered equipment.

Principles and practices of diagnostic testing related to various diesel and gasoline powered equipment and engines.

Body and frame construction.

Methods and techniques of welding.

Ability to:

Independently perform mechanic work including diagnosing, troubleshooting, fabricating, and repairing the full array of vehicles and equipment.

Operate a variety of automotive repair tools and equipment in a safe and effective manner.

Troubleshoot and diagnose problems and causes in automotive, diesel and related systems.

Diagnose mechanical problems of vehicle, and heavy and light maintenance equipment.

Perform diagnostic and repair services.

Rebuild engines and major drive line components.

Work independently in the absence of supervision.

Provide training to others.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible vehicle and equipment mechanical repair experience.

Training:

Equivalent to completion of twelfth grade supplemented by specialized training in the full mechanical repair of vehicles and automotive equipment including diesel.

License or Certificate

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

Possession of, or ability to obtain, an appropriate, valid brake repair certificate.

Possession of, or ability to obtain, an appropriate, valid air conditioner repair certificate.

WORKING CONDITIONS

Environmental Conditions:

Shop environment; exposure to noise, dust, grease, smoke, fumes, gases and waste and hazardous materials.

CITY OF LEMOORE

Equipment Mechanic I/II (*Continued*)

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, bending, stooping, kneeling, or standing for prolonged periods of time; moderate to heavy lifting; and operating motorized equipment and vehicles.

EVIDENCE TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of tasks relative to assigned area of responsibility; maintain control and custody of evidence; to return or destroy seized property and evidence as appropriate and authorized; to maintain a variety of records detailing the location or disposition of property and evidence; to perform routine clerical, technical, and administrative work in support of law enforcement activities; and to perform a variety of tasks in support of crime scene investigations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Sergeant.

Exercises no supervision.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Serve as evidence officer: receive, record, categorize, store, analyze, and preserve evidence; maintain control and custody of evidence.
2. Accept property and evidence; verify proper packaging of property; contact officers, supervisors, and other staff regarding necessary corrections; assure proper protection of property and evidence, receive items, and prepare inventories.
3. Log evidence into collection book; check items in and out for court investigations.
4. Maintain chain-of-evidence and all records regarding retained property and evidence.
5. Prepare materials for storage, identify storage locations, store and secure property and evidence; control access to property and evidence, maintain security logs, check material out exclusively to those with a "need to know" and within established guidelines.
6. Determine when to dispose of evidence and prepare appropriate petitions; gather and prepare evidence and property items for destruction; destroy evidence and property items upon receipt of court order for destruction.
7. Release property in accordance with current laws and departmental policies.
8. Maintain and update knowledge of evidence handling requirements; train department staff in correct property and evidence packaging and processing.
9. Collect latent hairs, fibers, blood, biological fluids and other evidence; process evidence of latent prints; prepare and transport evidence to forensic laboratories for further analysis.
10. Aid as crime scene investigator, respond to major crime and accident scenes, evaluate scene for the collection of evidence and forensic services; photograph, collect, document, store, and preserve evidence.

CITY OF LEMOORE

Evidence Technician (*Continued*)

11. Research and determine status of cases; notify property owners and/or purge property in accordance with the law.
12. Assist the general public and allied agencies by phone and in person; respond to requests from law enforcement personnel, outside law enforcement agencies, and the general public regarding the location and recovery of property and evidence; explain policies and procedures governing the release of evidence; send correspondence to property owners regarding release of property.
13. Prepare routine office functions such as word processing, filing, and record keeping; prepare reports of property and evidence.
14. Maintain and stock evidence supplies.
15. Attend a variety of meetings, conferences, and training sessions regarding the property and evidence function; maintain awareness of developments within the fields of property and evidence.
16. Provide testimony in court regarding evidence chain of custody, tests performed, and findings.
17. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a property and evidence program.

Methods, procedures, principles, practices and terminology used in property and evidence handling, recording, preservation, storage and release.

Rules of evidence pertaining to collection, processing and disposal.

Principles and practices of proper evidentiary storage, identification and retrieval.

Principles and practices of a law enforcement program.

Record keeping methods.

Methods and techniques of testing evidence.

Methods and techniques of data collection and analysis.

Principles and practices of crime and accident scene investigation.

Basic police terminology and evidentiary terminology.

Office practices, procedures, and equipment including computers and applicable software applications.

Occupational hazards and standard safety practices.

Principles of pertinent federal, state and local codes, laws and regulations.

Ability to:

Perform a variety of tasks related to the collection and preservation of evidence and criminal investigations.

Collect, test, analyze, evaluate, and preserve evidence.

Receive, process, store, document, release, and dispose of evidence and property.

Adhere to established evidence collection and disposal guidelines.

Provide testimony in court.

Research case files to determine property and evidence status.

Respond to and evaluate crime scenes for the collection of evidence.

Prepare evidence for transport.

Maintain a current knowledge of evidence and property storage and release procedures.

Perform follow-up duties on assigned investigations.

Prepare a variety of clear and concise reports on activities.

Maintain accurate and complete records.

CITY OF LEMOORE

Evidence Technician (*Continued*)

Respond to requests and inquiries from the general public.

Follow oral and written directions.

Work independently in the absence of supervision.

Safely handle firearms and narcotics.

Maintain confidentiality.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of law enforcement experience or experience in the collection and preservation of records or artifacts.

Training:

Equivalent to an Associate's Degree or two full years of attendance at a college or university with a major emphasis in criminology, law enforcement, or administration of justice.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; exposure to potentially hostile environments, potentially hazardous chemicals and substances, human or animal body fluids.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy or moderate or light lifting; walking for prolonged periods of time; operating motorized equipment and vehicles.

EXECUTIVE ASSISTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a wide variety of responsible, confidential, and complex administrative, programmatic, and secretarial duties requiring a broad knowledge of the City, in support of top policy makers within the City; to prepare reports, staff special projects, track budgets and expenditures, track project timelines and keep schedules; to prepare meeting agendas and minutes and, coordinate events; to perform advanced office duties; to organize and maintain records; and to prepare regulatory and other reports; may serve as an informal supervisor.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant is an advanced level secretarial and administrative support class responsible for coordinating and participating in a wide variety of complex activities in support of the City Manager or Police Chief as assigned. Incumbents are expected to perform the full scope of assigned duties and to exhibit independent judgment and initiative. Incumbents are responsible for performing high level, sensitive, and confidential secretarial and administrative support functions. This classification is distinguished from other classes in the administrative support series by the complex, responsible, sensitive, and confidential secretarial and administrative support provided to the office to which they are assigned. Responsibilities include regular contact with governmental officials, the City Council, representatives of business or community organizations, the public, and all levels of City personnel to exchange information and explain administrative policies and procedures while using tact and discretion.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager or Police Chief.

May provide lead supervision to technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Participate in and accomplish organizational, departmental and workgroup goals and objectives.
2. Exhibit a service orientation toward internal and external customers and maintain productive working relationships.
3. Coordinate operational administrative activities and resources for assigned service area or top management position; receive, research, gather information, process, and respond to inquiries and requests; assist in conveying and implementing policies and procedures of assigned area.

CITY OF LEMOORE

Executive Assistant (*Continued*)

4. Manage calendars and/or docket; arrange meeting location and equipment logistics; prepare and distribute agendas, correspondence, informational materials and meeting minutes, ensuring documents adhere to applicable standards.
5. Coordinate, make, process, and confirm staff travel arrangements; prepare related expense reports.
6. Greet internal and external customers via telephone and in-person; provide information and respond to requests, researching and resolving inquiries and issues, and convey information regarding policies and procedures; seek appropriate contact or resource for information as required and provide responses in a timely manner.
7. Enter and maintain data in department databases; research and locate information, provide status/disposition updates, prepare documents and generate reports that are of a time-sensitive nature and adhere to applicable standards.
8. Type, word process, and proofread a variety of reports, letters, memoranda, correspondence, resolutions, ordinances, statistical charts, and other documents; types from rough draft, verbal instruction, or transcribing machine; independently compose correspondence and reports related to assigned area of responsibility.
9. Initiate, organize, maintain, and control access to complex filing systems and records including highly sensitive files; conduct periodic retention and purging of files in compliance with applicable guidelines.
10. Based on assignment, may perform the following specialized activities: prepare and process financial administrative documents related to accounts payable, accounts receivable, purchasing, and travel expenses; provide budget tracking and expense reporting; provide interpretation and translation services; maintain necessary forms, supplies and information resources in assigned locations; and/or, other related activities.
11. As assigned, perform a variety of administrative and secretarial duties for the volunteer Fire Department including maintaining personnel and training files.
12. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Organizational governance, including structural and informal lines of authority.
Functions and organization of municipal government.
Proper etiquette in handling confidential or sensitive information with discretion.
Project and resource coordination methods.
Mathematical principles.
Data entry and data management.
Principles and procedures of record keeping.
Principles of business letter writing and report preparation.
Methods and techniques of proper phone etiquette.
Modern office procedures, methods, and equipment.
English usage, spelling, grammar, and punctuation.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Perform complex and confidential administrative support duties in support of management staff.
Prepare and administer large and complex budgets.
Prepare clear and concise administrative and financial reports.

CITY OF LEMOORE

Executive Assistant (*Continued*)

Interpret, explain and enforce departmental policies and procedures.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Interpret and apply federal, state and local policies, laws and regulations.

Independently prepare correspondence and memoranda.

Type at a speed necessary for successful job performance.

Maintain confidential records and reports.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Attend meetings at irregular hours.

Operate and use modern office equipment, including a computer.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible secretarial and office administrative support experience.

Training:

An Associate's degree from an accredited college or university.

WORKING CONDITIONS

Environment: Work is performed primarily in a standard office setting with extensive public contact and frequent interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

FINANCE DIRECTOR/CFO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage, supervise and coordinate the activities and operations of Finance Department including utility billing, accounts payable, payroll, purchasing, business licensing and budget activities; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager or designee.

Exercises direct supervision over management, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all services and activities of the Finance Department including utility billing, accounts payable, payroll, business licenses, purchasing, and oversee the preparation of the annual City budget.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; establish, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for accounting staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Oversee utility billing cycles including collections and the creation of new accounts; prepare reports on potential changes to utility billing.
6. Supervise accounts payable functions including processing of invoices; review warrant registers prior to submission to the City Council.
7. Receive and approve payroll information including payroll warrants and warrants for taxes and deductions.
8. Monitor and account for all City debts; transfer City funds to and between accounts as needed.
9. Participate in annual City audits; meet and confer with auditor; compile all necessary information; research and explain areas of concern.
10. Develop and coordinate financial studies and plans; forecast, estimate, and monitor the financial condition of the City.

CITY OF LEMOORE

Finance Director/CFO (*Continued*)

11. Assume responsibility for the adequate and accurate maintenance of City accounting records; prepare financial statements and cost reports.
12. Assume responsibility for the City's budget process; analyze expenditures and revenues for budgetary purposes; prepare annual budget documents for submittal to the City Manager and City Council; prepare and submit monthly expenditure and revenue reports for all City funds.
13. Select, train, motivate and evaluate accounting personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
14. Oversee and participate in the development and administration of the department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
15. Serve as the liaison for the Finance Department to other departments, elected officials, and outside agencies; explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
16. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
17. Provide responsible staff assistance to the City Manager.
18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of accounting and financial services.
19. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
20. May perform duties of the City Treasurer.
21. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a municipal financial management program.
Generally accepted accounting principles.
Principles and practices of accounting and financial management.
Principles and practices of debt management including debt structures.
Principles and practices of program development and administration.
Methods and techniques of auditing.
Principles and practices of payroll administration.
Principles and practices of municipal budget preparation and administration.
Principles of business letter writing and basic report preparation.
Principles and procedures of financial record keeping and reporting.
Basic mathematical principles.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of a comprehensive financial management program.
Oversee, direct and coordinate the work of lower level staff.
Plan, organize, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Manage and/or supervise all City accounting functions.

CITY OF LEMOORE

Finance Director/CFO (*Continued*)

Participate in auditing activities.

Participate in the development and administration of division goals, objectives and procedures.

Prepare and administer large program budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply federal, state and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible accounting and financial management experience including two years of supervisory responsibility.

Training:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

FIRE MARSHAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, organize, coordinate, and implement fire prevention and fire investigation programs for the City including fire code interpretation, enforcement, and abatement activities; to oversee and participate in the performance of a variety of duties involved in conducting fire and life safety inspections to enforce compliance with laws, ordinances, and regulations pertaining to the prevention and control of fires; to oversee and participate in the conduct of fire investigations to determine cause and origin of fires; to coordinate assigned activities and services with other jurisdictions; and to develop and present public education programs to the community, schools, service clubs, and businesses including fire prevention classes.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management staff.

Exercises no supervision.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan, organize, and coordinate fire prevention and fire investigation programs for the City; plan and schedule fire inspections of local businesses and commercial enterprises for each shift in order to provide a consistent and equitable inspection system.
2. Communicate effectively with local business community, the general public, and other interested parties and agencies on questions, interpretations, and enforcement of current fire codes, local ordinances, and related codes, rules, and regulations.
3. Perform fire safety and fire prevention inspections; inspect for compliance with fire and life safety codes as well as City, state, and federal legislation applicable to commercial, industrial, institutional, and public occupancies; prepare notices to correct violations and ensures corrective action is taken when violations are found; complete follow-up inspections as necessary.
4. Perform annual hazard inspections, fire flow tests, and fire protection systems tests as necessary.
5. Review current construction projects for compliance with applicable fire codes, related ordinances, and policies, specifying in writing the changes necessary to comply with adopted fire codes and ordinances prior to permit issuance; works closely with other departments and outside agencies on plan review issues as well as on issues concerning future construction projects.
6. Provide technical fire protection assistance to builders, contractors, developers, and the general public including in the areas of fire-safe construction, installation of fire control systems, and compliance with procedures and codes.

CITY OF LEMOORE

Fire Marshal (*Continued*)

7. Coordinate and work closely with local, state, and federal jurisdictions regarding fire and life safety issues as they pertain to code and inspection issues or inspections.
8. Maintain inspection files for all City inspected businesses and commercial enterprises; compile and maintain current information regarding business types and locations as well as changes to site and responsible parties; forward documents to appropriate agencies as required.
9. Develop and present educational programs in fire and life safety for schools, service groups, businesses and citizens.
10. Research and determine necessary City ordinance changes and fire code acceptances or possible deferments as requested by the Department as well as the City including to local, state, and federal codes and/or standards.
11. Participate in budget development processes; compile budget requests for assigned operations.
12. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Pertinent federal, state, and local laws, codes, regulations, rules, and ordinances pertaining to fire prevention, safety, and hazardous materials.

Principles and techniques of building inspection work, building materials and construction, and principles of combustion; building codes, regulations, and techniques as well as exceptions or like practices as they pertain to construction and renovation within the City.

Principles, practices, and procedures of modern fire protection theory and techniques.

Procedures, techniques and operation of various fire equipment such as fire extinguishers, sprinkler and alarm systems, fire hydrants, and other extinguishing systems.

Fire prevention and firefighting methods and techniques.

Methods and techniques of fire investigation.

Methods and techniques of public relations.

Modern office equipment and computers including applicable software applications.

Basic principles and practices of municipal budget preparation and administration

Ability to:

Conduct a variety of building and fire code inspections and ensure compliance with applicable laws, codes, and standards.

Read, interpret and make corrections on building plans as they relate to fire code requirements.

Detect and evaluate a wide variety hazardous conditions and materials.

Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.

Explain technical code requirements to developers, contractors, and the general public.

Collect, analyze, and evaluate data and prepare reports and recommendations.

Prepare and present professional fire safety presentations to civic organizations.

Deal firmly but fairly with violators and prospective violators of fire codes.

Analyze facilities and recommend effective fire safety measures.

Retain presence of mind and act quickly and calmly in emergency situations.

Effectively use specialized public safety tools and equipment including safety equipment.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Operate modern office equipment and computers including applicable software applications.

Effectively present information and respond to questions from other staff and the general public.

CITY OF LEMOORE
Fire Marshal (*Continued*)

Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in fire science, fire protection engineering, or related field.

Experience:

Five years increasingly responsible experience in fire prevention.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions: Office environment with frequent travel to various locations to conduct inspections and/or attend meetings.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for light lifting, bending, stooping and climbing; walking and standing for prolonged periods of time.

HUMAN RESOURCES DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage, and oversee the activities and operations of the Human Resources Department including classification and salary administration, labor relations and negotiations, employee relations, workers compensation, and benefits administration; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager or designee.

Exercises direct supervision over professional contract providers and management, supervisory, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all department services and activities including classification and salary administration, labor relations and negotiations, employee relations, workers compensation, and benefits administration; recommend and administer policies and procedures.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Human Resources Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Direct, coordinate and participate in labor relations; perform various duties associated with negotiations, contract administration and handling of grievances.

CITY OF LEMOORE

Human Resources Director (*Continued*)

9. Administer the City's classification and compensation systems and plans; perform job audits and analyses; prepare and revise class specifications; conduct salary and fringe benefit surveys; analyze data; recommend adjustments as appropriate.
10. Manage, direct and coordinate the disciplinary process; advise managers on disciplinary actions and advise on the discipline investigation process.
11. Analyze legislation and regulations to determine effect on personnel programs and services; stay knowledgeable of current legislation and/or court decisions affecting public personnel management.
12. Supervise the preparation, proper filing and completion of worker's compensation claims; monitor and advise departments regarding light duty assignments/return to work policies and procedures.
13. Investigate and prepare reports on specific requests and complaints pertaining to various human resource operations and activities.
14. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
15. Represent the Human Resources Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
16. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community development and urban planning.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive human resources management program.
Advanced principles and practices of public sector personnel administration including recruitment, selection, classification, compensation, benefits administration and employee relations.
Methods and techniques of recruiting, interviewing and selecting qualified applicants for employment.
Principles and practices of wage and salary benefit administration.
Methods and techniques of job analysis.
Principles and procedures involved in labor negotiations.
Methods and techniques of conducting employee investigations.
Principles and practices of municipal budget preparation and administration.
Advanced methods of report preparation and presentation.
Principles of supervision, training, and performance evaluation.
English usage, spelling, grammar, punctuation at an advanced level.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Manage and direct a comprehensive human resources management program.
Develop and administer departmental goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

CITY OF LEMOORE

Human Resources Director (*Continued*)

Identify and respond to sensitive community and organizational issues, concerns, and needs.
Plan, organize, direct, and coordinate the work of lower level staff.
Delegate authority and responsibility.
Select, supervise, train, and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Oversee and participate in classification and compensation functions and apply classification and compensation principles to the organization and staffing of the agency.
Develop and implement an efficient employee recruitment, selection and retention program.
Review and resolve employee grievances in accordance with labor agreements.
Administer contract services.
Participate effectively in labor negotiations.
Interpret City personnel programs and policies to employees and the public.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable federal, state, and local policies, laws, and regulations.
Operate office equipment including computers and supporting software applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible human resource administration experience including three years of supervisory/management experience.

Training:

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

WORKING CONDITIONS

Environmental Conditions: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

INFORMATION TECHNOLOGY ANALYST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of duties in support of information technology operations including researching, configuring, installing, operating, monitoring, repairing, and maintaining hardware and software for computer workstations, mobile computers, mobile radios, telephone systems, and other related equipment and programs; to set-up, configure, and provide support for desktop computer equipment including hardware, software, and peripheral equipment; to respond to requests for assistance from system users and resolve operational problems; and to provide technical assistance in support of information systems.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Information Technology Director.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Install, configure, upgrade, troubleshoot, and repair personal computers, laptops, mobile computers, computer components, software, and peripheral devices; maintain, install, and upgrade file servers and other network hardware.
2. Provide information system user support; respond to questions and inquiries on various hardware and software issues; investigate user problems; identify source of problem; determine possible solutions, and implement and test solutions.
3. Analyze computer and communications hardware and software to meet City needs and for information automation purposes; recommends improvements to current systems.
4. Perform computer system administration and maintenance duties; analyze, troubleshoot and resolves operating systems problems involving computer hardware, software and peripheral equipment operating problems; repair and replace electronic components.
5. Install, configure, and update computer hardware, new software, printers, terminals, and other related peripherals.
6. Provide database support; assist with database projects for different departments.
7. Assist in the maintenance of telephone systems; complete moves, adds, and changes; diagnose phone system issues and resolves.
8. Test and troubleshoot local area networks (LAN) as necessary.
9. Assist in developing training or conduct training in computer systems and software as needed.
10. Maintain a variety of records and prepare special reports; create and update written procedures and related documentation.

Marginal Functions

CITY OF LEMOORE

Information Technology Analyst (*Continued*)

11. Stay abreast of advances in technology and keep current on relevant technology changes.
12. Provide assistance to higher-level information systems staff as necessary.
13. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics of information technology systems, hardware, and software.

Principles and practices of computer science and information systems.

Computer operating systems.

Local area network applications.

Principles, practices, methods, and techniques used in the installation, troubleshooting, and maintenance of systems and applications.

Characteristics and limitations of computer systems and related equipment.

Methods and techniques of training and instruction.

Data processing documentation principles and practices.

Principles and concepts regarding development and maintenance of system documentation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and procedures of record keeping.

Ability to:

Analyze and maintain information systems and peripherals.

Install computer equipment, related peripherals, and software.

Troubleshoot hardware and software problems.

Analyze data and develop logical solutions to complex computer application problems.

Instruct and train staff in information system operations.

Research technical materials and provide and document solutions to problems.

Organize and prioritize work schedule and handle multiple priorities.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Understand and follow oral and written instructions.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of information systems analysis experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in computer science, information systems, or a related field.

CITY OF LEMOORE

Information Technology Analyst (*Continued*)

WORKING CONDITIONS**Environmental Conditions:**

Office environment with some travel to different sites.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time; stooping, bending, kneeling, crouching, reaching, and twisting; lifting, carrying, pushing, and/or pulling light to moderate amounts of weight; operating office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

INFORMATION TECHNOLOGY DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage, and oversees the activities and operations of the Information Technology Department including hardware, software, network, and computer systems administration; to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager or designee.

Exercises direct supervision over management, supervisory, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all Information Technology Department services and activities including hardware, software, network, and computer systems administration; establish short and long-range goals for the Department consistent with the Information Technology mission statement.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct, and coordinate the Information Technology Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement progressive discipline and termination procedures.
7. Oversee and participate in the development and administration of the Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

CITY OF LEMOORE

Information Technology Director (*Continued*)

8. Plan the programs and operations of the Department to meet the short and long-range goals of the Information Technology Department; direct and control the operation of the Department in order to implement Department goals and programs.
9. Manage the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems, including servers, PCs, operating systems, hardware, software, and peripherals and application development.
10. Evaluate existing IT needs of all departments; propose recommendations to maintain and improve the quality of service; plan, coordinate and implement improvements in service.
11. Benchmark, analyze, report on, and make recommendations for the improvement and growth of the IT infrastructure and IT systems including hardware, software, and programming.
12. Establish and maintain regular communications with the City Manager, department heads, and end users regarding pertinent IT activities.
13. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
14. Represent the Information Technology Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
15. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
16. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of information technology; incorporate new developments as appropriate.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive information technology program.
Principles and practices of computer science and information systems.
Principles and practices of program development and administration.
Principles of complex network systems security measures, tools, policies and practices.
Theories, concepts, principles, and practices of new and emerging technologies.
Concepts, principles, and practices of information system strategic planning.
Operational characteristics of mainframe and networking systems.
Use, capacity, characteristics and limitations of computer hardware and software.
Principles and practices of budget preparation and administration.
Principles of supervision, training, performance evaluation, and progressive discipline.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Manage and direct a comprehensive information technology program.
Develop and administer departmental goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns, and needs.

CITY OF LEMOORE

Information Technology Director (*Continued*)

Plan, organize, direct, and coordinate the work of lower level staff.
Delegate authority and responsibility.
Select, supervise, train, and evaluate staff; implement progressive discipline when necessary.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Design, implement, integrate, test and evaluate automated systems and solutions.
Apply highly complex technical principles and concepts to develop business solutions.
Analyze and plan for future information technology requirements.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable federal, state, and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible information technology experience including three years of management and administrative responsibility.

Training:

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

WORKING CONDITIONS

Environmental Conditions: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

INFORMATION TECHNOLOGY TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of technical information technology duties including hardware and software maintenance, user support, and training functions associated with the City's computers and network operations; to set-up, configure and provide support for desktop computer equipment including hardware, software and peripheral equipment; and to provide technical assistance in support of information systems.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Information Technology Director.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Provide technical assistance to system users for computer and networked systems and equipment including hardware, software, and peripheral equipment.
2. Test, diagnose, and repair computer systems and peripheral equipment including printers, modems, and network devices; troubleshoot equipment to ensure functional operation.
3. Respond to requests for assistance on desktop and computer related problems including hardware, software, peripheral printers and related equipment; determine severity of problem and resolve or refer to higher-level information technology staff; send out repairs as necessary.
4. Monitor computer systems, networks, and applications for response time, problem prevention, performance, and resource utilization.
5. Perform a variety of duties in the installation, configuration, and troubleshooting of hardware and software applications and equipment.
6. Troubleshoot and maintain networked components including servers, routers, switches, and backup devices.
7. Perform routine network administration duties including installing and maintaining network applications, administering user network and e-mail accounts, backup and restore data, and document all network changes and revisions.
8. Perform minor repairs and preventative maintenance on computer systems and peripheral equipment including printers, modems, scanners and related devices.
9. Conduct one-on-one training sessions with desktop users; provide information on system and application functions; assist in restoring or recovering files or corrupted data.

Marginal Functions

10. Provide assistance to higher-level information systems staff as necessary.
11. Perform related duties as required.

CITY OF LEMOORE

Information Technology Technician (*Continued*)

QUALIFICATIONS

Knowledge of:

Operational characteristics of information technology systems, hardware, and software.

Principles and practices of computer science and information systems.

Computer operating systems.

Local area network applications.

Principles, practices, methods, and techniques used in the installation, troubleshooting, and maintenance of systems and applications.

Characteristics and limitations of computer systems and related equipment.

Methods and techniques of training and instruction.

Data processing documentation principles and practices.

Principles and concepts regarding development and maintenance of system documentation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and procedures of record keeping.

Ability to:

Analyze and maintain information systems and peripherals.

Install computer equipment, related peripherals, and software.

Troubleshoot hardware and software problems.

Analyze data and develop logical solutions to complex computer application problems.

Instruct and train staff in information system operations.

Research technical materials and provide and document solutions to problems.

Organize and prioritize work schedule and handle multiple priorities.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Understand and follow oral and written instructions.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of information systems analysis experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in computer science, information systems, or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment with some travel to different sites.

CITY OF LEMOOREInformation Technology Technician (*Continued*)**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time; stooping, bending, kneeling, crouching, reaching, and twisting; lifting, carrying, pushing, and/or pulling light to moderate amounts of weight; operating office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

CITY OF LEMOORE

JUNIOR ACCOUNTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform technical accounting and/or payroll functions; to process and maintain a variety of accounting records and financial reports; and to provide technical support to the professional and management staff.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Accountant series. This class is distinguished from the Accountant by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision received in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited work experience.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Director. Receives technical supervision from the Accountant.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Prepare and process the City's payroll, maintain payroll records; control and maintain leave accruals.
2. Assure compliance with applicable Federal, State and City regulations and requirements
3. Prepare a variety of statistical reports for department use.
4. Track, enter and depreciate fixed assets; maintain asset inventories.
5. Process, verify and perform journal entries, bank and other reconciliations and account coding.
6. Provide support for utility billing function.
7. Utilize appropriate cash handling procedures: prepare bank deposits.
8. Balance funds to generated accounting reports; conduct routine and non-routine reconciliations of various accounts.
9. Review and analyze financial records for completeness and accuracy.
10. Prepare journal entries, trial balances and fiscal and statistical reports.
11. Assist with year-end closing of accounts and budget reconciliation.
12. Perform special projects.
13. Assist with audit and related reports and information.

CITY OF LEMOORE

Junior Accountant (*Continued*)

Marginal Functions:

14. Provide back-up support for accounts payable and accounts receivable functions as needed.
15. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Basic Generally Accepted Accounting Principles.
Methods and practices of payroll processing.
Financial mathematics and statistics.
Basic auditing including elements of internal control.
Automated financial software programs.
Modern office procedures, methods and equipment including computers and applicable computer applications.
Principles and procedures of financial record keeping and reporting.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform technical accounting and recordkeeping work.
Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.
Organize, prioritize, and coordinate work activities.
Make arithmetic calculations with speed and accuracy.
Prepare and maintain accurate payroll and other confidential employee records.
Reconcile complex accounting records; research account discrepancies.
Use sound judgment in recognizing scope of authority.
Operate and use modern office equipment including computers and applicable software.
Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
Be a team player, which involves flexibility, cooperation and communication.
Utilize appropriate safety procedures and practices for assigned duties.
Communicate effectively orally and in writing.
Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible technical accounting or payroll processing experience.

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CITY OF LEMOORE

Junior Accountant (*Continued*)

Training:

Equivalent to an Associate's degree from an accredited college with major course work in accounting or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

JUNIOR ACCOUNTANT/ACCOUNTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of professional accounting duties involved in the analysis, maintenance and auditing of accounting records and the preparation of financial summaries and reports; to provide support in general ledger reconciliation and financial record keeping; and to perform a variety of accounting functions relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Junior Accountant: This is the entry level class in the Accountant series. This class is distinguished from the Accountant by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision received in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited work experience.

Accountant: This is the full journey level class within the Accountant series. Employees within this class are distinguished from the Junior Accountant by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Junior Accountant level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Junior Accountant) or direction (Accountant) from the Finance Director.

Exercises direct supervision over technical and accounting personnel.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform a variety of professional accounting duties involved in the analysis, maintenance and auditing of accounting records and the preparation of financial summaries and reports.
2. Supervise, coordinate, oversee, and participate in the daily operations and activities of the utility billing, licensing, and accounts payable functions of the department.
3. Participate in the selection of accounting staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
4. Maintain and reconcile a variety of ledgers, reports and accounting records; examine and correct accounting errors; prepare adjusting journal entries; ensure accuracy and completeness of work.
5. Prepare a variety of financial summaries and reports; ensure accuracy and completeness of data; submit reports to individuals and agencies as appropriate.

CITY OF LEMOORE

Junior Accountant/Accountant (*Continued*)

6. Audit, reconcile and balance all City bank accounts; record necessary adjusting journal entries; prepare bank reconciliation reports.
7. Develop and maintain record of fixed assets; prepare reports and schedules, as requested; update records as appropriate; track and maintain insurance records for City-owned vehicles and equipment.
8. Investigate and resolve the more complex inquiries or complaints from customers, vendors, departments, and outside agencies; provide information within area of assignment.
9. Provide assistance to the Finance Director in the analysis of revenue and expenses related to the preparation of the City and Redevelopment Agency budget; identify discrepancies and areas of concern.
10. Serve as a financial resource to various departments; provide information relative to assigned area of responsibility.
11. Provide assistance to outside auditors; prepare schedules, answer questions, and locate and research files and documents.
12. Reconcile, balance, monitor and replenish petty cash.
13. Order and maintain inventory of department office supplies.
14. Provide technical assistance and training to clerical accounting staff in matters related to financial accounting and budgeting.
15. Perform related duties as required.

QUALIFICATIONS

Junior Accountant:

Knowledge of:

Basic methods and techniques of governmental bookkeeping, accounting and financial management.

Basic principles and practices of financial analysis, auditing and reporting.

Generally accepted accounting principles and their application to municipal accounting activities.

Mathematical principles.

Modern office procedures, methods and equipment including computers and applicable computer applications.

Basic principles and procedures of financial record keeping and reporting.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Learn to perform the full range of professional accounting functions.

Learn to audit, reconcile and balance assigned accounts.

Learn principles and procedures related to budgetary preparation, controls and development.

Learn to prepare a variety of clear and concise financial summaries and accounting reports.

Identify and correct accounting errors.

Maintain a variety of financial records and files.

Accurately tabulate, record and balance assigned transactions.

Participate in and conduct accounting audits.

Respond to requests and inquiries from the general public and other City departments.

Interpret and apply applicable federal, state, and local laws, codes, and regulations.

CITY OF LEMOORE

Junior Accountant/Accountant (*Continued*)

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Accountant: *In addition to the qualifications for Junior Accountant*

Knowledge of:

Methods and techniques of governmental bookkeeping, accounting and financial management.

Principles and practices of financial analysis, auditing and reporting.

Advanced mathematical principles.

Principles and procedures related to budgetary preparation, controls and development.

Principles and procedures of financial record keeping and reporting.

Ability to:

Independently perform the full range of professional accounting functions.

Audit, reconcile and balance assigned accounts.

Provide assistance in budget analysis and preparation.

Prepare a variety of clear and concise financial summaries and accounting reports.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Junior Accountant

Experience:

One year of increasingly responsible professional accounting experience.

Training:

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

Accountant

Experience:

Two years of increasingly responsible professional accounting experience. Some supervisory experience preferred.

Training:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

CITY OF LEMOORE

Junior Accountant/Accountant (*Continued*)

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

MAINTENANCE COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To lead, oversee, and coordinate the work of staff responsible for performing refuse collection activities and/or a variety of skilled and semi-skilled maintenance activities on City parks, streets, buildings, vehicles, and/or water and wastewater facilities; to schedule and supervise crews in assigned area; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level construction position within a municipal agency. This position is distinguished from other classes, such as the Maintenance Worker or Utility Operator series, by the level of responsibility assumed over the other staff in the same division, and the complexity of duties assigned. This employee class is required to be fully trained in all procedures related to area of assignment.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Superintendent.

Exercises functional and technical supervision over lower level maintenance staff, including Maintenance Workers I/II.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

All Divisions:

1. Lead, plan, coordinate, train, and review the work of staff responsible for performing refuse collection activities and/or a variety of skilled and semi-skilled maintenance activities on City parks, streets, buildings, vehicles, and/or water and wastewater facilities; participates in performing the most complex work of the unit including preparing daily work schedules for assigned crews and/or maintenance staff.
2. Train assigned employees in their areas of work including proper maintenance methods, procedures, and techniques.
3. Supervise the use, care and operations of construction and maintenance equipment, including various power tools, hand tools, vehicles and machinery.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
5. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

CITY OF LEMOORE**Maintenance Coordinator** *(Continued)*

6. Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.
7. Coordinate assigned maintenance functions with other departments, divisions, and outside organizations.

When assigned to Community Services Division:

8. Perform a variety of building maintenance duties; repair light fixtures; build desks, racks, boxes, shelves and cabinets; refinish furniture.
9. Replace and repair electrical wiring, mechanical systems and plumbing systems within City buildings.
10. Oversee and participate in park maintenance activities as assigned including installing, maintaining, and repairing irrigation systems.
11. Coordinate with sub contractors for repair issues for buildings, parks, streets, and recreation.

When assigned to Collection System Division:

12. Perform a variety of storm and sanitary sewer lines and lift stations maintenance duties including troubleshooting problems on pumps and motors.
13. Oversee and participate in wastewater collection system maintenance activities as assigned.
14. Perform final sewer inspections on subdivisions; ensure lines are clean and function appropriately.
15. Mark Underground Service Alerts (USAs) as necessary.

When assigned to Solid Waste Division:

16. Oversee and participate in refuse collection and sweeper activities as assigned; schedule back-up drivers as needed.
17. Perform a variety of maintenance duties; repair light fixtures, dumpsters and enclosures, automated cans, and remove graffiti with pressure washer; deliver cans as necessary.
18. Drive around the city to look for illegal dumps; pick-up or call a refuse operator to pick-up.

When assigned to Streets Division:

19. Ensure LLMD/PFMD and other parks are getting proper maintenance; contact contractor for areas that need improvements or repairs.
20. Trouble shoot irrigation controls and timers and replace if needed.
21. Landscaping background with the ability to identify tree and plant varieties and knowledge of how to maintain them.
22. Perform minor street repair and maintenance such as; pot hole repair, crack fill, striping, and curb, gutter and sidewalk repairs.
23. Participate in public outreach programs and data collections for monthly reports.

Marginal Functions:**All Divisions:**

24. Respond to emergency calls from the public and other agencies as required.
25. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a municipal public works program.
Principles of lead supervision and training.
Methods and techniques of all types of construction, electrical, plumbing and mechanical repair.
Methods and techniques of all types of framing, finish work, finish hardware and drywall and roofing.
Methods and techniques required in cement work, forms and pouring.
Principles and practices of building and park maintenance.
Methods and terminology used in the cleaning and maintenance of sewer facilities.
Operational characteristics of assigned construction/maintenance equipment and tools within area of assignment including heavy equipment.
Recordkeeping and reporting procedures.
Occupational hazards and standard safety practices

Ability to:

Lead, organize and review the work of staff.
Independently perform the most difficult construction and maintenance activities.
Interpret, explain and enforce department policies and procedures.
Operate a variety of construction and maintenance equipment within assigned area in a safe and effective manner.
Perform a variety of building maintenance duties.
Oversee and participate in park maintenance activities.
Oversee and participate in collection system maintenance activities.
Read and interpret plans and specifications for construction projects.
Electronically record collection, maintenance, and other required information as appropriate.
Respond to requests and inquiries from the general public.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible maintenance experience within assigned area.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in within assigned area of responsibility.

WORKING CONDITIONS

CITY OF LEMOORE

Maintenance Coordinator *(Continued)*

Environmental Conditions:

Field environment; water and wastewater treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases, heat, cold, waste and infectious materials and inclement weather conditions; work in or with water; work or inspect in confined spaces

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting, bending, stooping, kneeling, walking or standing for prolonged periods of time.

**MAINTENANCE WORKER I
MAINTENANCE WORKER II**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of skilled and semi-skilled maintenance activities on City parks, streets, buildings, vehicles and/or water and wastewater facilities; to perform refuse collection activities; to operate and maintain a wide variety of maintenance tools and equipment; and to perform a variety of maintenance duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I--This is the entry level class in the Maintenance Worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series including less complex maintenance and repair activities. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Maintenance Worker II--This is the full journey level class within the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience

SUPERVISION RECEIVED AND EXERCISED

Maintenance Worker I

Receives immediate supervision from higher level public works maintenance staff.

Maintenance Worker II

Receives general supervision from higher level public works maintenance staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Operate construction, maintenance, and landscape assigned equipment and vehicles; perform minor maintenance and repairs as needed.

CITY OF LEMOORE**Maintenance Worker I/II** *(Continued)*

2. Conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
3. Utilize proper safety precautions related to all work performed.
4. Respond to emergencies as needed.
5. Respond to inquiries and questions from the public.
6. May assist in performing other maintenance work as assigned.
7. Attend safety and training sessions and seminars.
8. Perform related duties as required.

When assigned to Building Maintenance:

9. Maintain City buildings; provide janitorial services; empty and clean trash receptacles; dust, clean and refinish furniture; disinfect and clean bathroom areas.
10. Sweep, vacuum, scrub, strip, seal, wax and buff floors; dust mop floors as needed.
11. Repair light fixtures and replace light bulbs; build desks, racks, boxes, shelves and cabinets; clean windows.
12. Set up rooms for meetings; ensure proper equipment is provided.
13. Maintain inventory for all City buildings; order needed supplies as necessary.

When assigned to Fleet:

14. Perform engine tune-ups and replace engines as needed; perform safety inspections on vehicles and equipment.
15. Perform preventive maintenance on vehicles and equipment including lubricating and replacing worn parts and changing oil; perform brake repair activities.
16. Operate shop machinery including various hand and power tools.
17. Assist in obtaining needed parts for service; pick-up parts from various vendors.
18. Perform general maintenance and cleaning of shop area.

When assigned to Streets:

19. Prepare and paint street signs and related items; perform pot hole patching and surface repairs; repair traffic and street lights; perform graffiti removal duties.
20. Operate paint stripe machine for curbs, cross walks, stop bars, turn arrows and other street painting activities.
21. Set-up cones, signs and barricades to maintain safe flow of traffic during special events or street maintenance activities.
22. Plant trees along City streets; trim trees for vehicle clearance; trim shrubs and remove debris from City streets.
23. Set up car counting equipment for the collection of traffic flow data as assigned.

When assigned to Parks:

24. Maintain turf areas including mowing, edging, watering and trimming grass areas; ensure proper watering of turf areas.

CITY OF LEMOORE**Maintenance Worker I/II (Continued)**

25. Perform irrigation testing and repair irrigation as needed including replacing heads and valves and troubleshooting electrical issues; work with supervisory staff to adjust schedules as needed.
26. Prunes and trims trees in city owned parks; trim shrubs and remove debris from parks.
27. Inspect, maintain and repair playground and other park equipment; install playground structures; maintain sports fields; make necessary repairs on park benches and tables.
28. Maintain flower beds including weeding and fertilizing; spray pesticides and other chemicals as needed.
29. Provide responsible assistance in the preparation for City special events; set-up trash receptacles and pick up trash during events.

When assigned to Solid Waste:

30. Operate a variety of equipment including refuse trucks and front end loaders in the collection and transportation of residential and/or commercial waste, green waste, and recycled materials along assigned routes;; dispose of refuse materials according to assigned procedures.
31. Assemble and deliver automated refuse containers to assigned residents and communities.
32. Maintain assigned refuse vehicles in proper working condition; perform preventive maintenance on street sweeping and refuse collection equipment.
33. Maintain roadways by removing sand, gravel and debris from streets using motorized street sweeper.
34. Perform special or non-routine refuse collection service and assignments as needed including building and/or repairing garbage containers; perform welding to fabricate parts as necessary.

When assigned to Water or Wastewater:

35. Perform a variety of semi-skilled and skilled welding to fabricate tools and parts in support of the repair of City vehicles, equipment and facilities.
36. Monitor, maintain and repair lift station, treatment and water distribution facilities; ensure proper working condition; maintain and repair pump stations, sewer lines, control valves, hydrants, water meters, gauges, dials, graphs and other instrumentation.
37. Clean wastewater collection system; operate vacuor truck to flush collection system and vacuum debris; open clogs in lines; clean manholes, wet wells and lift stations.
38. Obtain water samples for testing; monitor chlorine levels, residual and usage; adjust chemical levels accordingly.
39. Maintain, compile and update plant operations logs and reports; perform and record mathematical calculations related to plant operational activities.
40. Perform confined space entry duties; clean pumps, motors, feeders and other equipment to maintain appropriate plant operations.

When assigned to Meter Reading:

41. Read water meters in assigned area using computerized meter reading equipment; record readings and make necessary calculations.
42. Determine consistency of meter readings; ensure that meters are registering properly; report to supervisor on meter conditions, defects or suspicious conditions.
43. Deliver delinquent and turn-off notices to residents; disconnect and reconnect water service as appropriate.

CITY OF LEMOORE**Maintenance Worker I/II (Continued)**

44. Respond to and resolve water meter related complaints and problems from customers in the field; justify meter readings for customers.
45. Install new meters for homes and businesses; trim or spray brush to improve access to meters.
46. Perform minor maintenance on meters and water lines; replace or repair broken meter boxes and lids; repair broken water lines or wells as needed.

When assigned to Fire Department:

47. Perform routine preventative maintenance of fire equipment, machinery and facilities; and conducts safety inspections.
48. Oil, grease and clean equipment.
49. Perform manual labor and ground maintenance work.
50. Refurbish equipment and structures.
51. Perform basic carpentry, plumbing, electrical and painting tasks utilizing hand and power tools.
52. Replace fluorescent tubes, light bulbs, and ballasts.
53. Operate City vehicles and equipment.
54. Maintain City buildings; provide janitorial services; empty and clean trash receptacles; dust, clean and refinish furniture; disinfect and clean bathroom and kitchen areas.
55. Sweep, vacuum, scrub, strip, seal, wax and buff floors; dust mop floors, as needed.
56. Repair light fixtures and replace light bulbs; build desks, racks, boxes, shelves and cabinets; clean windows.
57. Set up rooms for meetings and ensure proper equipment is provided.
58. Maintain inventory for City buildings and fire apparatus; order supplies as necessary.
59. Respond to emergency calls from the public and other divisions and/or agencies as required.

QUALIFICATIONS**Maintenance Worker I****Knowledge of:**

Methods and techniques of general maintenance and repair related to street, parks, solid waste, vehicles and water and wastewater maintenance.

Operational characteristics of mechanical equipment and tools used in the maintenance of City street, parks, solid waste, vehicles and water and wastewater treatment systems.

Basic principles and practices of mechanical repair and preventive maintenance.

Basic tree care and maintenance.

Basic principles and practices of engine tune-ups and brake repair.

Shop tools and automotive maintenance equipment used in repairs.

Techniques of street striping, sign installation and wastewater and water functions.

Basic principles and practices of wastewater and water operations.

Local, state and federal regulations regarding sign installation.

Occupational hazards and standard safety practices.

Ability to:

CITY OF LEMOORE
Maintenance Worker I/II *(Continued)*

Learn operation and repair characteristics of a wide variety of vehicles, equipment, pipes and facilities used in the City.

Learn methods and techniques of general building maintenance and repair.

Learn to utilize tools, equipment and procedures used in the welding and fabrication of vehicles, equipment, pipes and facilities.

Learn to perform semi-skilled and skilled welding and fabrication activities.

Learn operations and activities of refuse collection services including operating a street sweeper.

Learn to troubleshoot and diagnose problems and causes in automotive, diesel and related systems.

Learn to systematically perform preventive maintenance.

Learn to read and install a variety of water meters.

Operate and maintain wastewater and water facilities.

Read and interpret gauges and other recording devices related to wastewater and water operations.

Take liquid samples and perform routine laboratory tests.

Attend and complete confined space entry training.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of maintenance experience related to area of assignment is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

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

Possession of, or ability to obtain, an appropriate, valid C.P.R. certificate when assigned to water or wastewater treatment plant.

Possession of, or ability to obtain, an appropriate, valid First Aid certificate when assigned to water or wastewater treatment plant.

Possession of, or ability to obtain, an appropriate, valid operator-in-training certificate when assigned to water or wastewater.

Possession of, or ability to obtain, an appropriate, valid Class B driver's license when assigned to fire.

Maintenance Worker II

In addition to the qualifications for Maintenance Worker I:

Knowledge of:

Methods and techniques of general building maintenance and repair.
Operations and activities of refuse collection services including operation of a street sweeper.
Operation and repair characteristics of a wide variety of vehicles, equipment, pipes and facilities used in the City.
Advanced principles and practices of wastewater and water operations.
Principles and practices of water meter reading, repair and installation.
Basic operational characteristics of water meters.

Ability to:

Perform a variety of journey level maintenance and repair work in the area of work assigned.
Perform semi-skilled and skilled welding and fabrication activities.
Utilize tools, equipment and procedures used in the welding and fabrication of vehicles, equipment, pipes and facilities.
Handle a variety of water treatment chemicals including chlorine in a safe and effective manner.
Read and install a variety of water meters.
Operate equipment within assigned area.
Work independently without supervision.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of maintenance experience within the area of assignment.

Training:

Equivalent to the completion of the twelfth grade.

WORKING CONDITIONS

Environmental Conditions:

Field environment; water and wastewater treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases, heat, cold, waste and infectious materials and inclement weather conditions; work in or with water; work or inspect in confined spaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting, bending, stooping, kneeling, walking or standing for prolonged periods of time.

MANAGEMENT ANALYST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a wide variety of professional, administrative and analytical work in support of assigned department, division, function, or program area; to assume responsibility for the management and administration of a specific program area; to recommend action and assist in policy, procedure, work methods, and budget development and implementation for area of assignment; to perform a variety of analytical tasks relative to assigned area of responsibility; to coordinate assigned activities with other functions, divisions, outside agencies, and the general public; and to provide responsible staff assistance in support of the assigned department.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Department Head.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform a variety of professional level research, administrative, operational, financial, and analytical duties in support of assigned programs and functions within a department, division, or program area; conduct studies, research projects, and analysis by selecting, adapting, and applying appropriate analytical, research, and statistical techniques.
2. Participate in the development and implementation of goals, objectives, policies, and priorities for assigned functions and program areas; research, implement, and administer policies, procedures, and changing business practices and processes for assigned area; coordinate, structure, and oversee on-going or special programs as assigned.
3. Conduct or participate in studies of new and existing programs and special projects; research and analyze organization structure, technical data, and fiscal impact to determine feasibility, resolve problems, and increase efficiency; consult with City personnel and outside agencies; develop recommendations.
4. Assist with the development of policies and procedures; participate in program implementation and monitoring activities; serve as project manager for assigned projects.
5. Provide assistance in resolving operational and administration problems; identify problem areas and issues; conduct research to find alternative solutions; make recommendations; assist in implementation of recommendations.
6. Prepares administrative, operational, and financial reports including the preparation of conclusions, recommendations, and forecasts based on data summaries and other findings; consults with City staff, outside agencies, and associations to obtain information; advises management staff on emerging issues.

CITY OF LEMOORE

Management Analyst (*Continued*)

7. Assist with the budget process; provide assistance in the development and administration of assigned budget; collect and analyze financial data; make budget recommendations relative to assigned program areas or projects; coordinate and compile budget recommendations prepared by other staff; create data tracking and reporting systems; monitor status.
8. Prepare and present staff reports to City Council.
9. Conduct research and perform analysis for special project planning, development and implementation.
10. Provide staff assistance to the assigned Department Head; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
11. Prepare and submit grant applications; monitor grant awards; ensure compliance with conditions of approved grants.
12. Coordinate assigned services and project activities with other City programs, functions, boards, committees, and task forces as well as external organizations and agencies and the general public; coordinate with, interact with, and share knowledge, issues, and status with appropriate parties.

Marginal Functions

13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of business administration.
14. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of assigned program area.
General principles, practices, and procedures of business administration and public administration.
Principles, structure, and organization of public sector agencies.
Principles and practices of project management.
Principles and practices of local government operations.
Methods and techniques of research and statistical analysis.
Principles of municipal budget preparation and control.
Principles of business letter writing and basic report preparation.
Modern office procedures, methods and equipment including computers.
Pertinent federal, state and local codes, laws and regulations.
Grant administration principles.

Ability to:

Perform complex professional, administrative and analytical work in support of City operations.
Conduct a variety of research, analyze data and prepare clear and concise reports.
Collect, evaluate, and interpret information and data from multiple sources.
Conduct research and analysis and provide appropriate recommendations based on findings.
Participate in the development and administration of division goals, objectives and procedures.
Participate in the preparation and administration of the City budget.
Conduct or participate in various organizational, fiscal, and administrative studies and analyses including those on new and existing programs and special projects.
Prepare clear and concise analytical, administrative, and financial reports.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply federal, state and local policies, laws and regulations.

CITY OF LEMOORE

Management Analyst (*Continued*)

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible administrative and analytical experience preferably in a government agency.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, construction management, engineering, human resources, finance or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

OFFICE ASSISTANT I/II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To provide general office assistance in support of an assigned function; to perform a variety of clerical, secretarial and administrative tasks; to provide information to citizens and the general public; and to create and maintain a variety of records and files.

DISTINGUISHING CHARACTERISTICS

Office Assistant I: This is the entry level class in the Office Assistant series. This class is distinguished from the Office Assistant II by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Office Assistant II: This is the full journey level class within the Office Assistant series. Employees within this class are distinguished from the Office Assistant I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Office Assistant I: Receives immediate supervision from higher level management staff.

Office Assistant II: Receives general supervision from higher level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Answer the telephone and route calls to appropriate personnel; provide information on departmental and City policies and procedures to internal and external customers as required; maintain record of complaints regarding City services.
2. Receive, sort and distribute incoming and outgoing mail and correspondence; copy and distribute as requested.
3. Type, proofread and word process a variety of correspondence, letters, reports, memoranda, forms and documents from rough draft or verbal instruction.
4. Accept, process, verify, and review materials, applications, records, and reports for completeness and conformance with established regulations and procedures.

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Office Assistant I/II (*Continued*)

5. Maintain accurate and up-to-date files and records for assigned areas; monitor various logs, accounts and files for current and accurate information.
6. Perform a variety of routine clerical accounting duties; create and maintain purchase orders; verify and code invoices; prepare a variety of reports including monthly bills, overdue statements and statistical information.
7. Collect and assemble data and background materials for a variety of reports; compile and enter data into computer from various sources; verify data for accuracy and completeness; input corrections and updates.
8. Prepare various agendas and documents for meetings; type, copy, collate and bind documents; assist in the preparation of proposal packets; transcribe minutes from meetings as assigned.
9. Operate a variety of office equipment including a copier, typewriter, calculator and computer; enter important information into the computer.
10. Maintain inventory of forms, office supplies and other general supplies for assigned department; order supplies as needed.

Marginal Functions:

11. Assist in a variety of personnel functions; prepare and maintain personnel records and files; assist with recruitment activities; provide information to employees as required.
12. Assist in processing payroll; receive and verify time sheets and forms; enter and maintain payroll information for department; maintain records of daily attendance and overtime.
13. Perform related duties as required.

QUALIFICATIONS

Office Assistant I:

Knowledge of:

Modern office procedures, methods and equipment including computers and applicable computer applications.

Principles and procedures of record keeping and filing.

Methods and techniques of proper phone etiquette.

Customer service techniques, practices, and principles.

English usage, spelling, grammar and punctuation.

Ability to:

Learn to prepare a variety of reports and records.

Learn to correctly interpret and apply City policies and procedures.

Perform general clerical work including maintaining files and compiling information for reports.

Type at a speed necessary for successful job performance.

Respond to requests and inquiries from the general public.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Office Assistant II: *In addition to the qualifications for Office Assistant I*

CITY OF LEMOORE

Office Assistant I/II (*Continued*)

Knowledge of:

Principles of business letter writing and basic report preparation.
Policies and procedures of the City and assigned function.

Ability to:

Prepare a variety of reports and correspondence.
Correctly interpret and apply City policies and procedures.
Plan and organize work to meet changing priorities and deadlines.
Work independently in the absence of supervision.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Office Assistant I

Experience:

One year of general clerical experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

Office Assistant II

Experience:

Two years of increasingly responsible clerical experience.

Training:

Equivalent to the completion of the twelfth grade.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; moderate or light lifting.

PARKS AND RECREATION DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, organize, direct, and integrate departmental functions through the oversight of the day-to day management of assigned divisions, functions and services including recreation, park development and maintenance, special events, human services, arts and culture, the golf course, and open space programs; to coordinate assigned activities with other divisions, departments, service organizations, and outside agencies; to develop strategies and recommend short and long-range courses of action, respond to citizens' complaints and research problems and formulate solutions and responses; to represent the Department to City Management, the City Council and the community; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager or designee.

Exercises direct supervision over management, professional, technical, and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all Parks and Recreation Department services and activities; assumes management responsibility for the day-to day operations of assigned divisions, functions and services including recreation, parks operation and maintenance and community programs and services.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Parks and Recreation Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Oversee the rental of the City facilities and City parks by the community; ensure sufficient staffing is available during events.
7. Review and evaluate the status of recreation programs, condition of recreation facilities and equipment and the maintenance of these facilities; recommend maintenance needs and improvements.

CITY OF LEMOORE

Parks and Recreation Director (*Continued*)

8. Provide information to community groups and the public regarding recreation programs and activities; assist organizations in taking advantage of programs offered.
9. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
10. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
11. Monitor various service contracts for compliance with established performance levels; follow-up and insure corrective action is taken as necessary.
12. Explain, justify and defend department and City programs, policies and activities; negotiate and resolve sensitive and controversial issues.
13. Represent the Parks and Recreation Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
14. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation programs.
16. Respond to inquiries from the media.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive parks and recreation program.

Advanced principles and practices of community services.

Methods and techniques of directing parks and recreation activities and programs.

Methods and techniques of renting City facilities for community use.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations.

Citizens, school districts, service clubs, Chamber of Commerce, business groups, and other organizations that comprise the Lemoore Community.

Various community needs related to the provision of community services.

Principles of public administration.

Customer service skills and techniques.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.

Ability to:

Manage and direct comprehensive parks and recreation activities and programs.

Develop and administer departmental goals, objectives and procedures.

Analyze and assess programs, policies and operational needs and make appropriate adjustments.

CITY OF LEMOORE

Parks and Recreation Director (*Continued*)

Identify and respond to sensitive community and organizational issues, concerns and needs.

Plan, organize, direct and coordinate the work of lower level staff

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Adapt the City's parks and recreation programs and activities to meet community needs and requirements.

Participate in the planning, development and oversight of park and recreation facilities.

Coordinate the rental of City facilities.

Prepare clear and concise administrative and financial reports.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Prepare and administer large and complex budgets.

Interpret and apply applicable Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible parks and recreation experience including at least three years of management and administrative responsibility.

Training:

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

WORKING CONDITIONS

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

PAYROLL TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of specialized, complex, and confidential technical accounting duties related to City-wide payroll operations; to plan, coordinate, and perform payroll processing activities; to prepare reports, statements, and analyses; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from the Account Clerk series by the level of responsibility assumed and the complexity of duties assigned. Employees perform difficult and responsible duties involved in the processing of payroll. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Director. Receives technical supervision from the Accountant.

May exercise technical supervision over clerical accounting staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform a variety of specialized, complex, and confidential technical accounting work involved in the preparation, maintenance, and processing of accounting records and financial transactions related to payroll.
2. Coordinate and oversee the daily operations of the City's payroll system; review additions, deletions, and changes in payroll information for accuracy.
3. Process and apply personnel action forms; make changes to employee job classification, salary, benefits, taxes, address, deductions, accruals, and add pays.
4. Maintain a variety of files and records related to the City's payroll system; enter new employees, retirements, and terminations; set up records to indicate payroll deductions.
5. Prepare payroll and related reports including tax deposits, quarterly reports, and W-2's; balance and prepare payroll taxes for state and federal quarterly and annual returns.
6. Receive and review payroll records to ensure compliance with City policies, procedures, and regulations; enter payroll into system as assigned; process, calculate, and post a variety of payroll actions including wage garnishments, benefits withholding, overtime hours, and workers' compensation claims; prepare, balance, and correct payroll reports.

CITY OF LEMOORE

Payroll Technician (*Continued*)

7. Compile and balance retirement, insurance, and tax statements; calculate and submit required payments.
8. Plan, direct and participate in the preparation and maintenance of various accounting and statistical reports and schedules.
9. Print and distribute time cards; set up and maintain computerized employee payroll files; collect, verify, and input time cards; balance, print and distribute payroll warrants and reports.
10. Prepare and implement year-end payroll changes; prepare W-2's, compile records for annual audit.
11. Perform computer system administration duties; format, maintain and rename computerized files, folders and diskettes; assist employees with system operations.
12. Respond to public and employee inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Marginal Functions:

13. Provide back-up support for accounts payable and accounts receivable functions as needed.
14. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a municipal accounting program.
Principles and practices payroll processing.
Basic operational characteristics of computer systems.
Mathematical principles.
Principles and procedures of financial record keeping and reporting.
Principles and procedures of record keeping.
Modern office procedures, methods and equipment including computers.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Independently perform the most difficult clerical accounting activities.
Interpret, explain and enforce department policies and procedures.
Apply bookkeeping and basic financial record-keeping principles to the maintenance of financial and accounting records.
Perform a variety of payroll processing activities.
Review and interpret accounting transactions and records.
Prepare routine financial and statistical reports.
Reconcile and balance various financial statements.
Assist in computer systems administration and operation.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LEMOORE

Payroll Technician (*Continued*)

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible clerical and technical accounting experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in bookkeeping, accounting or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

PLANNING TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of clerical, administrative, and technical duties in support of planning functions within the Community Development Department; to serve as the initial contact between the Department and the general public, developers, builders, contractors, architects, and engineers; to review permit applications, plans and supporting documents for completeness, calculate fees, issue permits, and provide program information and assistance in person and over the telephone; and to perform general office duties in support of assigned functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Community Development Director.

Exercises no supervision.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Respond to requests, inquiries and complaints in person and over the telephone from the general public, developers, builders, contractors, architects, and engineers; explain and provide information regarding City and Department codes, regulations and processes; screen and route calls to appropriate personnel.
2. Maintain calendars for the Department and the Community Development Director; schedule meetings and track deadlines.
3. Conduct permit processing; review permit applications, plans, and supporting documents for completeness, conformance with legal standards, and compliance with City requirements.
4. Approve and issue routine permits; collect payments and issue receipts for a variety of City documents, programs, and services; maintain accurate files and records.
5. Provide information regarding City zoning codes and the status of projects and permits to developers, the business community, and the public; answer questions and respond to complaints.
6. Review parcel and subdivision maps for conformity with ordinances.
7. Establish and maintain various filing systems and records for assigned areas; monitor various logs, manuals, maps, drawings, accounts and files for current and accurate information; research files as requested; perform records retention functions in accordance with City policies.
8. Prepare and proofread a variety of reports, letters, memoranda, resolutions, correspondence, forms, flyers and other documents and material; type from rough draft or verbal instruction.
9. Research various issues, policies and regulations as requested by City staff, outside agencies, and the general public; locate property and project files as requested.

CITY OF LEMOORE

Planning Technician (*Continued*)

10. Prepare legal notices and environmental assessments for subdivisions and development activities; distribute to appropriate agencies.
11. Prepare various agendas and documents for meetings, and post to City website; type, copy, collate and bind documents; assist in the preparation of proposal packets; transcribe minutes from meetings as assigned.
12. Assist in the development of the Department's long-range planning goals; prepare exhibits, graphs, and reports.
13. Assist in the preparation and research of reports related to planning and zoning amendments, subdivision improvements, parcel maps and variances, building codes, condemnations, City regulations, and other planning functions.
14. Assist with the preparation and monitoring of the department budget; gather and input information; maintain records of expenditures.
15. Maintain inventory of forms, office supplies and other general supplies for assigned department; order supplies as needed; prepare purchase and pay warrant requests, and code invoices.
16. Create a variety of maps including general plan, zoning, and City limit maps utilizing GIS, plotter, and other office equipment.
17. Operate a variety of office equipment including copiers, plotters, facsimile machines, and computers; input and retrieve data and text.
18. As necessary, perform duties in support of the building function of the Department.
19. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of the Community Development Department's planning division.

Modern office procedures, methods and equipment including computers and applicable computer applications.

Principles and procedures of record keeping and filing.

Methods and techniques of proper phone etiquette.

Methods and techniques of research and analysis.

Customer service techniques, practices and principles.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Business letter writing and report preparation.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Learn development review processes and procedures.

Learn common construction terminology.

Learn to evaluate projects and proposals for completeness.

Research and analyze land use planning, and zoning codes and ordinances.

Interpret planning and zoning programs to the general public.

Review land use plans for compliance with applicable codes and ordinances.

Type by touch at a speed necessary for successful job performance.

Plan, organize, and prioritize work to meet changing priorities and deadlines.

CITY OF LEMOORE

Planning Technician (*Continued*)

Set up and maintain a variety of files and records.

Prepare clear and concise reports.

Work cooperatively with other departments, City officials, outside agencies and the public.

Assist in the development of long range planning goals.

Respond to requests and inquiries from the general public.

Research, compile, and interpret a variety of information.

Operate office equipment including computers and plotting software.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized general office and clerical training.

Experience:

Two years of responsible specialized clerical experience in planning involving a high level of public contact.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; moderate or light lifting.

POLICE CHIEF

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Police Department including the City's law enforcement, crime prevention, investigation, patrol, animal control and youth development programs; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager or designee.

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all Police Department services and activities including law enforcement, crime prevention, investigation, patrol, animal control and youth development programs; recommend and administer policies and procedures.
2. Manage the development and implementation of Police Department goals, objectives, policies and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level managers, the Police Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Review and analyze crime statistics, new development in law enforcement, legislation and trends.
7. Prepare press releases and confer with media representatives regarding police activities and operations.
8. Select, train, motivate and evaluate Police Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
9. Oversee and participate in the development and administration of the Police Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

CITY OF LEMOORE

Police Chief (*Continued*)

10. Explain, justify and defend Police Department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
11. Represent the Police Department to other City departments, elected officials and outside agencies; coordinate Police Department activities with those of other departments and outside agencies and organizations.
12. Provide staff assistance to the City Manager and City Council; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
15. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive municipal law enforcement program.

Principles and practices of law enforcement administration, organization and management.

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, animal control, records management, care and custody of persons and property, and crime prevention.

Technical and administrative methods of crime prevention and law enforcement.

Use of firearms and other modern police equipment.

Recent court decisions and their effect on department and division operations.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Manage and direct a comprehensive law enforcement program.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Plan, organize, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Delegate authority and responsibility.

Lead and direct the operations, services and activities of the Police Department.

Identify and respond to community and organizational issues, concerns and needs.

Develop and administer departmental goals, objectives and procedures.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.

Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

CITY OF LEMOORE
Police Chief (*Continued*)

Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply federal, state and local policies, laws and regulations.
Act quickly and calmly in emergencies.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible law enforcement experience including three years of administrative and supervisory responsibility.

Training:

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

License or Certificate

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

Possession of, or ability to obtain, an appropriate, valid P.O.S.T. Management Certificate.

WORKING CONDITIONS

Environmental Conditions: Work is performed in a standard office setting, reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.

COMMANDER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To direct, manage, supervise and coordinate the daily activities of an area within the Police Department; to assist the Police Chief with planning and research, budget preparation, personnel issues and supervision; and to coordinate assigned activities with other City departments, divisions and outside agencies.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Police Chief.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume management responsibility for assigned law enforcement operations, services, and activities within the Police Department.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within Departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Supervise patrol activities and operations; schedule assigned patrol routes to officers; assist in patrol activities during special events and as needed.
6. Perform a variety of administrative duties related to patrol operations; receive, respond to and review citizen complaints and police citations.
7. Maintain current personnel files for police officers; ensure all officers have current licenses and certification according to P.O.S.T. guidelines; coordinate training and update courses as needed.
8. Supervise animal control and code enforcement programs; respond to citizen complaints regarding animal control issues.
9. Supervise investigative activities and operations; assign investigations to detectives; monitor progress of complex investigations.
10. Oversee youth development and community service programs including D.A.R.E., juvenile crime investigations, crime prevention, custody of evidence, crime scene investigations and public relations.

CITY OF LEMOORE

Police Commander (*Continued*)

11. Oversee narcotics and gang task forces; serve as liaison between task forces and various other agencies.
12. Train, motivate and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and recommend termination procedures as appropriate.
13. Participate in the development and administration of the Police Department's annual budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
14. Serve as liaison for the Police Department with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
15. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
16. Provide responsible staff assistance to the Police Chief; serve as acting Chief of Police as assigned.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a law enforcement program.
Operations of patrol, investigation, animal control and various crime prevention programs.
Principles and practices of law enforcement administration, organization, and management.
Methods and techniques used in providing the full range of law enforcement services and activities including investigation and identification, patrol, traffic control, and crime prevention.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Recent court decisions and legislative changes, standards and mandates.
Law enforcement theory, principles and practices and their application to a variety of programs.
Use of firearms and other police equipment.
Modern office procedures, methods and computer equipment.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Manage, direct and coordinate the work of lower level staff.
Supervise, train and evaluate staff.
Oversee and direct the operations, services and activities of an assigned area within the Police Department.
Participate in the development and administration of law enforcement goals, objectives, and procedures.
Assist in the development of division goals, objectives and procedures.
Assist in the preparation and administration of large and complex budgets.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

CITY OF LEMOORE

Police Commander (*Continued*)

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply federal, state and local policies, laws and regulations.

Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.

Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible law enforcement experience including two years of administrative and supervisory responsibility.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in criminal justice, police science, public administration or a related field.

License or Certificate

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

Possession of, or ability to obtain, an appropriate, valid P.O.S.T. Intermediate Supervisory certificate.

WORKING CONDITIONS

Environmental Conditions: Normal office setting with some travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places and with explosives; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.

Physical Conditions: Primary functions may require maintaining physical condition necessary for sufficient mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or more heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations.

CORPORAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To lead, oversee and participates in the more complex and difficult work of staff responsible for law enforcement and crime prevention; to investigate crimes and incidents; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

The Corporal classification is distinguished from the Police Officer classification by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties including providing lead supervision over lower level law enforcement staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level law enforcement staff.

Exercises functional and technical supervision over lower level law enforcement staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform the full range of duties and responsibilities of a Police Officer, and serve as the Watch Commander for an assigned shift in the absence of a Sergeant; lead, plan, train and review the work of police patrol staff responsible for law enforcement and crime prevention.
2. Plan, direct and participate in the administration of responsible law enforcement and crime prevention programs and duties.
3. Patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes and enforce traffic and other laws and ordinances.
4. Respond to general public service calls, crime victims, traffic accidents and related misdemeanors and felony incidents.
5. Identify, gather, analyze and process evidence related to the investigation of crimes; interview witnesses, suspects and victims; effect arrests pursuant to penal codes; prepare related police reports.
6. Participate in training and evaluating assigned officers including providing instruction on weapons use, defensive tactics and arrest techniques; provide training, guidance, and counseling to assigned Police Officers; promote career development of subordinates.

CITY OF LEMOORE

Corporal (*Continued*)

7. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specification.

Marginal Functions:

8. Testify in municipal and superior courts as required.
9. Participate in and represent the Police Department at various City events.
10. Respond to medical emergencies; provide first-aid if required.
11. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a law enforcement program.
Principles of lead supervision and training.
Methods and techniques of modern law enforcement tactics, methods and procedures.
Techniques and applications of self defense and proper use of force.
Care, maintenance, and operation of firearms and other modern police equipment.
Standard broadcasting principles of a police radio system.
Principles and practices of data collection and analysis.
Principles and practices of report preparation.
Methods and techniques used in interviewing witnesses, victims, or suspects.
Investigative techniques, procedures, and sources of information.
Occupational hazards and standard safety practices.
Rules of evidence pertaining to search and seizure and preservation.
Laws governing the apprehension, arrest and custody of persons accused of felonies and misdemeanors.
Principles and applications of public relations.
Geography of the local area.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Lead, organize and review the work of staff in the area of work assigned.
Independently perform the most difficult law enforcement duties.
Interpret, explain and enforce department policies and procedures.
Identify, analyze and process evidence related to the investigation of crimes.
Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
Think clearly and act quickly in a variety of situations.
Interview victims, complainants, witnesses, and suspects.
Accurately observe and remember names, faces, numbers, incidents, and places.
Control violent people and affect arrests.
Work independently in the absence of supervision.
Prepare clear and concise reports.
Respond to requests and inquiries from the general public.
Understand and follow oral and written instructions.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

CITY OF LEMOORE
Corporal (*Continued*)

Work flexible hours including nights, weekends, holidays, and varied shifts.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible law enforcement experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in police science, criminal justice or a related field.

License or Certificate:

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

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

WORKING CONDITIONS

Environmental Conditions:

Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; the employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents required to work various shifts, including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

Physical Conditions:

Primary functions require sufficient physical ability to work in a law enforcement setting; an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

LIEUTENANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist in the administration and supervision of the Police Department; to direct, manage, supervise, and coordinate the activities and operations of an assigned Division within the Police Department; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide responsible and complex administrative support to the Police Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Police Chief.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assist the Chief of Police in planning, directing, coordinating, and controlling Police Department operations.
2. Assume responsibility for coordinating the organization, staffing, and operational activities of an assigned Division within the Police Department; coordinate the activities of sworn and non-sworn personnel in preserving order, protecting life and property, investigating crimes, and in enforcing laws and municipal ordinances as the operating manager of an assigned division.
3. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
4. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
5. Study crime reports and current literature in law enforcement to determine trends and make recommendations for changes in organization and operating policies and procedures.
6. Direct, coordinate, and review the work plan for assigned services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
7. Train, motivate, and evaluate law enforcement personnel; assist in developing and conducting training programs in the various phases of police activities; conduct internal affairs investigations; work with employees to correct deficiencies; recommend discipline and termination procedures.
8. Participate in the development and administration of the assigned budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.

CITY OF LEMOORE

Police Lieutenant (*Continued*)

9. Supervises, reviews and participates in the preparation of reports and other written material and the maintenance of departmental records; inspects departmental equipment and ensures that deficiencies are corrected.
10. Responds to some of the most difficult inquiries and requests for information; assists in the hearing and adjustment of citizen complaints; conducts and oversees sensitive and complex internal and external investigations.
11. Responds to major incidents reported to the Police Department and ensures that the Incident Commander is following Incident Command System/Standardized Emergency Management System (ICS/SEMS) protocol; assumes role as Incident Commander or other role as needed for the situation.
12. Serve as liaison for the Police Department with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
13. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Provide responsible staff assistance to the Police Chief; serve as acting Chief of Police as assigned.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a law enforcement program.

Operations of patrol, investigation, animal control and various crime prevention programs.

Principles and practices of law enforcement administration, organization, and management.

Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.

Methods and techniques used in providing the full range of law enforcement services and activities including investigation and identification, patrol, traffic control, and crime prevention.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Recent court decisions and legislative changes, standards and mandates.

Methods and techniques of public relations.

Use of firearms and other police equipment.

Modern office procedures, methods and computer equipment.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of assigned division of the Police Department.

Manage, direct and coordinate the work of lower level staff.

Supervise, train and evaluate staff.

Participate in the development and administration of law enforcement goals, objectives, and procedures.

Assist in the development of division goals, objectives and procedures.

Assist in the preparation and administration of large and complex budgets.

CITY OF LEMOORE

Police Lieutenant (*Continued*)

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply federal, state and local policies, laws and regulations.

Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.

Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible law enforcement experience including two years of administrative and supervisory responsibility.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in criminal justice, police science, public administration or a related field.

License or Certificate

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

Possession of a valid P.O.S.T. Intermediate Supervisory certificate. Possession of, or ability to obtain within two years of appointment, a P.O.S.T. Management Certificate.

WORKING CONDITIONS

Environmental Conditions: Normal office setting with some travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places and with explosives; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.

Physical Conditions: Primary functions may require maintaining physical condition necessary for sufficient mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or more heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations.

POLICE OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of duties in the enforcement of laws and the prevention of crimes; to control traffic flow and enforce State and local traffic regulations; and to perform a variety of technical and administrative tasks in support of the Police Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level law enforcement staff.

May provide lead supervision to less experienced personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes and enforce traffic and other laws and ordinances; maintain awareness of and remain alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; issue warnings and citations.
2. Respond to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints including those involving crime victims, traffic hazards, automobile accidents, stray animal reports, misdemeanors and felony incidents, domestic disturbances, property control, civil complaints, and related incidents.
3. Conduct investigations at scenes of incidents to which summoned or incidents observed; determine what, if any crime has been committed; identify, collect, preserve, process, photograph and book evidence; locate and interview victims and witnesses; identify and interrogate suspects.
4. Search suspects, vehicles, residences and buildings for evidence, contra band and lost or missing people.
5. Serve search and arrest warrants; make arrests for crimes committed under federal, state and local laws and codes; control and mitigate people under the influence of drugs or alcohol.
6. Perform booking procedures for new prisoners; transport prisoners to county jail as requested by court order.
7. Process and store evidence and property found at various crime scenes; maintain records and enter data into computer.
8. Serve as liaison and public relations officer for the assigned area; establish and preserve good relationships with the general public; may develop reliable informants and provide intelligence information to divisional and/or departmental personnel.

CITY OF LEMOOREPolice Officer (*Continued*)

9. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may respond to requests for assistance from agencies outside the City for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.
10. Prepare a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepare investigative reports and case information.
11. Testify in juvenile and civil courts and DMV hearings; prepare and process court reports.
12. Respond to questions, concerns, and requests for service from the general public; answer questions from the public concerning local and state laws, procedures, and activities of the department; provide information as appropriate and resolve complaints.
13. Direct and control traffic, crowds, bicyclists, skateboarders and parade congestion during special events or other emergency situations.
14. Perform related duties as required.

When Assigned to Investigations:

15. Participate in various criminal and crime scene investigations; collect and analyze data; interview witnesses, suspects and victims; prepare reports; conduct follow up investigations as needed.
16. Identify, collect, preserve, process, photograph and book evidence.
17. Review and submit investigation complaints and reports for the District Attorney; ensure appropriate handling of cases.
18. Provide assistance to patrol officers; prepare photo line ups and study criminal modus operandis.

When Assigned to Task Forces:

19. Investigate the use, possession and/or sale of narcotics; search people and/or vehicles suspected to be in possession of narcotics.
20. Assist other agencies in narcotics investigations; exchange investigation information between detectives.
21. Monitor and curtail the activity of gangs within assigned area; collect gang related information; provide information to the public regarding gang related activities.

When Assigned to Youth Development:

22. Serve as youth development officer; investigate juvenile related crimes; enforce educational penal codes.
23. Counsel students regarding criminal behavior; provide legal resources and counsel for school administration and employees.
24. Attend and patrol various school events.
25. Implement procedures to develop and ensure a secure campus environment.

When Assigned to Field Training Officer:

26. Perform field training officer duties; train subordinate staff in various aspects, policies and procedures of law enforcement.

CITY OF LEMOORE

Police Officer (*Continued*)

27. Provide counseling to officers in training regarding performance; recommend improvements for the execution of assigned law enforcement duties.
28. Evaluate officers in training performance; prepare written and verbal reports.

Marginal Functions:

29. Provide emergency first aid to victims at emergency scene until medical personnel arrive.

QUALIFICATIONS

Knowledge of:

Police methods and procedures including patrol, crime prevention, traffic control and criminal investigation.

Rules of evidence pertaining to search and seizure and preservation.

Laws governing the apprehension, arrest and custody of persons accused of felonies and misdemeanors.

Principles and practices of narcotics investigations.

Investigative techniques, procedures, and sources of information.

Methods and techniques of monitoring and curtailing gang related activities.

Operational characteristics of police equipment and tools.

Care, maintenance, and operation of firearms and other modern police equipment.

Standard broadcasting procedures of a police radio system.

Principles and practices of data collection and analysis.

Methods and techniques of report preparation and writing.

Techniques and applications of self defense and proper use of force.

Methods and techniques used in interviewing witnesses, victims, or suspects.

Principles and applications of public relations.

Geography of the local area.

Pertinent federal, state and local codes, laws and regulations.

Ability to:

Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.

Perform a wide range of law enforcement assignments.

Participate in various criminal and crime scene investigations.

Participate in various task force activities.

Provide counsel to youths regarding criminal behavior.

Think clearly and act quickly in emergency situations.

Judge situations/people accurately.

Use and care for firearms and other police equipment.

Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.

Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radios.

Control violent people and affect arrests.

Conduct a variety of criminal and special investigations.

Gather, assemble, analyze, evaluate, and use facts and evidence.

Interview victims, complainants, witnesses, and suspects.

Accurately observe and remember names, faces, numbers, incidents, and places.

Work independently in the absence of supervision.

CITY OF LEMOORE

Police Officer (*Continued*)

Prepare clear and concise reports and routing correspondence.

Understand and follow oral and written instructions.

Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.

Work flexible hours, including nights, weekends, holidays, and varied shifts.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some law enforcement experience desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in law enforcement, police science, criminal justice or a related field.

License or Certificate

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

Possession of, or ability to obtain a valid P.O.S.T. Basic certificate within one year of employment.

WORKING CONDITIONS

Environmental Conditions:

Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; the employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents required to work various shifts, including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

Physical Conditions:

Primary functions require sufficient physical ability to work in a law enforcement setting; an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

SERGEANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, supervise, assign and review the work of staff on an assigned shift; to oversee and participate in all work activities; to coordinate investigations with other agencies; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Commander.

Exercises direct supervision over professional and technical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff on an assigned shift including those responsible for the investigation of major crimes and patrol duties; prepare and assist in the preparation of crime reports.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing crime investigation and law enforcement services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Participate in the selection of police and investigative staff; interview applicants and conduct background investigations; provide or coordinate staff training; work with employees to correct deficiencies; recommend discipline procedures.
5. Train and evaluate assigned personnel; provide training, guidance and counseling to assigned personnel; complete employee performance evaluations and reviews as required; promote career development of subordinates.
6. Respond to major crimes, accident scenes and emergencies; assume initial command; establish field command posts and implement the Incident Command and the Standardized Emergency Management Systems.
7. Provide a full range of administrative support to management staff; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures as appropriate; prepare departmental policies and procedures; assist in the development of new and revised City ordinances pertaining to the law enforcement services and activities; prepare and present staff reports and other necessary correspondence.
8. Review various police reports including traffic collisions, incidents and investigations for accuracy and completeness.

CITY OF LEMOORE

Sergeant (*Continued*)

9. Participate in shift activities as necessary including enforcing local and state laws; may issue citations, make arrests, and transport prisoners.
10. Receive and respond to citizen complaints; conduct investigations, collect evidence and interview suspect and witnesses.
11. Assign criminal cases and investigations to appropriate personnel; monitor progress and ensure proper follow up procedures are adhered to.
12. Participate in special assignments including coordinating and providing in-service training, instructing field training officers, serving as terrorism liaison officer, supervising the explorer program, overseeing the canine program, serving as rangemaster and supervising traffic, reserve and special emergency response teams.
13. Study and analyze crime trends and statistics for the development of action plans within area of assignment.
14. Coordinate vehicle maintenance on police vehicles and equipment; maintain weapons records including repair activities.
15. Prepare budget recommendations for the acquisition of new equipment and departmental training needs.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
17. Serve as liaison for the Police Department with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a law enforcement program.
Principles of supervision, training and performance evaluation.
Principles and practices of program development, administration, and evaluation.
Principles and practices of budget preparation.
Principles of police report preparation.
Methods and techniques used in interviewing witnesses, victims, or suspects.
Investigative techniques, procedures, and sources of information.
Principles and practices of public relations.
Techniques and applications of self defense and proper use of force.
Principles and practices used in the identification, preservation, and presentation of evidence.
Modern and complex principles and practices of law enforcement, patrol and criminal investigations.
Recent crime statistics and their effect on law enforcement activities.
Care, maintenance and operations of firearms and other police equipment.
Standard broadcasting procedures of a police radio system.
Geography of the local area.
Pertinent federal, state and local laws, codes and regulations.
Modern office procedures, methods and computer equipment.

Ability to:

CITY OF LEMOORE

Sergeant (*Continued*)

Supervise, organize and review the work of lower level staff.
Supervise, train and evaluate staff.
Conduct various criminal investigations and patrol activities.
Review police reports for accuracy and completeness.
Supervise special teams and activities and departmental training.
Interpret and explain City policies and procedures.
Care for specialized investigative equipment and firearms.
Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
Interpret, analyze and draw accurate conclusions from evidence.
Think clearly and behave tactfully in emergency situations.
Accurately observe and remember names, faces, numbers, incidents and places.
Control violent people and affect arrests.
Prepare clear and concise reports.
Maintain contact and preserve good relations with the public.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible law enforcement experience including one year of lead responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in police science, criminal justice or a related field.

License or Certificate:

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

Possession of, or ability to obtain, a P.O.S.T. Supervisory certificate.

WORKING CONDITIONS

Environmental Conditions:

Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; the employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents required to work various shifts, including evenings and weekends.

Physical Conditions:

CITY OF LEMOORE**Sergeant (Continued)**

Primary functions require sufficient physical ability to work in a law enforcement setting; an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.

PUBLIC WORKS DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Public Works Department including water, wastewater, fleet and solid waste services, and LLMD and PFMD contracts; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager or designee.

Exercises direct supervision over management, supervisory, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all department services and activities including water, wastewater, fleet and solid waste services and LLMD and PFMD contracts; recommend and administer policies and procedures.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Prepare and update five-year Community Investment Program (CIP); direct City Engineer and oversee all projects, plan reviews, and updates.

CITY OF LEMOORE

Public Works Director (*Continued*)

9. Oversee all water, wastewater, and solid waste activities; ensure compliance with solid waste, water, and wastewater regulations.
10. Oversee LLMD and PFMD contracts; direct staff in the upkeep of areas; develop plans for long term upkeep of both districts.
11. Oversee grants management functions; ensure the City takes advantage of matching funds and programs available from multiple sources including state, federal, and local organizations.
12. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
13. Represent the Public Works Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
14. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works and urban planning.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of comprehensive public works program.
Principles and practices of public works administration.
Basic site planning and landscaping techniques and methods.
Principles and practices of program development and administration.
Operations, services and activities of water, wastewater, and solid waste operations.
Principles and practices of civil engineering.
Principles of business letter writing and basic report preparation.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Office procedures, methods, and equipment including computers and applicable software applications.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage and direct a comprehensive public works program including water, wastewater, and solid waste services, and LLMD and PFMD contracts.
Develop and administer departmental goals, objectives and procedures.
Analyze and assess programs, policies and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns and needs.
Plan, organize, direct and coordinate the work of lower level staff.
Delegate authority and responsibility.
Select, supervise, train and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

CITY OF LEMOORE

Public Works Director (*Continued*)

Identify and respond to community and City Council issues, concerns and needs.
Research, analyze and evaluate new service delivery methods and techniques.
Process and prepare reports and recommendations on various public works proposals and projects.
Read and interpret blue prints.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Develop long range planning goals.
Keep a positive, can-do attitude.
Interpret and apply applicable Federal, State and local policies, laws and regulations.
Operate office equipment including computers and supporting software applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible public works experience including three years of management and administrative responsibility

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in Engineering, Business Administration, Public Administration, Construction Management, or a related field.

WORKING CONDITIONS

Environmental Conditions: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

PUBLIC WORKS INSPECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of technical field and office work involved in inspecting construction activities on assigned public works projects; to ensure conformance with approved plans, specifications, and City standards; and to maintain records and prepare reports on projects inspected.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Superintendent.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Inspect the construction, repair, and/or alteration work on assigned public works projects including streets, underground utilities, gutters, curbs, sidewalks, drive ways, and other City capital projects; inspect materials, methods, and procedures for conformance with plans and specifications; enforce and observe testing of materials; review test reports; perform final inspection upon completion of project.
2. Meet with contractors, engineers and other public agencies regarding construction plans and specifications; investigate and attempt to resolve citizen complaints.
3. Answer questions, provide information, and confer with property owners regarding project schedule, hazards, and inconveniences; schedule service interruptions with the least interference and least inconvenience to property owners; coordinate work with other City departments to resolve interferences and conflicts.
4. Prepare and process progress payments for contractors; negotiate contract change orders and revisions to reimbursement agreements.
5. Compile detailed data on construction progress and inspection results; issue notification letters to contractors; maintain a variety of records and files; prepare various reports and logs on daily operations and activities.
6. Review plans, specifications, contract documents, and other technical data to ensure conformance with City standards; recommend and/or make changes as necessary.
7. Enforce and document adherence to various environmental requirements.
8. Respond to public inquiries at the front counter and over the phone in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

CITY OF LEMOORE
Public Works Inspector (Continued)

Marginal Functions:

9. Attend and participate in meetings; stay abreast of new trends and innovations in the field of public works inspection.
10. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a public works inspection program.
Methods and techniques used in the inspection of public works construction projects.
Basic principles and practices of civil engineering as applied to the planning, design, construction, and maintenance of public works and building projects.
Methods and techniques of engineering principles, construction plans, and specification review for compliance with established construction standards.
Methods used in property location, topographic, and construction survey work.
Principles, methods, materials, equipment, and safety hazards of construction.
Mathematics principles and practices.
Modern office procedures, methods, and equipment including computers.
Occupational hazards and standard safety precautions.
Principles and procedures of record keeping and filing.
Technical report writing and preparation of correspondence.
Pertinent federal, state, and local codes, laws, and regulations

Ability to:

Perform inspections on a variety of public works projects.
Understand and interpret maps, engineering plans and specifications.
Interpret and apply laws, regulations, codes, ordinances, and policies governing the construction of public works projects.
Perform various mathematical calculations.
Prepare and maintain records, drawings, and reports related to construction activities.
Make complete and accurate field notes and prepare clear and concise reports.
Safely operate a variety of tools, equipment, and assigned vehicle.
Understand engineering principles and apply to construction projects.
Inspect and analyze construction procedures and interpret code violations.
Assist with the work of a survey party.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible public works or construction inspection experience.

Training:

CITY OF LEMOORE
Public Works Inspector *(Continued)*

Equivalent to the completion of the twelfth grade supplemented by specialized training in public works inspection, civil engineering, or a related field.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office/field environment; construction site environment; exposure to noise, dust, inclement weather conditions; work at heights on scaffolding and ladders and around heavy construction equipment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for light lifting, bending, stooping and climbing; walking and standing for prolonged periods of time.

RECORDS SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To supervise, assign and review the work of staff responsible for police records services, activities, and operations; to oversee and participate in all work activities; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Commander.

Exercises direct supervision over technical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for processing, preparation, dissemination, maintenance, and entry of crime reports and other law enforcement records, files and statistical data; ensure compliance with applicable laws.
2. Establish schedules and methods for providing police records management services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Serve as police records system manager; audit and retrieve files; maintain original document files and adhere to established retention and destruction schedules.
6. Administer various computer systems and programs including the department's Record Management System; maintain system databases, control user access, provide training, resolve errors and audit entered information.
7. Provide training and guidance to department staff regarding the use of the California Law Enforcement Telecommunications System (CLETS); ensure department meets all security policies and protocols pertaining to the entry, validation, viewing, and release of confidential information.
8. Oversee purchasing and distribution of supplies; maintain inventory and order supplies as needed.
9. Interpret and apply complex established laws and regulations governing the dissemination of criminal justice records; release reports, documentation and information in accordance with government and agency regulations; respond to subpoenas and court orders regarding records.

CITY OF LEMOORE

Records Supervisor (*Continued*)

10. Respond to citizen requests, questions and complaints by telephone or at the service counter; resolve difficult and sensitive citizen inquiries.
11. Participate in the selection of records management staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
12. Participate in the preparation and administration of the police records management program budget; submit budget recommendations; monitor expenditures.
13. Maintain records concerning operations and programs; prepare reports on operations and activities.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of police records management; incorporate new developments into programs as appropriate.

Marginal Functions

15. Serve as liaison between the general public and other public agencies regarding any conflict of release of police records.
16. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a police records management program.
Methods and techniques of police records management according to established regulations.
Modern office procedures, methods and computer equipment.
Principles and procedures of manual and computerized record keeping.
Principles of supervision, training and performance evaluation.
Basic principles and practices of budget preparation and administration.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
English usage, spelling, grammar, and punctuation.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Coordinate and direct the daily operations, services, and activities of the records management function.
Supervise, organize and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Recommend and implement goals, objectives, policies and procedures for providing records management services.
Understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.
Understand, interpret and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
Prepare clear and concise reports.
Participate in the preparation and administration of assigned budgets.
Plan and organize work to meet changing priorities and deadlines.
Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

CITY OF LEMOORE

Records Supervisor (*Continued*)

Work cooperatively with other departments, City officials and outside agencies.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Operate specialized automated law enforcement information systems including public safety computer systems to access and maintain data.

Maintain confidentiality of material in various situations.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of police records management experience including one year of administrative or lead supervisory responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial training or training in records management or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid CLETS Training certificate.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; sitting or standing for prolonged periods of time.

RECORDS TECHNICIAN I/II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of general and specialized office support, clerical, and technical work in support of the Police Department; to process, maintain and release confidential police records and reports; receive and provide assistance to the public in person and over the telephone; and to adhere to established guidelines and regulations governing police records maintenance.

DISTINGUISHING CHARACTERISTICS

Records Technician I: This is the entry level class in the Records Technician series. This class is distinguished from the Records Technician II by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Records Technician II: This is the full journey level class within the Records Technician series. Employees within this class are distinguished from the Records Technician I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the level I, or when filled from the outside, have prior experience

SUPERVISION RECEIVED AND EXERCISED

Records Technician I: Receives supervision from the Police Records Supervisor.

Records Technician II: Receives general supervision from the Police Records Supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform a wide variety of technical and clerical duties in support of departmental operations including those related to collecting, indexing, processing, maintaining, retrieving, copying, and distributing technical and confidential law enforcement data and information including police reports, citations, warrants, protective orders and subpoenas.
2. Receive, verify and enter police information including warrants, accident reports, citations, bookings and various other information into computerized law enforcement system.
3. Review, process and file police felony, misdemeanor, arrest, conviction and a variety of other law enforcement reports.

CITY OF LEMOORE

Records Technician I/II (*Continued*)

4. Receive requests for information from and assist other City departments, outside government agencies, private organizations, news media and the general public at the counter or over the phone; release information according to established policies and procedures.
5. Prepare a variety of statistical reports for various agencies including Department of Justice, FBI and other state and local agencies.
6. Process court subpoenas for officers; assign court appearances and notify officers of appearance date; process information needed for officers on date of court appearance.
7. Collect and balance monies and receipts from reports, fingerprints, bicycle licenses and subpoenas; prepare bank deposit slips.
8. Perform general clerical duties; operate a variety of office machines including computers, facsimile machines, copiers, scanners and typewriters; receive and distribute mail.
9. Perform various records management duties; prepare records for destruction in accordance with department procedures and the adopted records retention schedule.
10. Receive requests for and perform background checks for authorized agencies and persons.
11. Perform fingerprinting duties as requested by the public or court orders.

Marginal Functions

12. Order and maintain office supplies for the department; contact vendors for pricing; prepare budget recommendations for office supplies.
13. Assist in payroll processing; record payroll slips for time off for officers.
14. Perform related duties as required.

QUALIFICATIONS

Records Technician I

Knowledge of:

Modern office procedures, methods and equipment including computers.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Principles and practices of data entry.
Customer service principles and practices.
Methods and techniques of proper phone etiquette.
Basic cash handling techniques.
English usage, spelling, grammar and punctuation.
Pertinent federal, state and local laws, codes and regulations governing release of police records.

Ability to:

Provide responsible support in the maintenance and release of confidential police records and reports.
Process police reports accurately and efficiently.
Release basic police records and reports according to established laws and regulations.
Perform record searches quickly and accurately.
Perform a variety of police related clerical work.
Prepare clear and concise reports.

CITY OF LEMOORE

Records Technician I/II (*Continued*)

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Type at a speed necessary for successful job performance.

Respond to requests and inquiries from the general public.

Understand and follow oral and written instructions.

Understand and apply federal, state, and local laws, codes, and regulations.

Pass and maintain background check as mandated by FBI, Department of Justice and department guidelines.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible clerical experience preferably within a law enforcement environment.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized clerical training.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid C.L.E.T.S. training certificate through the Department of Justice.

Possession of, or ability to obtain, an appropriate, valid records training certificate through P.O.S.T.

Records Technician II

In addition to the requirements for Records Technician I:

Knowledge of:

Business letter writing with emphasis pertaining to law enforcement terminology.

Law enforcement records management principles, procedures, techniques, and equipment.

Automated law enforcement information systems and procedures.

Increased knowledge and application of pertinent Federal, State and local laws, codes and regulations governing release of police records.

Ability to:

Release of records and information to the public and other agencies requiring more complex technical/legal knowledge.

Assist with preparation of state and federal audits.

Register narcotics offenders.

Perform Vehicle Impound release hearings in accordance to state laws and department procedures.

Assist with training new records and patrol personnel with records management system and CLETS.

Work independently in absence of supervision.

CITY OF LEMOORE

Records Technician I/II (*Continued*)

Experience:

Three years of increasingly responsible clerical duties within the law enforcement environment.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized clerical training.

License or Certificate

Possession of, or ability to obtain, CLETS Train the Trainer certificate through P.O.S.T.

WORKING CONDITIONS**Environmental Conditions:**

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time.

RECREATION COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, develop and supervise a variety of recreation and community services activities for various age groups; to supervise and train program staff; to maintain departmental records; to assist in budget preparation and monitor program finances.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks and Recreation Director.

Exercises technical supervision over employees. Exercises direct supervision over part-time and contract staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan, organize, coordinate, and implement a variety of programs, services, activities, special events, and classes within the Community Services Department.
2. Assess community needs and interests; participate in the development of new recreation programs to meet community needs; research opportunities, develop work plans, create reports, and facilitate and evaluate current programs.
3. Plan, facilitate and evaluate community wide special events.
4. Recommend and assist in the implementation of goals and objectives for assigned recreation programs; establish schedules and methods for providing recreation services and activities; develop manuals and handbooks for various programs; implement policies and procedures.
5. Recruit, select, train, and supervise part-time program staff, contract employees, and volunteers.
6. Develop schedules and work methods for performing assigned duties; monitor work flow and work activities; ensure adherence to safe work practices, methods, procedures, and practices.
7. Support front-line customer service staff; receive and direct phone calls and clients; respond to and resolve difficult and sensitive inquiries and complaints.
8. Provide staff assistance to various committees, community based organizations and the Parks and Recreation Commission.
9. Develop and maintain cooperative working relations with co-workers, community organizations and customers.
10. Maintain financial, personnel, program, project and volunteer records.
11. Accept, process, and document client payments; balance the cash drawer; generate daily accounting reports.

CITY OF LEMOORE

Recreation Coordinator (*Continued*)

12. Assist in the preparation of assigned budgets; provide information for forecasting funds needed for staffing, equipment, materials, and supplies; monitor program revenues and expenditures.
13. Market and promote events, services, programs, activities, and classes to the community; prepare and coordinate the development and distribution of marketing and publicity material including press releases, brochures, flyers, pamphlets, and printed schedules.
14. Order equipment and supplies for assigned programs and activities.
15. Seek sponsorships and in-kind contributions to offset program costs.
16. Coordinate facility usage; schedule rentals and rental attendants.
17. Organize and supervise adult and youth sports leagues.
18. Maintain awareness of new developments in the field of community services; incorporate new developments into programs as appropriate.

Marginal Functions:

19. May establish continuing dialogue with young people; identify at-risk youth; gain trust through advocacy; provide information and referral on peer support groups and other resources available in the community.
20. May directly supervise a recreation facility.
21. May participate in neighborhood activities such meeting and special events.
22. May be assigned special administrative projects, reports, or duties.
23. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of planning and promoting recreational, leisure, educational and special event programs and activities.

Principles and practices of recreation program development and implementation.

Methods and techniques of program evaluation.

Principles and practices of facility operation and coordination.

Principles of supervision and training.

Direction, evaluation and supervision of the work of assigned personnel.

Recreation Department policies and procedures.

Basic accounting/bookkeeping practices including developing annual budget estimates, creating a business plan and preparing financial reports.

Basic procedures, methods, and techniques of budget preparation and control.

Working with the public.

Multi-tasking, record keeping and organizational planning.

Evaluation and review of activity programs.

Basic techniques of report preparation and business letter writing.

English usage, spelling, grammar and punctuation.

Methods of networking with local community resources.

Principles and practices of marketing community services programs.

Modern office procedures, methods and use of computer equipment.

Applicable software applications.

Pertinent federal, state, and local laws, codes, and regulations.

CITY OF LEMOORE

Recreation Coordinator (Continued)

Ability to:

Plan, coordinate, organize, and implement assigned recreation programs, activities, events, and classes.

Effectively organize and coordinate large numbers of people and multiple events.

Train, coordinate and direct assigned staff.

Market and promote programs.

Elicit community and organizational support for community services programs.

Coordinate community services facility use.

Express initiative and patience while encouraging participation.

Perform basic mathematical calculations.

Participate in the preparation and administration of recreation program budgets.

Prepare routine administrative reports and correspondence.

Maintain program-related records, statistics, and documents.

Respond calmly and effectively to emergency situations.

Work irregular hours, including evenings and weekends.

Be responsible and reliable when leading activities.

Follow the Recreation Department policies and procedures when implementing recreation programs.

Operate modern office equipment including computers and supporting word processing and spreadsheet programs.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Equivalent to the completion of the twelfth grade supplemented by two years of paid, full time experience in creating/maintaining Recreation activities.

Training:

An Associate's Degree in Recreation, Social Services or Related Field supplemented by one year of paid, full time experience in creating/maintaining Recreation activities.

A Bachelor's Degree in Parks and Recreation or closely related field.

License or Certificate

Possess and maintain a valid, appropriate California Driver's License.

Possess and maintain a First Aid and CPR certificate.

WORKING CONDITIONS

Working conditions may vary from day-to-day but will include working in an office environment, outdoors in sun, heat, fog and rain, at night and on weekends and some holidays. Subject to sitting in an office environment for prolonged time. Occasionally subjected to long periods of standing and walking outdoors, and occasional exposure to the outdoor elements in a park or recreational environment.

PHYSICAL AND MENTAL CHARACTERISTICS

Essential and marginal functions may require physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer,

CITY OF LEMOORERecreation Coordinator (*Continued*)

business machines, and assemble games, toys and other small pieces of recreation equipment as required; vision sufficient to detect and distinguish between different colors, read fine print and visual display terminals; hearing sufficient to conduct conversations occasionally over the noise of groups of people, in-person and using the telephone; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, occasionally in crowds of people and for addressing groups; physical agility to push/pull, squat, leap, jump, run for short distances, twist, turn bend stoop, and reach overhead; physical mobility sufficient to move about the work environment, control a group of young children, walk on uneven surfaces; physical strength to lift 20 lbs. from the floor and occasionally up to 50 pounds, of boxes containing equipment and recreation materials; physical stamina sufficient to stand, walk and/or sit for prolonged periods of time; mental acuity to collect interpret and analyze data, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

RECREATION SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, organize, publicize and conduct outreach programs and recreation activities for various age groups; to supervise and monitor children indoors and outdoors.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management recreation staff.

May exercise functional and technical supervision over temporary/part-time employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assist in the development of a comprehensive recreation activities and services program.
2. Assist in planning, scheduling and coordinating logistics for programs, events, and activities.
3. Assist in publicizing programs, to include writing public service announcements and press releases, designing, ordering and distributing flyers and/or newsletters; assist in the preparation of program correspondence and advertising materials.
4. Provide assistance to customers at the front desk; respond to inquiries, requests, and complaints concerning City and recreation programs; accept payments for recreation programs, classes, and rentals; balance cash and create daily deposits.
5. Develop and maintain contact with individuals, schools, and organizations that serve youth for networking, referrals and joint program planning.
6. Assist in a variety of recreation and social programs planned for various ages.
7. Meet and work with community groups to promote and stimulate recreation programs in the community.
8. Maintain up to date records on program expenditures.
9. Assist in the hiring, training, supervising and evaluating temporary/part-time employees and volunteers.
10. Coordinate contracted instructor class schedules, submit warrants for payment for program instructors, contracted services, and facility deposit returns.
11. Prepare, type, word process and proofread a variety of documents; , including general correspondence, forms, agendas, reports, memoranda, resolutions, purchasing records, staff logs, time sheets, and monthly statistics from rough draft or verbal instruction.
12. Create, design, and proofread a variety of advertising materials for programs, activities, and events.

CITY OF LEMOORE

Recreation Specialist (*Continued*)

13. Prepare, maintain, and verify a variety of files and records; develop and monitor various logs, accounts, and files for current and accurate information.
14. Assist in the development of assigned recreation program budget.
15. Collect and record registration fees and maintain accurate balances; post and receive registration for recreation programs.
16. Assist in maintaining facility schedules; accept payments and organize staffing and maintenance for facility rentals.
17. Perform and/or oversee the set-up and breakdown of equipment for activities; organize volunteers to assist with programs.
18. Set up supplies and equipment for all programs and classes at assigned facility; clean up facility as necessary following each activity.

Marginal Functions:

19. May establish continuing dialogue with young people; identify at-risk youth; gain trust through advocacy; provide information and referral on peer support groups and other resources available in the community.
20. May directly supervise a recreation facility.
21. May participate in neighborhood activities such meeting and special events.
22. May be assigned special administrative projects, reports, or duties.
23. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Recreation Division rules, regulations, policies, and procedures.
Principles and practices of planning and promoting recreational and educational programs.
Operations and usage of recreation facilities and parks.
Methods of networking with local community resources.
Techniques used in public relations and customer relations.
Recreation and social service programs and activities for young people.
Basic business letter writing and basic report preparation techniques.
Modern office procedures, methods and computer equipment.
Principles and procedures of record keeping and filing.
Basic bookkeeping principles and practices.
English usage, spelling, grammar and punctuation.

Ability to:

Effectively organize and coordinate large numbers of people and multiple events.
Train, coordinate and direct assigned staff.
Express initiative and patience in encouraging participation.
Perform basic mathematical calculations.
Respond calmly and effectively to emergency situations.
Work irregular hours, including evenings and weekends.
Be responsible and reliable in leading activities.
Successfully interact with a wide variety of people and personalities.

CITY OF LEMOORE

Recreation Specialist (Continued)

Assist with program and event planning.
Follow applicable policies and procedures when implementing recreation programs.
Respond to requests and inquiries from the general public.
Operation of a personal computer with proficiency using word processing and spreadsheet programs.
Create and edit letters, advertisements, flyers, brochures, guides, forms, and reports.
Maintain a variety of records and reports.
Deal with problems using understanding, tact and patience.
Organize activities and games.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience in planning, organizing and implementing recreation programs.

Training:

An Associate's Degree in recreation, social services or a related field.

License or Certificate

Possession of a valid, appropriate California Driver's License.
Possession of a First Aid and CPR certificate.

WORKING CONDITIONS

Working conditions may vary from day-to-day but will include working in an office environment, working outdoors in sun, heat, fog and rain, at night and on weekends and some holidays. Subject sitting in an office environment for prolonged time. Occasionally subjected to long periods of standing and walking outdoors, and occasional exposure to the outdoor elements in a park or recreational environment.

PHYSICAL AND MENTAL CHARACTERISTICS

Essential and marginal functions may require physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines, and assemble games, toys and other small pieces of recreation equipment as required; vision sufficient to detect and distinguish between different colors, read fine print and visual display terminals; hearing sufficient to conduct conversations occasionally over the noise of groups of people, in-person and using the telephone; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, occasionally in crowds of people and for addressing groups; physical agility to push/pull, squat, leap, jump, run for short distances, twist, turn bend stoop, and reach overhead; physical mobility sufficient to move about the work environment, control a group of young children, walk on uneven surfaces; physical strength to lift 20 lbs. from the floor and occasionally up to 50 pounds, of boxes containing equipment and recreation materials; physical stamina sufficient to stand, walk and/or sit for prolonged periods of time; mental acuity to collect interpret and analyze data, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

RECREATION SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, supervise, assign, and review the work of staff responsible for community recreation programs and activities; to ensure work quality and adherence to established policies and procedures; and to provide highly responsible and technical staff assistance to the Parks and Recreation Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks and Recreation Director.

Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for developing and implementing community recreation programs.
2. Participate in the development and implementation of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; monitor work activities to ensure compliance with established policies and procedures.
3. Participate in the selection of recreation staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
4. Participate in the preparation and administration of the department budget; submit budget recommendations; monitor expenditures.
5. Evaluate activities to ensure they meet community needs and are in compliance with all laws, policies, regulations, goals, and safety standards.
6. Meet with public groups, clubs, organizations and agencies to explain, promote, and market community service and recreational activities and programs.
7. Represent the department and/or City on community wide task forces and committees; provide professional advice and input.
8. Provides quality customer service; responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
9. Coordinate recreation activities with other City departments and divisions and with outside agencies.
10. Maintain records concerning operations and programs; prepare reports on operations and activities.

CITY OF LEMOORE
Recreation Supervisor (*Continued*)

11. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of recreation; incorporate new developments as appropriate into programs.
12. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of recreation programs.
Principles and practices of program administration.
Principles of supervision, training, and performance evaluation.
Basic principles and practices of budget preparation and administration.
Common recreational and social needs of various age groups.
Principles and procedures for implementing and directing a wide variety of recreation activities and the development of programs through community participation.
Principles and practices of administration, budget and personnel management.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Coordinate and direct recreation programs.
Supervise, organize, and review the work of assigned staff involved in developing and coordinating recreation programs.
Select, train, and evaluate staff.
Recommend and implement goals, objectives, policies and procedures for providing recreation services and programs.
Understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
Prepare clear and concise reports.
Participate in the preparation and administration of assigned budgets.
Develop and administer community-based recreation programs suited to the needs of the community.
Plan and organize work to meet changing priorities and deadlines.
Effectively represent the department to outside individuals and agencies to accomplish the goals and objectives of the unit.
Work cooperatively with other departments, City officials, and outside agencies.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, recreation staff, or other agencies on sensitive issues in area of responsibility.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

CITY OF LEMOORE
Recreation Supervisor (*Continued*)

Experience:

Four years of responsible program administration experience related to organized community service and recreation activities including two years of administrative and/or lead supervisory experience.

Training:

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

WORKING CONDITIONS

Environmental Conditions:

Working conditions may vary from day-to-day but will include working in an office environment, outdoors in sun, heat, fog and rain, at night and on weekends and some holidays. Subject to sitting in an office environment for prolonged time. Occasionally subjected to long periods of standing and walking outdoors, and occasional exposure to the outdoor elements in a park or recreational environment.

Physical Conditions:

Essential and marginal functions may require physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines, and assemble games, toys and other small pieces of recreation equipment as required; vision sufficient to detect and distinguish between different colors, read fine print and visual display terminals; hearing sufficient to conduct conversations occasionally over the noise of groups of people, in-person and using the telephone; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, occasionally in crowds of people and for addressing groups; physical agility to push/pull, squat, leap, jump, run for short distances, twist, turn bend stoop, and reach overhead; physical mobility sufficient to move about the work environment, control a group of young children, walk on uneven surfaces; physical strength to lift 20 lbs. from the floor and occasionally up to 50 pounds, of boxes containing equipment and recreation materials; physical stamina sufficient to stand, walk and/or sit for prolonged periods of time; mental acuity to collect interpret and analyze data, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

SAFETY COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of professional level duties involved in the development, organization, implementation, and coordination of a variety of health and safety programs for the City; to conduct facility and field inspections and to perform accident investigations; to monitor worker's compensation claims; and to provide a variety of support to other City Human Resources functions, programs, and activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager or designee.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Develop, coordinate, and implement the City's general Safety and health program; provide assistance to departmental managers by providing oversight and support for their Site Specific Safety and Health programs.
2. Assume responsibility for administering federally mandated programs including those required by OSHA, the Drug Free Workplace Act, and USDOT requirements; ensure all aspects of the programs are in compliance including training and recordkeeping; compile and submit required reports.
3. Research, review, and provide the City Manager, Department Heads, and other appropriate personnel with updated Safety Standards and revised Safety Plans; incorporate regulatory changes issued by OSHA and other agencies.
4. Review all accident reports including workers' compensation and vehicular accident reports; perform accident/incident investigations; establish records and perform mandated recordkeeping; assume responsibility for monitoring and managing worker's compensation claims.
5. Audit Safety and Health program tools, equipment, and individual facilities on an annual basis.
6. Perform hazard recognition for all City personnel, facilities, and projects.
7. Develop and maintain a database of personnel training and education; update personnel records as appropriate.
8. Provide assistance to supervisors in the departments in planning training and training personnel.
9. Perform a variety of other general assignments in support of Human Resources functions, programs, and services.
10. Provide responsible staff assistance to the City Manager; conduct a variety of organizational studies, investigations, research, and operational studies; recommend modifications to programs, policies, and procedures as appropriate.

CITY OF LEMOORE

Safety Coordinator (*Continued*)

11. Perform employee relations investigations.
12. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a safety and health program.

Principles, practices, materials, equipment, methods, and techniques of safety program development and implementation.

Pertinent federal, state, and local laws, codes, and regulations including occupational, environmental safety, and health laws applicable to City departments.

Recent developments, research methods, current literature, and sources of information related to safety and health programs and service areas.

Modern and complex principles and practices of project organization and coordination.

Training principles and practices.

Accident investigation techniques; accident/incident record keeping techniques.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.

Principles of business letter writing.

Methods and techniques used in customer service and public relations.

English usage, spelling, grammar, and punctuation.

Ability to:

Participate in planning, organizing, directing, coordinating, and evaluating a comprehensive safety and health program.

Perform responsible and difficult programmatic and administrative duties involving the use of independent judgment and personal initiative.

Participate in the development and administration of safety and health program goals, objectives, and procedures.

Understand the organization and operation of the City, assigned programs, and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.

Ensure compliance with appropriate safety practices and regulations.

Identify and respond to organizational issues, concerns, and needs.

Develop, coordinate, and direct effective safety and training programs.

Provide classroom and field training on a wide variety of equipment, machinery, and tools.

Recommend and implement goals, objectives, policies and procedures for safety programs.

Assess and evaluate safety training needs and develop appropriate programs and/or make recommendations for improvement.

Conduct accident and workplace safety investigations; identify existing or potential hazards.

Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.

Prepare clear and concise oral and written reports, both narrative and statistical and assist in presenting them.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

CITY OF LEMOORE

Safety Coordinator (*Continued*)

Advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.

Exercise good judgment and maintain confidentiality in maintaining critical, sensitive, and confidential information, records, and reports.

Work independently in the absence of supervision.

Work cooperatively with other departments, City officials, and outside agencies.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in a safety program including two years of experience in administration of a safety program that has included training, program monitoring, and compliance.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in occupational safety, industrial hygiene, business administration, public administration, risk management, or a related field.

WORKING CONDITIONS

Environmental Conditions: Work is performed primarily in a standard office environment with some travel to different sites.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

SENIOR WASTEWATER UTILITY OPERATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To lead, oversee, and participate in the more complex and difficult work of staff responsible for operating and maintaining wastewater treatment plant and collection systems and equipment in accordance with State of California requirements for the operation of plants and/or distribution systems; to operate and maintain a wide variety of maintenance tools and equipment; to conduct laboratory testing; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

The Senior Wastewater Utility Operator is the advanced journey level class in the Wastewater Utility Operator series. Incumbents provide lead direction, training, and direct while participating in the operation, repair, replacement, and construction of wastewater plant and collection systems. Senior Wastewater Utility Operators perform the most specialized and complex assignments while providing technical and functional supervision of crews. It is distinguished from Utility Operator III in that the latter do not exercise functional supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives direction supervision from an assigned Superintendent within their assigned division.

Provides technical and functional supervision of lower level personnel within the Wastewater Utility Operator series and Maintenance Workers training in utility operations.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Lead, plan, train, and review the work of staff responsible for operating and maintaining wastewater treatment plant and collection systems and equipment; participate in performing the most complex work of the unit including providing technical and functional supervision and training.
2. Train assigned employees in their areas of work including proper work methods, procedures, and techniques.
3. Supervise the use, care, and operation of wastewater equipment.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
5. Operate and maintain the City wastewater collection and treatment systems; perform preventive maintenance on treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.

CITY OF LEMOORE

Senior Wastewater Utility Operator *(Continued)*

6. Inspect lift stations to discover existing or potential problems; clean sewer mains; remove obstructions and larger debris.
7. Collect and record water samples and plant flow readings; perform a variety of routine water quality laboratory tests; adjust chemical levels as needed; prepare a variety of reports on water testing.
8. Maintain electrical and mechanical equipment; inspect pumps and reservoirs to ensure proper working conditions.
9. Maintain, repair and service plant operations machinery and equipment; lubricate and change oil on pumps and motors.
10. Clean pumps, motors, feeders and other equipment to maintain appropriate plant operations.
11. Maintain compliance with regulations governing wastewater treatment operations.
12. Perform general facility maintenance such as cleaning, painting and weed abatement activities.
13. Prepare various reports; maintain time and material records and reports on all projects.
14. Perform confined space entry duties.
15. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Marginal Functions:

16. Respond to emergency calls from the public and other agencies as required.
17. Perform on-call and weekend worker duties as required.
18. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Principles of lead supervision and training.

Advanced principles and practices of wastewater treatment operations and preventative maintenance.

Municipal wastewater treatment facilities, systems, and equipment.

Operating principles of plant equipment such as valves, pumps, feeders, lift stations and motors.

Principles of the natural sciences including chemistry and biology.

Laboratory analysis techniques and standards for wastewater treatment.

Operational and safety regulations pertaining to wastewater treatment plant operations and equipment usage.

Sampling methods and techniques.

Occupational hazards and standard safety practices.

Modern office equipment including a computer.

Ability to:

Lead, train, and direct the work of other crew members, including equipment operators.

Effectively and courteously explain requirements and departmental policies to the public.

Follow and prepare oral and written instructions.

Maintain records and prepare reports on work completed.

Operate assigned vehicles and equipment in the installation and maintenance of the wastewater and/or water system.

CITY OF LEMOORE

Senior Wastewater Utility Operator (Continued)

Plan and order materials necessary to accomplish assigned tasks.

Read, interpret, and understand construction drawings and specifications.

Locate wastewater and/or water infrastructure, above and below ground.

Safely operate assigned vehicles, tools and equipment in the installation and maintenance of the utility system.

Perform confined space entry duties.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience equivalent to Utility Operator III for the City of Lemoore within assigned area.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid drivers license. Utility Operators from either division may be required to obtain and retain a valid Commercial Class "A" or "B" California Drivers License with appropriate endorsements for entire term of employment.

Possession of, or ability to obtain, an appropriate, valid C.P.R. certificate.

Possession of, or ability to obtain, an appropriate, First Aid certificate.

Must possess and maintain a valid State Water Resources Control Board Grade III License.

WORKING CONDITIONS

Environmental Conditions:

Water and wastewater treatment plant environment; exposure to potentially hazardous chemicals, electrical energy, waste and infectious materials; work in or with water; work or inspect in confined spaces; work on slippery or uneven surfaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting up to 50 lbs; walking, standing or sitting for prolonged periods of time.

SENIOR WATER UTILITY OPERATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To lead, oversee, and participate in the more complex and difficult work of staff responsible for operating and maintaining water treatment and distribution systems and equipment in accordance with State of California requirements for the operation of water treatment plants and distribution systems; to conduct laboratory testing; to operate and maintain a wide variety of maintenance tools and equipment; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

The Senior Water Utility Operator is the advanced journey level class in the Water Utility Operator series. Incumbents provide lead direction, training, and direct while participating in the operation, repair, replacement, and construction of water treatment and distribution systems. Senior Water Utility Operators perform the most specialized and complex assignments while providing technical and functional supervision of crews. It is distinguished from Water Utility Operator III in that the latter do not exercise functional supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives direction supervision from an assigned Superintendent within their assigned division.

Provides technical and functional supervision of lower level personnel within the Water Utility Operator series and Maintenance Workers training in utility operations.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Lead, plan, train, and review the work of staff responsible for operating and maintaining water treatment and distribution systems and equipment; participate in performing the most complex work of the unit including providing technical and functional supervision and training.
2. Train assigned employees in their areas of work including proper work methods, procedures, and techniques.
3. Supervise the use, care, and operation of water equipment.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
5. Participate in the testing, cleaning, maintenance, inspection, repair, installation, improvement, replacement, groundwater treatment, distribution, construction and operation of the City's water distribution and treatment systems.

CITY OF LEMOORE

Senior Water Utility Operator *(Continued)*

6. Install, maintain, and repair water mains, valves, meters, fire hydrants, pressure regulators, chemical feed systems, motors, pumps and tanks, and groundwater treatment equipment, distribution, production equipment, and other water system infrastructure.
7. Operate and service equipment used in the repair, installation and maintenance of water system infrastructures including, but not limited to, compressors, jackhammers, backhoes, trenchers, tractors, trucks, and any other assigned light and heavy equipment.
8. Provides assistance in maintaining generators and backup engines.
9. Monitor, test, and ensure the production and delivery of safe and potable drinking water to the City.
10. Perform daily inspections of the City's water systems facilities including the water treatment plant and distribution systems; monitor and ensure equipment is operating properly; identify maintenance needs and repair as necessary.
11. Supervise water meter reading services including service turn on/off, delinquent notice delivery, and assistance of water office.
12. Perform minor concrete work, e.g., around hydrants, meter boxes, and pouring hydrants pads, pump pedestals and short sections of sidewalks and curbs.
13. Collect and test water samples and perform routine laboratory testing work.
14. May be required to wear and use a respirator consistent with State mandates.
15. Perform general facility maintenance such as cleaning, painting and weed abatement activities.
16. Prepare various reports; maintain time and material records and reports on all projects; maintain compliance with regulations governing water systems operations.
17. Perform confined space entry duties.
18. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Marginal Functions:

19. Respond to emergency calls from the public and other agencies as required.
20. Perform on-call and weekend worker duties as required.
21. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Principles of lead supervision and training.

Advanced principles and practices of water treatment and distribution operations.

Operating principals of water systems infrastructures.

Principals of natural science including chemistry and biology.

Laboratory analysis techniques and standards for water.

The materials, methods, practices, equipment and tools used in the installation and maintenance of valves, hydrants, water mains, meters, regulators, pumps, groundwater treatment equipment, distribution and water services.

The materials and methods required when constructing water mains.

Local, state and federal statutes, codes, rules and regulations governing water systems, groundwater treatment and quality.

Principles of plumbing and hydraulics applicable to community water systems.

CITY OF LEMOORE
Senior Water Utility Operator *(Continued)*

Design and operation of water systems.

Tools, equipment and testing procedures employed in the water systems industry.

Occupational hazards and standard safety practices.

Modern office equipment including a computer.

Ability to:

Lead, train, and direct the work of other crew members, including equipment operators.

Operate tapping and welding machines and pipe cutting equipment.

Effectively and courteously explain requirements and departmental policies to the public.

Follow and prepare oral and written instructions.

Maintain records and prepare reports on work completed.

Operate assigned vehicles and equipment in the installation and maintenance of the wastewater and/or water system.

Plan and order materials necessary to accomplish assigned tasks.

Read, interpret, and understand construction drawings and specifications.

Locate wastewater and/or water infrastructure, above and below ground.

Safely operate assigned vehicles, tools and equipment in the installation and maintenance of the utility system.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience equivalent to Utility Operator III for the City of Lemoore within assigned area.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid drivers license. Utility Operators from either division may be required to obtain and retain a valid Commercial Class "A" or "B" California Drivers License with appropriate endorsements for entire term of employment.

Possession of, or ability to obtain, an appropriate, valid C.P.R. certificate.

Possession of, or ability to obtain, an appropriate, First Aid certificate.

Must possess and maintain a valid Water Distribution Operator Certificate, Grade D3, and Water Treatment Operator, Grade T3, issued by the State of California for entire term of employment.

CITY OF LEMOORE
Senior Water Utility Operator *(Continued)*

WORKING CONDITIONS

Environmental Conditions:

Water and wastewater treatment plant environment; exposure to potentially hazardous chemicals, electrical energy, waste and infectious materials; work in or with water; work or inspect in confined spaces; work on slippery or uneven surfaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting up to 50 lbs; walking, standing or sitting for prolonged periods of time.

SUPERINTENDENT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To direct, manage, supervise and coordinate the activities and operations of an assigned division or divisions within the Community Services Department, Development Services Department, or Public Works Department; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to assigned Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned Director.

Exercises direct supervision over supervisory and technical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume management responsibility for various services and activities of an assigned division or divisions within the Community Services Department, Development Services Department, or Public Works Department.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Oversee various parks and street maintenance activities including the fabrication and maintenance of street signs and lighting, playground and sports field maintenance and landscaping district maintenance activities.
6. Oversee and participate in building inspection activities; review construction plans and specifications for compliance with applicable building codes and regulations; recommend solutions to code compliance violations; issue encroachment and building permits.
7. Oversee and coordinate the operations and activities of public building maintenance, fleet and refuse divisions, and water and wastewater treatment plant facilities.
8. Coordinate plans for plan review; determine if plans will be reviewed in-house or by outside consultant.

CITY OF LEMOORE
Superintendent *(Continued)*

9. Review and comment on site plan drawings and CIP and public works projects; perform subdivision and development plan checks, draft development, subdivision and construction agreements as appropriate.
10. Determine building permit fees and City impact fees for new homes, tenant improvements, and commercial projects.
11. Inspect public works facilities and infrastructures; visit work sites to monitor progress and quality of work performed, provide direction, and assists in resolving problems encountered in the field.
12. Recommend the purchase of equipment and assist in the development of specifications; requisition supplies and materials as necessary.
13. Schedule various inspections to meet City, County, State, and Federal codes including inspections related to annual maintenance of fire extinguishers and fire suppression systems.
14. Participate in construction management, inspection, quality control and contract administration of municipal improvement projects; ensure projects are completed on time and within budget.
15. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
16. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
17. Serve as the liaison for the assigned division or divisions with other departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
18. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
19. Provide responsible staff assistance to assigned Director.
20. Attend and participate in professional group meetings; stay abreast of new trends and innovations within the assigned field of responsibility.
21. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
22. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of assigned public works and/or construction programs.
Advanced methods and techniques used in conducting building inspections.
Building related codes and ordinances enforced by the City including the uniform building, electrical, plumbing, mechanical, fire and zoning codes.
Principles and practices of various City maintenance activities.
Operational characteristics of water and wastewater treatment plant facilities.
Principles and practices of public works administration.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.

CITY OF LEMOORE
Superintendent (*Continued*)

Office procedures, methods, and equipment including computers and applicable software applications.
Principles and practices of contract administration.
Pertinent Federal, State and local laws, codes and regulations related to area of assignment.

Ability to:

Oversee and participate in the management of an assigned public works and/or construction programs.
Oversee, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Participate in the development and administration of division goals, objectives and procedures.
Oversee various parks and street maintenance activities including landscaping.
Oversee and participate in building inspection and construction plan review activities.
Oversee the operations and activities of water and wastewater treatment plant facilities.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Read and interpret complex building plans, specifications and building codes.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Operate office equipment including computers and supporting software applications.
Interpret and apply Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasing responsible public works experience within the assigned area including two years of administrative and supervisory responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in engineering, business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes and gases.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy or moderate or light lifting; walking for prolonged periods of time; operating motorized equipment and vehicles.

UTILITIES MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To operate, direct, manage, supervise and coordinate the activities and operations of the water and wastewater divisions within the Public Works Department; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Public Works Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Public Works Director.

Exercises direct supervision over supervisory and technical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume management responsibility for various services and activities of the water and wastewater divisions within the Public Works Department.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Oversee and coordinate the operations and activities of Community Investment Program relating to water and wastewater treatment plant facilities.
6. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
8. Serve as the liaison for the assigned division or divisions with other departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
9. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
10. Provide responsible staff assistance to the Public Works Director.

CITY OF LEMOORE

Utilities Manager (Continued)

11. Attend and participate in professional group meetings; stay abreast of new trends and innovations within the assigned field of responsibility.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
13. Perform related duties as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive water and wastewater program.

Basic mechanical and electrical systems.

Materials, methods, practices and equipment used in water and wastewater system construction, maintenance, and repair activities.

Occupational hazards and standard safety precautions necessary in the areas of water & wastewater systems.

Principles and practices of public works administration.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Office procedures, methods, and equipment including computers and applicable software applications.

Pertinent Federal, State and local laws, codes and regulations related to area of assignment.

Ability to:

Oversee and participate in the management of a water and wastewater program.

Oversee, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Participate in the development and administration of division goals, objectives and procedures.

Prepare and maintain reports, determine cost-effective ways to perform water and wastewater system maintenance and operations.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Independently perform the most difficult water and wastewater system duties and exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Operate safely and in an effective manner a wide variety of motor vehicles, equipment, machinery, and tools used in the operation, maintenance, and construction of water and wastewater facilities.

Prepare and administer large program budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Operate office equipment including computers, SCADA systems, and supporting software applications.

Interpret and apply Federal, State and local policies, laws and regulations.

Respond to request and inquiries from the general public and communicate clearly and concisely, both orally and in writing.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LEMOORE
Utilities Manager *(Continued)*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasing responsible public works experience within water and wastewater operations, including the construction, maintenance, and repair of water treatment & distribution and wastewater collection & treatment systems, as well as three years of supervisory experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in engineering, biology or a related field.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain, State of California Department of Health Services (DOHS) Grade III Water Distribution Operator Certificate.

Possession of, or ability to obtain, State of California Department of Health Services (DOHS) Grade III Water Treatment Plant Operator Certificate.

Possession of, or ability to obtain, State of California Department of Health Services (DOHS) Grade III Wastewater Treatment Plant Operator Certificate. Possession of a Grade IV Wastewater Treatment Plant Operator Certificate is desirable.

Possession of, or ability to obtain, California Water Environmental Association Wastewater Collection System certificate.

Possession of, or ability to obtain, University of Southern California or American Water Works Association Cross-Connection Control Specialist Certificate.

WORKING CONDITIONS

Environmental Conditions:

Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes and gases.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy or moderate or light lifting; walking or standing for prolonged periods of time; exposure to noise, outdoors, vibration, chemicals, mechanical hazards, and electrical hazards, ability to travel to different sites and locations.

WASTEWATER UTILITY OPERATOR I/II/III

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To operate and maintain wastewater treatment plant and collection systems and equipment in accordance with State of California requirements for the operation of plants; to operate and maintain a wide variety of maintenance tools and equipment; and to conduct basic laboratory testing.

DISTINGUISHING CHARACTERISTICS

Wastewater Utility Operator I – This is the first level class in the Wastewater Utility Operator series. This class is responsible for the performance of the more routine tasks and duties assigned to positions within the series including less complex duties involved in the operation of wastewater plant and collection systems. This class is distinguished from Wastewater Utility Operator II in that the latter is responsible for more complex assignments in the operation, repair, replacement, and construction of wastewater plant and collection systems. It is distinguished from Maintenance Worker in that in the latter is considered the training level class for the Wastewater Utility Operator classification. Advancement to the Wastewater Utility Operator II level is based on demonstrated proficiency in performing the assigned functions, possession of required licenses and certifications, and is at the discretion of higher level supervisory or management staff.

Wastewater Utility Operator II – This is the second level class in the Wastewater Utility Operator series. Incumbents within this class are responsible for the performance of the more complex duties involved in the operation, repair, replacement, and construction of wastewater plant and collection systems. This class is distinguished from the Wastewater Utility Operator III in that the latter is responsible for the most complex assignments in the operation, repair, replacement, and construction of wastewater plant and collection systems. It is distinguished from Wastewater Utility Operator I by the performance of the more complex duties as assigned as well as the requirement for higher level certifications. Advancement to the “III” level is based on demonstrated proficiency in performing the assigned functions, possession of required licenses and certifications, and is at the discretion of higher level supervisory or management staff.

Wastewater Utility Operator III – This is the third level class in the Wastewater Utility Operator series. Incumbents within this class are responsible for the performance of the most complex duties involved in the operation, repair, replacement, and construction of wastewater plant and collection systems. This class is distinguished from the Senior Wastewater Utility Operator in that the latter is responsible for lead responsibilities as well as the most specialized assignments. It is distinguished from Wastewater Utility Operator II by the performance of the most complex duties as assigned as well as the requirement for higher level certifications.

SUPERVISION RECEIVED AND EXERCISED

Wastewater Utility Operator I

Receives supervision from assigned Superintendent and Coordinator. May be directed by higher level personnel within the Wastewater Utility Operator series.

CITY OF LEMOORE

Wastewater Utility Operator I/II/III (Continued)

Wastewater Utility Operator II

Receives general supervision from assigned Superintendent and Coordinator. May be directed by higher level personnel within the Wastewater Utility Operator series.

Provides technical supervision of lower level personnel within the Wastewater Utility Operator series and Maintenance Workers training in wastewater utility operations.

Wastewater Utility Operator III

Receives direction from assigned Superintendent and Coordinator. May be directed by higher level personnel within the Wastewater Utility Operator series.

Provides technical supervision of lower level personnel within the Wastewater Utility Operator series and Maintenance Workers training in utility operations.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Operate and maintain the City wastewater collection system and treatment plant; perform preventative maintenance on wastewater collection and treatment plant pumps, motors, feeders and other equipment to maintain appropriate operations.
2. Inspect lift stations to discover existing or potential problems; clean sewer mains; remove obstructions and larger debris.
3. Maintain, repair and service plant and collection operations machinery and equipment, including pumps, valves, motors, meters, tanks and reservoirs; change lubrications.
4. Collect and record water samples and plant flow readings; perform a variety of routine water quality laboratory tests; adjust chemical levels as needed; prepare a variety of reports on water testing.
5. Maintain electrical and mechanical equipment; inspect pumps and reservoirs to ensure proper working conditions.
6. Maintain, compile and update plant operations logs and reports; perform and record mathematical calculations related to plant operational activities.
7. Clean pumps, motors, feeders and other equipment to maintain appropriate plant operations.
8. Maintain compliance with regulations governing wastewater treatment operations.
9. Perform general facility maintenance such as cleaning, painting and weed abatement activities.
10. Prepare various reports; maintains time and material records and reports on all projects.
11. Respond to customer service calls relating to utility service.
12. Ensure compliance with safety procedures.
13. Perform confined space entry duties.

CITY OF LEMOORE
Wastewater Utility Operator I/II/III (Continued)

Marginal Functions:

14. Respond to emergency calls from the public and other agencies as required.
15. Perform on-call and weekend worker duties as required.
16. Perform related duties as required.

QUALIFICATIONS

Wastewater Utility Operator I

Knowledge of:

Basic principles and procedures of wastewater treatment operations and preventative maintenance.
Municipal wastewater treatment facilities, systems, and equipment.
Standard principles of the natural sciences including chemistry and biology.
Operating principles of plant equipment such as valves, pumps, feeders, lift stations and motors.
Operational and safety regulations pertaining to wastewater treatment plant operations and equipment usage.
Sampling methods and techniques.
Safe work practices.
Modern office equipment including a computer.

Ability to:

Participate in the operation, maintenance, repair, and construction of treatment plant and collection systems.
Perform confined space entry duties.
Maintain simple, accurate records.
Locate wastewater and/or water infrastructure, above and below ground.
Collect water samples and perform routine laboratory testing work.
Follow oral and written instructions.
Safely operate assigned vehicles, tools and equipment in the installation and maintenance of the utility system.
Plan and order materials necessary to accomplish assigned tasks.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of increasingly responsible experience repairing and maintaining wastewater plant and collection systems.

Training:

Equivalent to the completion of the twelfth grade.

CITY OF LEMOORE

Wastewater Utility Operator I/II/III (Continued)

License or Certificate

Possession of, or ability to obtain, an appropriate, valid drivers license. Utility Operators from either division may be required to obtain and retain a valid Commercial Class “A” or “B” California Drivers License with appropriate endorsements for entire term of employment.

Possession of, or ability to obtain, an appropriate, valid C.P.R. certificate.

Possession of, or ability to obtain, an appropriate, First Aid certificate.

Must possess and maintain a valid State Water Resources Control Board Grade I License.

Wastewater Utility Operator II

In addition to the qualifications for Wastewater Utility Operator I:

Knowledge of:

Principles and procedures of wastewater treatment operations and preventative maintenance.

Ability to:

Effectively and courteously explain requirements and departmental policies to the public.

Maintain records and prepare reports on work completed.

Read, interpret, and understand construction drawings and specifications.

Locate wastewater and/or water infrastructure, above and below ground.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience repairing and maintaining wastewater plant and collection systems.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid drivers license. Utility Operators from either division may be required to obtain and retain a valid Commercial Class “A” or “B” California Drivers License with appropriate endorsements for entire term of employment.

Possession of, or ability to obtain, an appropriate, valid C.P.R. certificate.

Possession of, or ability to obtain, an appropriate, First Aid certificate.

Must possess and maintain a valid State Water Resources Control Board Grade II License.

Wastewater Utility Operator III

In addition to the qualifications for Wastewater Utility Operator I and II:

Knowledge of:

Advanced principles and procedures of wastewater treatment operations and preventative maintenance.

Ability to:

Assist in planning and ordering materials necessary to accomplish assigned tasks.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience repairing and maintaining wastewater plant and collection systems.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid drivers license. Utility Operators from either division may be required to obtain and retain a valid Commercial Class "A" or "B" California Drivers License with appropriate endorsements for entire term of employment.

Possession of, or ability to obtain, an appropriate, valid C.P.R. certificate.

Possession of, or ability to obtain, an appropriate, First Aid certificate.

Must possess and maintain a valid State Water Resources Control Board Grade III License.

WORKING CONDITIONS

Environmental Conditions:

Wastewater treatment plant environment; exposure to potentially hazardous chemicals, electrical energy, waste and infectious materials; work in or with water; work or inspect in confined spaces; work on slippery or uneven surfaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting up to 50 lbs; walking, standing or sitting for prolonged periods of time.

WATER UTILITY OPERATOR I/II/III

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To operate and maintain the City's water treatment and distribution systems and equipment in accordance with State of California requirements for the operation of water treatment plants and distribution systems; to conduct routine laboratory testing; and to operate and maintain a wide variety of maintenance tools and equipment.

DISTINGUISHING CHARACTERISTICS

Water Utility Operator I – This is the first level class in the Water Utility Operator series. This class is responsible for the performance of the more routine tasks and duties assigned to positions within the series including less complex duties involved in the operation and maintenance of water treatment and distribution systems. This class is distinguished from Water Utility Operator II in that the latter is responsible for more complex assignments in the operation, repair, replacement, and construction of water treatment and distribution systems. It is distinguished from Maintenance Worker in that in the latter is considered the training level class for the Water Utility Operator classification. Advancement to the Water Utility Operator II level is based on demonstrated proficiency in performing the assigned functions, possession of required licenses and certifications, and is at the discretion of higher level supervisory or management staff.

Water Utility Operator II – This is the second level class in the Water Utility Operator series. Incumbents within this class are responsible for the performance of the more complex duties involved in the operation, repair, replacement, and construction of water treatment and distribution systems. This class is distinguished from the Water Utility Operator III in that the latter is responsible for the most complex assignments in the operation, repair, replacement, and construction of water treatment and distribution systems. It is distinguished from Water Utility Operator I by the performance of the more complex duties as assigned as well as the requirement for higher level certifications. Advancement to the "III" level is based on demonstrated proficiency in performing the assigned functions, possession of required licenses and certifications, and is at the discretion of higher level supervisory or management staff.

Water Utility Operator III – This is the third level class in the Water Utility Operator series. Incumbents within this class are responsible for the performance of the most complex duties involved in the operation, repair, replacement, and construction of water treatment and distribution systems. This class is distinguished from the Senior Water Utility Operator in that the latter is responsible for lead responsibilities as well as the most specialized assignments. It is distinguished from Water Utility Operator II by the performance of the most complex duties as assigned as well as the requirement for higher level certifications.

SUPERVISION RECEIVED AND EXERCISED

Water Utility Operator I

Receives supervision from assigned Superintendent and Coordinator. May be directed by higher level personnel within the Water Utility Operator series.

Water Utility Operator II

Receives general supervision from assigned Superintendent and Coordinator. May be directed by higher level personnel within the Water Utility Operator series.

Provides technical supervision of lower level personnel within the Water Utility Operator series and Maintenance Workers training in water utility operations.

Water Utility Operator III

Receives direction from assigned Superintendent and Coordinator. May be directed by higher level personnel within the Water Utility Operator series.

Provides technical supervision of lower level personnel within the Water Utility Operator series and Maintenance Workers training in water utility operations.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Participate in the testing, cleaning, maintenance, inspection, repair, installation, improvement, replacement, groundwater treatment, distribution, construction and operation of the City's water distribution and treatment systems.
2. Install, maintain, and repair water mains, valves, meters, fire hydrants, pressure regulators, chemical feed systems, motors, pumps and tanks, and groundwater treatment equipment, distribution, production equipment, and other water system infrastructure.
3. Operate and service equipment used in the repair, installation and maintenance of water system infrastructures including, but not limited to, compressors, jackhammers, backhoes, trenchers, tractors, trucks, and any other assigned light and heavy equipment.
4. Provides assistance in maintaining generators and backup engines.
5. Monitor, test, and ensure the production and delivery of safe and potable drinking water to the City.
6. Perform daily inspections of the City's water systems facilities including the water treatment plant and distribution systems; monitor and ensure equipment is operating properly; identify maintenance needs and repair as necessary.
7. Perform minor concrete work, e.g., around hydrants, meter boxes, and pouring hydrants pads, pump pedestals and short sections of sidewalks and curbs.
8. Assist with service orders including turn-ons, shut offs, yellow tags, hangers, and re-reads.

CITY OF LEMOORE

Water Utility Operator I/II/III (Continued)

9. Collect and test water samples and perform routine laboratory testing work.
10. May be required to wear and use a respirator consistent with State mandates.
11. Perform general facility maintenance such as cleaning, painting and weed abatement activities.
12. Prepare various reports; maintains time and material records and reports on all projects; maintain compliance with regulations governing water systems operations.
13. Respond to customer service calls relating to utility service.
14. Ensure compliance with safety procedures.
15. Perform confined space entry duties.

Marginal Functions:

16. Respond to emergency calls from the public and other agencies as required.
17. Perform on-call and weekend worker duties as required.
18. Perform related duties as required.

QUALIFICATIONS

Water Utility Operator I

Knowledge of:

The materials, methods, practices, equipment and tools used in the installation and maintenance of valves, hydrants, water mains, meters, regulators, pumps, groundwater treatment equipment, distribution and water services.

Principles and practices of water treatment and distribution operations.

Operating principals of water systems infrastructures.

Occupational hazards and safety precautions of the industry

Local, state and federal statutes, codes, rules and regulations governing water systems, groundwater treatment and quality.

Basic design and operation of water systems.

Basic tools, equipment and testing procedures employed in the water systems industry.

Safe work practices.

Modern office equipment including a computer.

Ability to:

Maintain simple, accurate records.

Locate water infrastructure, above and below ground.

Follow oral and written instructions.

Safely operate assigned vehicles, tools and equipment in the installation and maintenance of the utility system.

Plan and order materials necessary to accomplish assigned tasks.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LEMOORE
Water Utility Operator I/II/III (Continued)

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of increasingly responsible experience repairing and maintaining water production and distribution systems and equipment.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid drivers license. Utility Operators from either division may be required to obtain and retain a valid Commercial Class "A" or "B" California Drivers License with appropriate endorsements for entire term of employment.

Possession of, or ability to obtain, an appropriate, valid C.P.R. certificate.

Possession of, or ability to obtain, an appropriate, First Aid certificate.

Must possess and maintain a valid Water Distribution Operator Certificate, Grade D1, and Water Treatment Operator, Grade T1, issued by the State of California for entire term of employment.

Water Utility Operator II

In addition to the qualifications for Water Utility Operator I:

Knowledge of:

Materials and methods required when constructing water mains.

Design and operation of water systems.

Tools, equipment and testing procedures employed in the water systems industry.

Ability to:

Operate tapping and writing machines and pipe cutting equipment.

Effectively and courteously explain requirements and departmental policies to the public.

Maintain records and prepare reports on work completed.

Read, interpret, and understand construction drawings and specifications.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience repairing and maintaining water production and distribution systems and equipment.

CITY OF LEMOORE
Water Utility Operator I/II/III (Continued)

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid drivers license. Utility Operators from either division may be required to obtain and retain a valid Commercial Class “A” or “B” California Drivers License with appropriate endorsements for entire term of employment.

Possession of, or ability to obtain, an appropriate, valid C.P.R. certificate.

Possession of, or ability to obtain, an appropriate, First Aid certificate.

Must possess and maintain a valid Water Distribution Operator Certificate, Grade D2, and Water Treatment Operator, Grade T2, issued by the State of California for entire term of employment.

Water Utility Operator III

In addition to the qualifications for Water Utility Operator I and II:

Knowledge of:

Advanced principles and procedures of water distribution operations and preventative maintenance.

Ability to:

Assist in planning and ordering materials necessary to accomplish assigned tasks.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience repairing and maintaining water production and distribution systems and equipment.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid drivers license. Utility Operators from either division may be required to obtain and retain a valid Commercial Class “A” or “B” California Drivers License with appropriate endorsements for entire term of employment.

Possession of, or ability to obtain, an appropriate, valid C.P.R. certificate.

CITY OF LEMOORE**Water Utility Operator I/II/III** *(Continued)*

Possession of, or ability to obtain, an appropriate, First Aid certificate.

Must possess and maintain a valid Water Distribution Operator Certificate, Grade D3, and Water Treatment Operator, Grade T3, issued by the State of California for entire term of employment.

WORKING CONDITIONS**Environmental Conditions:**

Water treatment plant environment; exposure to potentially hazardous chemicals and electrical energy,; work in or with water; work on slippery or uneven surfaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting up to 50 lbs; walking, standing or sitting for prolonged periods of time.



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Staff Report

Item No: 5-2

To: Lemoore City Council

From: Michelle Speer, Assistant City Manager

Date: October 6, 2017

Meeting Date: October 17, 2017

Subject: Comprehensive Review of City Ordinances

Strategic Initiative:

- | | |
|--|--|
| <input type="checkbox"/> Safe & Vibrant Community | <input type="checkbox"/> Growing & Dynamic Economy |
| <input type="checkbox"/> Fiscally Sound Government | <input checked="" type="checkbox"/> Operational Excellence |
| <input type="checkbox"/> Community & Neighborhood Livability | <input type="checkbox"/> Not Applicable |

Proposed Motion:

Authorize the Interim City Manager to sign an agreement with Lozano Smith for review of all city ordinances.

Subject/Discussion:

City staff has researched several options for City Council to consider regarding the review of all city ordinances. The City Clerk reached out to several municipalities through professional contacts and inquired how other cities conducted comprehensive reviews of their own ordinances. Responses came back in two forms; they used their city attorney to conduct a complete review, or they hired a consulting firm to conduct the review.

For those agencies that chose to hire a consultant to provide the review, there was an additional cost for their legal counsel to review the recommendations to ensure ordinance revisions were consistent with organizational policies and practices. The cost to conduct a comprehensive ordinance review was \$20,000 - \$30,000 regardless of the mechanism used.

City staff obtained an estimate from Lozano Smith to conduct a comprehensive review of city ordinances. Lozano Smith has agreed to provide this service in an amount not to exceed \$20,000 for the review, as well as the drafting of all ordinance revisions for City Council review.

"In God We Trust"

Based on the information provided by other organizations, staff is recommending the use of the City attorney for this project due to cost. If a consultant is hired, the City would received a list of ordinance revision recommendations, but review by the City Attorney would still be necessary prior to City Council action. The use of Lozano Smith for the project would streamline the review and adoption process. The ultimate approval of any ordinance revisions is granted by the City Council.

Financial Consideration(s):

The cost of the review is \$20,000 and it is not budgeted for fiscal year 2017-2018. The funds for this project would reduce the amount of positive cash flow in the general fund by \$20,000.

Alternatives or Pros/Cons:

City Council may choose any of the following methods as an alternative:

1. Direct staff to issue a Request for Proposal and select a consultant to provide the services.
2. Establish a committee to conduct a complete review of city ordinances.
3. Approve hiring of Lozano Smith with direction to wait until next fiscal year so the cost can be budgeted next year.

Either alternative would also require that the City Attorney review all recommendations prior to being taking before City Council for action.

Commission/Board Recommendation:

Not Applicable.

Staff Recommendation:

Staff recommends that City Council authorize the Interim City Manager to sign an agreement with Lozano Smith for a comprehensive review of all city ordinances.

Attachments:

- ☐ Resolution:
- ☐ Ordinance:
- ☐ Map
- ☐ Contract
- ☐ Other
- List:

Review:

- ☒ Finance
- ☐ City Attorney
- ☐ City Manager
- ☒ City Clerk

Date:

10/11/17

10/13/17



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Staff Report

To: Lemoore City Council
From: Janie Venegas, City Clerk / Human Resources Manager
Date: October 11, 2017 **Meeting Date:** October 17, 2017
Subject: Activity Update

Strategic Initiative:	<input type="checkbox"/> Safe & Vibrant Community	<input type="checkbox"/> Growing & Dynamic Economy
	<input type="checkbox"/> Fiscally Sound Government	<input type="checkbox"/> Operational Excellence
	<input type="checkbox"/> Community & Neighborhood Livability	<input checked="" type="checkbox"/> Not Applicable

Reports

- | | |
|-------------------------------|--------------------|
| ➤ Warrant Register – FY 17/18 | September 28, 2017 |
| ➤ Warrant Register – FY 17/18 | October 4, 2017 |

Warrant Register 9-28-17

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4213 - CITY MANAGER

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
3 /18	09/28/17	21		55031	0297 LEMOORE CANAL &		230.00	.00	ASSESMENT FOR STOCK
3 /18	09/28/17	21		55034	5609 LOZANO SMITH, LL		27,709.41	.00	PROFESSIONAL SERVICES
TOTAL						.00	27,939.41	.00	
TOTAL						.00	27,939.41	.00	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4215 - FINANCE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
									PROFESSIONAL CONTRACT SVC
3 /18	09/28/17	21		55017	6887 JENARAE BENAVENT		7,000.00	.00	CONSULTANT SERVICES
3 /18	09/28/17	21	8013	-01 55046	6729 PRIDESTAFF, INC.		1,623.93	-1,623.93	ACCOUNTANT TEMP
3 /18	09/28/17	21	8140	-01 55057	5927 SUPERION, LLC.		17,503.23	-17,503.23	MAINTENANCE 07/01/2017-06
3 /18	09/28/17	21	8140	-02 55057	5927 SUPERION, LLC.		24,393.38	-24,393.38	MAINTENANCE 07/01/2017-06
3 /18	09/28/17	21	8141	-01 55057	5927 SUPERION, LLC.		2,015.97	-2,015.97	MAINTENANCE 07/01/2017-06
3 /18	09/28/17	21	8141	-02 55057	5927 SUPERION, LLC.		2,015.96	-2,015.96	MAINTENANCE 07/01/2017-06
TOTAL					PROFESSIONAL CONTRACT SVC	.00	54,552.47	-47,552.47	
TOTAL					FINANCE	.00	54,552.47	-47,552.47	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4220 - MAINTENANCE DIVISION

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220					OPERATING SUPPLIES				
3 /18	09/28/17	21		55010	1547 VERITIV OPERATIN		-289.22	.00	CREDIT
3 /18	09/28/17	21		55010	1547 VERITIV OPERATIN		148.79	.00	PLEDGE/TOILET TISSUE
3 /18	09/28/17	21		55010	1547 VERITIV OPERATIN		228.57	.00	BATH TISSUE
3 /18	09/28/17	21		55010	1547 VERITIV OPERATIN		349.89	.00	TILE CLEANER/ TOWEL
3 /18	09/28/17	21		55010	1547 VERITIV OPERATIN		392.99	.00	TOWEL 10X800 FT 1 PLY
3 /18	09/28/17	21		55010	1547 VERITIV OPERATIN		392.99	.00	TOWEL 10X800 FT
3 /18	09/28/17	21		55010	1547 VERITIV OPERATIN		429.28	.00	CAN LINER 1.5 MIL BLK
TOTAL					OPERATING SUPPLIES	.00	1,653.29	.00	
4310					PROFESSIONAL CONTRACT SVC				
3 /18	09/28/17	21		55005	6283 ERIK SURWILL		609.00	.00	JANITORIAL
3 /18	09/28/17	21	8145	-01 55058	6309 SOCIAL VOCATIONA		565.00	-565.00	CLEANING SERVICE
3 /18	09/28/17	21	8145	-01 55058	6309 SOCIAL VOCATIONA		3,475.00	-3,475.00	CLEANING SERVICE
TOTAL					PROFESSIONAL CONTRACT SVC	.00	4,649.00	-4,040.00	
4340					UTILITIES				
3 /18	09/28/17	21		55062	0423 SOCALGAS		1.85	.00	08/17/2017-09/18/2017
3 /18	09/28/17	21		55062	0423 SOCALGAS		20.36	.00	08/17/2017-09/18/2017
3 /18	09/28/17	21		55062	0423 SOCALGAS		21.34	.00	08/17/2017-09/18/2017
3 /18	09/28/17	21		55062	0423 SOCALGAS		57.44	.00	08/17/2017-09/18/2017
3 /18	09/28/17	21		55062	0423 SOCALGAS		65.79	.00	08/17/2017-09/18/2017
3 /18	09/28/17	21		55062	0423 SOCALGAS		76.92	.00	08/17/2017-09/18/2017
3 /18	09/28/17	21		55062	0423 SOCALGAS		80.63	.00	08/17/2017-09/18/2017
TOTAL					UTILITIES	.00	324.33	.00	
TOTAL					MAINTENANCE DIVISION	.00	6,626.62	-4,040.00	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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ACCOUNTING PERIOD: 3/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4221 - POLICE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220									
									OPERATING SUPPLIES
3 /18	09/28/17	21		55029	0300 LEM CITY-PETTY C		42.88	.00	COSTCO DESK MATS
3 /18	09/28/17	21		55061	3010 THE ANIMAL HOUSE		70.73	.00	EUKANUBA 44#
3 /18	09/28/17	21	8071	-01 55037	6496 MOTOROLA SOLUTIO		7,164.95	-7,164.95	APX 4000 UHFR2 MODEL 2 PO
3 /18	09/28/17	21	8071	-02 55037	6496 MOTOROLA SOLUTIO		365.00	-365.00	ALT: IMPRESS LI-ION 2800M
3 /18	09/28/17	21	8071	-03 55037	6496 MOTOROLA SOLUTIO		43.80	-43.80	2.5 INCH BELT CLIP
3 /18	09/28/17	21	8071	-04 55037	6496 MOTOROLA SOLUTIO		2,372.50	-2,372.50	ENH: SOFTWARE P25 CONVENT
3 /18	09/28/17	21	8071	-06 55037	6496 MOTOROLA SOLUTIO		91.25	-91.25	EXTREME NOISE REDUCTION
3 /18	09/28/17	21	8071	-07 55037	6496 MOTOROLA SOLUTIO		367.50	-367.50	MICROPHONE, IMPRESS REMOT
3 /18	09/28/17	21	8071	-08 55037	6496 MOTOROLA SOLUTIO		187.50	-187.50	US IMPRESS SUC W/O LINEAR
3 /18	09/28/17	21	8071	-09 55037	6496 MOTOROLA SOLUTIO		13.97	-13.97	FREIGHT
3 /18	09/28/17	21	8071	-10 55037	6496 MOTOROLA SOLUTIO		767.96	-767.96	SALES TAX
TOTAL						.00	11,488.04	-11,374.43	
4220U									OPERAT SUPPLIES- UNIFORMS
3 /18	09/28/17	21		55029	0300 LEM CITY-PETTY C		-98.88	.00	NCARDARAS BADGE
3 /18	09/28/17	21		55029	0300 LEM CITY-PETTY C		100.00	.00	GLANDRUS EMBROIDERY
TOTAL						.00	1.12	.00	
4310									PROFESSIONAL CONTRACT SVC
3 /18	09/28/17	21		55029	0300 LEM CITY-PETTY C		-50.00	.00	JGILES TAP RETURN
3 /18	09/28/17	21		55029	0300 LEM CITY-PETTY C		-50.00	.00	JGILES TAP RETURN
3 /18	09/28/17	21		55029	0300 LEM CITY-PETTY C		50.00	.00	JGILES SHOULDER TAP
3 /18	09/28/17	21		55029	0300 LEM CITY-PETTY C		50.00	.00	JGILES SHOULDER TAP
3 /18	09/28/17	21		55052	5352 SHRED-IT USA- FR		173.21	.00	SHRED PD
3 /18	09/28/17	21		55054	T2195 SPECIAL SERVICES		540.00	.00	RENEWAL ANNUAL COVERT
TOTAL						.00	713.21	.00	
4320									MEETINGS & DUES
3 /18	09/28/17	21		55050	2815 SEQUOIA COUNCIL		10.00	.00	EXPLORER 1097
3 /18	09/28/17	21		55029	0300 LEM CITY-PETTY C		14.00	.00	KCOSPER ROADWAY
3 /18	09/28/17	21		55029	0300 LEM CITY-PETTY C		23.98	.00	MTG BREAKFAST
3 /18	09/28/17	21		55029	0300 LEM CITY-PETTY C		28.00	.00	MSMITH MUNITIONS
3 /18	09/28/17	21		55029	0300 LEM CITY-PETTY C		28.00	.00	HENDERSON/GILES LESS
3 /18	09/28/17	21		55029	0300 LEM CITY-PETTY C		33.90	.00	JDIAZ REIMBURSE
TOTAL						.00	137.88	.00	
4360									TRAINING
3 /18	09/28/17	21		55029	0300 LEM CITY-PETTY C		42.00	.00	MSMITH PERISHABLE
3 /18	09/28/17	21		55029	0300 LEM CITY-PETTY C		70.00	.00	JPHENDERSON RANGEMAST
TOTAL						.00	112.00	.00	
4840AR									AUTOS/TRKS ASSET REPLACE
3 /18	09/28/17	21	8056	-03 55002	6398 DURATECH USA, IN		445.95	-445.95	PI VEHICLE BASE (FORD)
3 /18	09/28/17	21	8056	-07 55002	6398 DURATECH USA, IN		445.95	-445.95	PI VEHICLE BASE (DODGE)
3 /18	09/28/17	21	8056	-08 55002	6398 DURATECH USA, IN		100.00	-100.00	GROUND SHIPPING
3 /18	09/28/17	21	8056	-10 55002	6398 DURATECH USA, IN		64.66	-64.66	SALES TAX

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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ACCOUNTING PERIOD: 3/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4221 - POLICE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4840AR			AUTOS/TRKS	ASSET	REPLACE (cont'd)				
3 /18	09/28/17	21	8087	-01 55044	5829 JONES BOYS LLC		850.00	-850.00	GRAPHICS UP-FIT NEW FORD
3 /18	09/28/17	21	8087	-02 55044	5829 JONES BOYS LLC		43.50	-43.50	SALES TAX
3 /18	09/28/17	21	8088	-01 55020	2956 JONES COLLISION		1,592.30	-1,592.30	PAINT UP-FIT NEW FORD UNI
3 /18	09/28/17	21	8088	-02 55020	2956 JONES COLLISION		37.47	-37.47	SALES TAX
3 /18	09/28/17	21	8155	-01 55000	6374 COOK'S COMMUNICA		11,845.99	-11,845.99	DODGE CHARGER PATROL BUIL
3 /18	09/28/17	21	8155	-02 55000	6374 COOK'S COMMUNICA		761.29	-761.29	SALES TAX
TOTAL			AUTOS/TRKS	ASSET	REPLACE	.00	16,187.11	-16,187.11	
TOTAL			POLICE			.00	28,639.36	-27,561.54	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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ACCOUNTING PERIOD: 3/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4222 - FIRE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
3 /18	09/28/17	21	8050	-01 55030	0313 LEMOORE VOLUNTEE		12,170.00	-12,170.00	MONTHLY CALLS AMOUNT DUE
TOTAL						.00	12,170.00	-12,170.00	
TOTAL						.00	12,170.00	-12,170.00	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4230 - PUBLIC WORKS

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
3 /18	09/28/17	21	8016	-01 55047	0876 QUAD KNOPF, INC.		860.49	-860.49	170226 GRANVILLE HOMES-BU
TOTAL						.00	860.49	-860.49	
TOTAL						.00	860.49	-860.49	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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ACCOUNTING PERIOD: 3/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4231 - STREETS

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
3 /18	09/28/17	21	8146	-01 54998	5291 CEN-CAL PAVING,		6,214.00	-6,214.00	PROVIDE LABOR AND MATERIA
TOTAL						.00	6,214.00	-6,214.00	
4350									
3 /18	09/28/17	21		55048	0388 REED ELECTRIC, L		98.50	.00	FOX ST LIGHTS
TOTAL						.00	98.50	.00	
TOTAL					STREETS	.00	6,312.50	-6,214.00	

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CITY OF LEMOORE
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SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4242 - RECREATION

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220									
	09/28/17	21		54989	6400 AMERICAN AMBULAN		240.00	.00	REC CENTER
TOTAL						.00	240.00	.00	
4310									
	09/28/17	21		55055	6810 STEPHANIE BILLIN		70.00	.00	PEEWEE MUSIC SEPT17
	09/28/17	21		55019	6888 JESSE CHAVARRIA		121.00	.00	SFTBAL UMP 9/12-9/22
	09/28/17	21		55036	6891 MEAGHAN HAHN		152.60	.00	POUND CLASS SEPT.17
	09/28/17	21		54986	6848 ADRIAN CALDERA		168.00	.00	SCOREKEEPER 09/12-22
	09/28/17	21		55049	6703 SALVADOR VARGAS		192.00	.00	SFTBAL UMP 9/12-9/22
	09/28/17	21		55035	6371 MANUEL VELARDE		210.00	.00	KARATE SEPT17
	09/28/17	21		55009	6731 FLORENCE COLBY		245.00	.00	ZUMBA SEPT17
	09/28/17	21		55064	6889 TOMI FORD		270.38	.00	REC LEADER 9/5-9/23
	09/28/17	21		55012	5962 JASON GLASPIE		296.10	.00	BOXING SEPTEMBER17
	09/28/17	21		55065	T1508 MAUREEN TOMPKINS		336.00	.00	DOG OBEDIENCE
	09/28/17	21		54992	T1316 FORD, BRIANNE		393.75	.00	REC LEADER
	09/28/17	21		55021	T2043 JULIO GONZALEZ		490.00	.00	DRAMA SEPT 2017
	09/28/17	21		55051	T2217 SHANEE RANESSES		730.33	.00	RECREATION DANCE
TOTAL						.00	3,675.16	.00	
TOTAL						.00	3,915.16	.00	

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CITY OF LEMOORE
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SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4296 - INFORMATION TECHNOLOGY

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
3 /18	09/28/17	21		55018	5183 BRYCE JENSEN		2,647.55	.00	AUGUST SERVICES
TOTAL						.00	2,647.55	.00	
TOTAL						.00	2,647.55	.00	

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SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4297 - HUMAN RESOURCES

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
3 /18	09/28/17	21		55025	6543 KINGS INDUSTRIAL		195.00	.00	EXAMS
TOTAL						.00	195.00	.00	
TOTAL						.00	195.00	.00	

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SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4298 - NON-DEPARTMENTAL

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4335									
3 /18	09/28/17	21		55038	6838 NEOPOST		730.00	.00	
TOTAL						.00	730.00	.00	
TOTAL						.00	730.00	.00	
TOTAL						.00	144,588.56	-98,398.50	

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SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 035 - CITY GRANTS - CDBG & HOME
BUDGET UNIT - 5721 - SENIOR CENTER FACILITY

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
3 /18	09/28/17	21	8108	-01 55046	6729 PRIDESTAFF, INC.		300.00	-300.00	RHOADS, COMPLIANCE CHECK
TOTAL						.00	300.00	-300.00	
TOTAL						.00	300.00	-300.00	
TOTAL						.00	300.00	-300.00	

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SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 040 - FLEET MAINTENANCE
BUDGET UNIT - 4265 - FLEET MAINTENANCE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220					OPERATING SUPPLIES				
3 /18	09/28/17	21		54985	5959 A DESIGN FOR YOU		3.63	.00	SALES TAX
3 /18	09/28/17	21		55043	0370 PHIL'S LOCKSMITH		30.03	.00	8DUP KEYS/4DUP KEYS
3 /18	09/28/17	21		54985	5959 A DESIGN FOR YOU		50.00	.00	2-SM/MED 2-L/LX
3 /18	09/28/17	21		54994	0068 GARY V. BURROWS,		60.92	.00	RANDO HD 46
3 /18	09/28/17	21		55024	2990 KIMBALL-MIDWEST		486.05	.00	PAINT/CABLE TIE
3 /18	09/28/17	21	8118	-01 54994	0068 GARY V. BURROWS,		599.09	-599.09	STOCK AND OVH OIL PURCHAS
3 /18	09/28/17	21	8143	-01 55022	2671 KELLER MOTORS		57.30	-57.30	22807123 RESISTOR
3 /18	09/28/17	21	8143	-02 55022	2671 KELLER MOTORS		83.50	-83.50	15862656 CONNECTOR
3 /18	09/28/17	21	8143	-03 55022	2671 KELLER MOTORS		191.36	-191.36	89019320 MOTOR KIT
3 /18	09/28/17	21	8143	-04 55022	2671 KELLER MOTORS		231.20	-231.20	15832313 CONTROL
3 /18	09/28/17	21	8143	-05 55022	2671 KELLER MOTORS		40.84	-40.84	TAX
3 /18	09/28/17	21	8153	-01 55053	0910 SNAP ON TOOLS		549.00	-549.00	SOLUS ULTRA 17.2 SCANBAY
3 /18	09/28/17	21	8153	-02 55053	0910 SNAP ON TOOLS		10.25	-10.25	HD CI LH ML DRILL
3 /18	09/28/17	21	8153	-03 55053	0910 SNAP ON TOOLS		40.55	-40.55	TAX
TOTAL					OPERATING SUPPLIES	.00	2,433.72	-1,803.09	
4230					REPAIR/MAINT SUPPLIES				
3 /18	09/28/17	21		54991	1908 BATTERY SYSTEMS		107.07	.00	BATTERIES
3 /18	09/28/17	21		55068	0649 DAVE'S UPHOLSTRY		250.00	.00	REPAIR
3 /18	09/28/17	21		55016	6715 INTERSTATE BILLI		381.63	.00	PIPE-EXHAUST 76DEG 3-
TOTAL					REPAIR/MAINT SUPPLIES	.00	738.70	.00	
TOTAL					FLEET MAINTENANCE	.00	3,172.42	-1,803.09	
TOTAL					FLEET MAINTENANCE	.00	3,172.42	-1,803.09	

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FUND - 042 - RISK MANAGEMENT
BUDGET UNIT - 4742 - RISK MANAGEMENT

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
3 /18	09/28/17	21		55001	0123 CSJVRMA		173,121.00	.00	WORKERS COMP PRGRM
TOTAL						.00	173,121.00	.00	
TOTAL						.00	173,121.00	.00	
TOTAL						.00	173,121.00	.00	

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SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 045 - GOLF COURSE - CITY
BUDGET UNIT - 4245 - GOLF COURSE-CITY

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4000K									
									COST OF REVENUE-KITCHEN
3 /18	09/28/17	21		55032	1628 LEMOORE FOOD LOC		34.51	.00	TRI-TIP
3 /18	09/28/17	21		55032	1628 LEMOORE FOOD LOC		68.66	.00	PORK SAUSAGE
3 /18	09/28/17	21		55063	6442 SLUSH PUPPIE PRO		72.90	.00	SUPREME FRENCH
3 /18	09/28/17	21		55063	6442 SLUSH PUPPIE PRO		72.90	.00	SUPREME FRENCH
3 /18	09/28/17	21		54996	6476 CALLAWAY		85.28	.00	GOLF SUPPLIES
3 /18	09/28/17	21		55039	6452 NIKE USA, INC.		121.54	.00	GOLF SUPPLIES
3 /18	09/28/17	21		55032	1628 LEMOORE FOOD LOC		250.32	.00	TRI TIP
3 /18	09/28/17	21		55059	6440 SYSCO		456.97	.00	KITCHEN SUPPLIES
3 /18	09/28/17	21	8019 -01	55059	6440 SYSCO		653.22	-653.22	FOOD STUFF FOR RESTAURANT
TOTAL						.00	1,816.30	-653.22	
4000P									
									COST OF REVENUE-PRO SHOP
3 /18	09/28/17	21		55014	6473 TEAM GOLF		8.50	.00	GREEN BAY TOWEL
3 /18	09/28/17	21		55014	6473 TEAM GOLF		37.50	.00	LA DODGERS APEX
3 /18	09/28/17	21		55013	6453 GLOBAL TOUR GOLF		149.09	.00	GOLF SUPPLIES
3 /18	09/28/17	21		55013	6453 GLOBAL TOUR GOLF		155.47	.00	GOLF SUPPLIES
3 /18	09/28/17	21		55013	6453 GLOBAL TOUR GOLF		159.07	.00	GOLF SUPPLIES
3 /18	09/28/17	21		55014	6473 TEAM GOLF		391.79	.00	SWITCHFIX DIVOT
3 /18	09/28/17	21		55014	6473 TEAM GOLF		468.00	.00	SANFRAN/LA DODGE BAGS
TOTAL						.00	1,369.42	.00	
4220F									
									OPERATING SUPPLIES FUEL
3 /18	09/28/17	21	8020 -01	55011	6445 GARY V. BURROWS,		1,306.99	-1,306.99	MAINTENANCE EQUIPMENT FUE
TOTAL						.00	1,306.99	-1,306.99	
4220K									
									OPERATING SUPPLIES-KITCH
3 /18	09/28/17	21		55060	6812 TERMINIX COMMERC		50.00	.00	350 IONA AVEPEST CTRL
3 /18	09/28/17	21		55060	6812 TERMINIX COMMERC		50.00	.00	PEST CONTROL
3 /18	09/28/17	21		54999	6624 CINTAS		52.07	.00	KITCHEN SUPPLIES
3 /18	09/28/17	21		54999	6624 CINTAS		69.47	.00	KITCHEN SUPPLIES
3 /18	09/28/17	21		54999	6624 CINTAS		69.47	.00	KIITCHEN SUPPLIES
TOTAL						.00	291.01	.00	
4220M									
									OPERATING SUPPLIES MAINT.
3 /18	09/28/17	21		55033	6541 LEMOORE HARDWARE		2.70	.00	GOLF SUPPLIES
3 /18	09/28/17	21		55033	6541 LEMOORE HARDWARE		9.20	.00	GOLF SUPPLIES
3 /18	09/28/17	21		55033	6541 LEMOORE HARDWARE		15.00	.00	GOLF SUPPLIES
3 /18	09/28/17	21		55007	5866 FASTENAL COMPANY		28.76	.00	1000' BATH TISSUE
3 /18	09/28/17	21		55007	5866 FASTENAL COMPANY		30.76	.00	14X1 HWH SDS
3 /18	09/28/17	21		55033	6541 LEMOORE HARDWARE		49.30	.00	GOLF SUPPLIES
3 /18	09/28/17	21		55033	6541 LEMOORE HARDWARE		53.99	.00	GOLF SUPPLIES
3 /18	09/28/17	21		55033	6541 LEMOORE HARDWARE		60.04	.00	GOLF SUPPLIES
3 /18	09/28/17	21		55033	6541 LEMOORE HARDWARE		85.77	.00	GOLF SUPPLIES
3 /18	09/28/17	21		55033	6541 LEMOORE HARDWARE		94.08	.00	GOLF SUPPLIES
3 /18	09/28/17	21		55033	6541 LEMOORE HARDWARE		101.90	.00	GOLF SUPPLIES
3 /18	09/28/17	21		55023	6475 KERN TURF SUPPLY		245.82	.00	ACME ROTOR 36 NOZ

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SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 045 - GOLF COURSE - CITY
BUDGET UNIT - 4245 - GOLF COURSE-CITY

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220M									
									OPERATING SUPPLIES MAINT. (cont'd)
3 /18	09/28/17	21		55027	6522 LAWRENCE TRACTOR		397.77	.00	JOHN DEERE/Z355R
3 /18	09/28/17	21		55026	0234 KINGS WASTE AND		415.60	.00	453465/956
TOTAL						.00	1,590.69	.00	
4291									MISCELLANEOUS EXPENSES
3 /18	09/28/17	21		55056	6890 STOTT		125.00	.00	ARTWORK FEE
3 /18	09/28/17	21		55006	6876 EZLINKS GOLF LLC		295.00	.00	MARKETIING
TOTAL						.00	420.00	.00	
4340									UTILITIES
3 /18	09/28/17	21		55062	0423 SOCALGAS		65.96	.00	GOLF8/10-9/11/2017
3 /18	09/28/17	21		55042	0363 P G & E		11,141.65	.00	08/04/17-09/05/17
TOTAL						.00	11,207.61	.00	
4380									RENTALS & LEASES
3 /18	09/28/17	21		55045	6447 PNC EQUIPMENT FI		999.92	.00	EQUIPTMENT LEASE-GOLF
TOTAL						.00	999.92	.00	
TOTAL						.00	19,001.94	-1,960.21	
TOTAL						.00	19,001.94	-1,960.21	

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ACCOUNTING PERIOD: 3/18

FUND - 050 - WATER
BUDGET UNIT - 4250 - WATER

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220					OPERATING SUPPLIES				
3 /18	09/28/17	21	8028	-01 55066	6058 UNIVAR		1,019.76	-1,019.76	BLANKET PURCHASE ORDER CH
3 /18	09/28/17	21	8028	-01 55066	6058 UNIVAR		1,111.64	-1,111.64	BLANKET PURCHASE ORDER CH
3 /18	09/28/17	21	8028	-01 55066	6058 UNIVAR		1,172.43	-1,172.43	BLANKET PURCHASE ORDER CH
3 /18	09/28/17	21	8028	-01 55066	6058 UNIVAR		1,217.67	-1,217.67	BLANKET PURCHASE ORDER CH
3 /18	09/28/17	21	8028	-01 55066	6058 UNIVAR		2,061.60	-2,061.60	BLANKET PURCHASE ORDER CH
3 /18	09/28/17	21	8037	-01 55015	0188 FERGUSON ENTERPR		507.49	-507.49	4-1/2X2-1/2 950 HYD SCHOO
3 /18	09/28/17	21	8037	-02 55015	0188 FERGUSON ENTERPR		644.97	-644.97	4-1/2X2-1/2 960 HYD SCHOO
3 /18	09/28/17	21	8037	-03 55015	0188 FERGUSON ENTERPR		83.55	-83.55	SALES TAX
3 /18	09/28/17	21	8136	-01 55015	0188 FERGUSON ENTERPR		3,302.21	-3,302.21	PARTS AND REPAIRS
TOTAL					OPERATING SUPPLIES	.00	11,121.32	-11,121.32	
4340					UTILITIES				
3 /18	09/28/17	21		55062	0423 SOCALGAS		50.00	.00	08/17/2017-09/18/2017
3 /18	09/28/17	21		54990	6639 AT&T		145.81	.00	08/16/2017-09/15/2017
TOTAL					UTILITIES	.00	195.81	.00	
4350					REPAIR/MAINT SERVICES				
3 /18	09/28/17	21		55048	0388 REED ELECTRIC, L		98.50	.00	WELL7 BOOSTER PUMP
3 /18	09/28/17	21		55048	0388 REED ELECTRIC, L		98.50	.00	WELL14 TIGHTEN
3 /18	09/28/17	21		55048	0388 REED ELECTRIC, L		147.75	.00	WELL14 RESET
3 /18	09/28/17	21		55048	0388 REED ELECTRIC, L		197.00	.00	40 G ST BREAKER CHECK
TOTAL					REPAIR/MAINT SERVICES	.00	541.75	.00	
4360					TRAINING				
3 /18	09/28/17	21		54995	1999 CALIFORNIA RURAL		250.00	.00	DISTRIBUTION CERT 1-2
TOTAL					TRAINING	.00	250.00	.00	
TOTAL					WATER	.00	12,108.88	-11,121.32	
TOTAL					WATER	.00	12,108.88	-11,121.32	

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SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 056 - REFUSE
BUDGET UNIT - 4256 - REFUSE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220					OPERATING SUPPLIES				
3 /18	09/28/17	21		54985	5959 A DESIGN FOR YOU		18.13	.00	SALES TAX
3 /18	09/28/17	21		54985	5959 A DESIGN FOR YOU		250.00	.00	10-SM/MED 10-L/LX
3 /18	09/28/17	21		55040	1889 NORTHERN SAFETY		252.80	.00	NS AXEL 3000/ LITE GL
TOTAL					OPERATING SUPPLIES	.00	520.93	.00	
TOTAL					REFUSE	.00	520.93	.00	
TOTAL					REFUSE	.00	520.93	.00	

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SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 060 - SEWER& STORM WTR DRAINAGE
BUDGET UNIT - 4260 - SEWER

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
3 /18	09/28/17	21	8123	-01 55003	6869 MILLENNIUM FUNDI		700.80	-700.80	1 CONTRACT STAFF PERSONNE
TOTAL						.00	700.80	-700.80	
4350									
3 /18	09/28/17	21	8142	-01 54987	6597 AIRWORX		650.00	-650.00	REPAIR WASTEWATER SEWAGE
TOTAL						.00	650.00	-650.00	
TOTAL					SEWER	.00	1,350.80	-1,350.80	
TOTAL					SEWER& STORM WTR DRAINAGE	.00	1,350.80	-1,350.80	

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SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 068 - GENERAL FACILITIES CAP
BUDGET UNIT - 5700 - ADMIN OFFICE RELOCATION

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
3 /18	09/28/17	21		55028	6711 LEARNCOM, LLC		360.00	.00	MOVE EXTENSIONS
3 /18	09/28/17	21		55028	6711 LEARNCOM, LLC		575.00	.00	RELOCATE EXTENSIONS
TOTAL						.00	935.00	.00	
TOTAL						.00	935.00	.00	
TOTAL						.00	935.00	.00	

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SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 160 - 2016 BOND FUND
BUDGET UNIT - 5202 - TTHM PROJECT

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
3 /18	09/28/17	21	8027	-02 54993	1397 BSK ANALYTICAL L		80.00	-80.00	BLANKET PURCHASE ORDER FO
3 /18	09/28/17	21	8027	-02 54993	1397 BSK ANALYTICAL L		302.81	-302.81	BLANKET PURCHASE ORDER FO
3 /18	09/28/17	21	8027	-02 54993	1397 BSK ANALYTICAL L		438.75	-438.75	BLANKET PURCHASE ORDER FO
3 /18	09/28/17	21	8027	-02 54993	1397 BSK ANALYTICAL L		438.75	-438.75	BLANKET PURCHASE ORDER FO
3 /18	09/28/17	21	8027	-02 54993	1397 BSK ANALYTICAL L		479.62	-479.62	BLANKET PURCHASE ORDER FO
3 /18	09/28/17	21	8027	-02 54993	1397 BSK ANALYTICAL L		479.62	-479.62	BLANKET PURCHASE ORDER FO
3 /18	09/28/17	21	8027	-02 54993	1397 BSK ANALYTICAL L		505.14	-505.14	BLANKET PURCHASE ORDER FO
3 /18	09/28/17	21	8027	-02 54993	1397 BSK ANALYTICAL L		693.50	-693.50	BLANKET PURCHASE ORDER FO
3 /18	09/28/17	21	8027	-02 54993	1397 BSK ANALYTICAL L		826.16	-826.16	BLANKET PURCHASE ORDER FO
3 /18	09/28/17	21	8027	-02 54993	1397 BSK ANALYTICAL L		1,313.28	-1,313.28	BLANKET PURCHASE ORDER FO
3 /18	09/28/17	21	8027	-02 54993	1397 BSK ANALYTICAL L		1,438.86	-1,438.86	BLANKET PURCHASE ORDER FO
3 /18	09/28/17	21	8027	-02 54993	1397 BSK ANALYTICAL L		1,652.32	-1,652.32	BLANKET PURCHASE ORDER FO
TOTAL					PROFESSIONAL CONTRACT SVC	.00	8,648.81	-8,648.81	
TOTAL					TTHM PROJECT	.00	8,648.81	-8,648.81	
TOTAL					2016 BOND FUND	.00	8,648.81	-8,648.81	

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SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 201 - LLMD ZONE 1
BUDGET UNIT - 4851 - LLMD ZONE 1 WESTFIELD

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4350									
3 /18	09/28/17	21		55004	5637 ELITE MAINTENANC		480.00	.00	MAINLINE REPAIR
TOTAL						.00	480.00	.00	
TOTAL						.00	480.00	.00	
TOTAL						.00	480.00	.00	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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AUDIT11

SELECTION CRITERIA: transact.yr='18' and transact.period='3' and transact.fund between '001' and '247' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 247 - CITYWIDE CIP FUND
BUDGET UNIT - 9801 - TURNOUTS

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310					PROFESSIONAL CONTRACT SVC				
3 /18	09/28/17	21	8001	-01 54988	2852 ALLSTAR FIRE EQU		13,570.65	-13,570.65	TURNOUT - COATS
3 /18	09/28/17	21	8001	-02 54988	2852 ALLSTAR FIRE EQU		8,883.00	-8,883.00	TURNOUT - PANTS
3 /18	09/28/17	21	8001	-03 54988	2852 ALLSTAR FIRE EQU		1,627.89	-1,627.89	SALES TAX
TOTAL					PROFESSIONAL CONTRACT SVC	.00	24,081.54	-24,081.54	
TOTAL					TURNOUTS	.00	24,081.54	-24,081.54	
TOTAL					CITYWIDE CIP FUND	.00	24,081.54	-24,081.54	
TOTAL					REPORT	.00	388,309.88	-147,664.27	

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CITY OF LEMOORE
GENERAL LEDGER TRANSACTION ANALYSIS

PAGE NUMBER: 1
AUDIT311

SELECTION CRITERIA: account.acct between '2000' and '2999'AND transact.yr='18' and transact.period='3' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 001 - GENERAL FUND

ACCOUNT	DATE	T/C	REFERENCE	VENDOR/PAYER	DEBIT	CREDIT	DESCRIPTION
2020			ACCOUNTS PAYABLE				
3 /18	09/28/17	21	55044	5829 JONES BOYS LLC		52.55	GARMENT PRINTING
3 /18	09/28/17	21	55029	0300 LEM CITY-PETTY CASH		7.80	USPS RADAR SHIPPING
TOTAL			ACCOUNTS PAYABLE		.00	60.35	
2248			RECREATION IN/OUT				
3 /18	09/28/17	21	55044	5829 JONES BOYS LLC	52.55		GARMENT PRINTING
TOTAL			RECREATION IN/OUT		52.55	.00	
2279			STORED VEH. FINES/TRF.OFF				
3 /18	09/28/17	21	55029	0300 LEM CITY-PETTY CASH	7.80		USPS RADAR SHIPPING
TOTAL			STORED VEH. FINES/TRF.OFF		7.80	.00	
TOTAL			GENERAL FUND		60.35	60.35	

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CITY OF LEMOORE
GENERAL LEDGER TRANSACTION ANALYSIS

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AUDIT311

SELECTION CRITERIA: account.acct between '2000' and '2999'AND transact.yr='18' and transact.period='3' and transact.batch='P0092917'
ACCOUNTING PERIOD: 3/18

FUND - 090 - TRUST & AGENCY

ACCOUNT	DATE	T/C	REFERENCE	VENDOR/PAYER	DEBIT	CREDIT	DESCRIPTION
2020			ACCOUNTS PAYABLE				
3 /18	09/28/17	21	55067	T2345 VICTORIA LONA		150.00	VETERANS HALL REFUND
3 /18	09/28/17	21	54997	T1532 CARRILLO, JOE		250.00	REFUND CIVIC
TOTAL			ACCOUNTS PAYABLE		.00	400.00	
2300			CUSTOMER DEPOSITS				
3 /18	09/28/17	21	55067	T2345 VICTORIA LONA	150.00		VETERANS HALL REFUND
3 /18	09/28/17	21	54997	T1532 CARRILLO, JOE	250.00		REFUND CIVIC
TOTAL			CUSTOMER DEPOSITS		400.00	.00	
TOTAL			TRUST & AGENCY		400.00	400.00	
TOTAL REPORT					460.35	460.35	

Warrant Register 10-4-17

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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AUDIT11

SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4213 - CITY MANAGER

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4140									
4 /18	10/04/17	21		55117	6868 MIDAMERICA ADMIN		125.00	.00	HRA CONTRIBUTION
4 /18	10/04/17	21		55117	6868 MIDAMERICA ADMIN		125.00	.00	HRA CONTRIBUTION
TOTAL						.00	250.00	.00	
TOTAL						.00	250.00	.00	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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AUDIT11

SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4216 - PLANNING

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
4 /18	10/04/17	21		55125	0876 QUAD KNOPF, INC.		7,496.82	.00	PERONNEL
TOTAL						.00	7,496.82	.00	
TOTAL						.00	7,496.82	.00	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 3
AUDIT11

SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4220 - MAINTENANCE DIVISION

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220									
4 /18	10/04/17	21		55139	0474 WEST VALLEY SUPP		205.61	.00	RAINDIAL 9 STA
TOTAL						.00	205.61	.00	
4350									
4 /18	10/04/17	21		55127	5287 RES COM PEST CON		38.00	.00	KITCHEN/STORAGE REC
TOTAL						.00	38.00	.00	
TOTAL						.00	243.61	.00	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4221 - POLICE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4140					HEALTH INSURANCE				
4 /18	10/04/17	21		55117	6868 MIDAMERICA ADMIN		125.00	.00	HRA CONTRIBUTION
4 /18	10/04/17	21		55117	6868 MIDAMERICA ADMIN		125.00	.00	HRA CONTRIBUTION
4 /18	10/04/17	21		55117	6868 MIDAMERICA ADMIN		125.00	.00	HRA CONTRIBUTION
TOTAL					HEALTH INSURANCE	.00	375.00	.00	
4220					OPERATING SUPPLIES				
4 /18	10/04/17	21	C399 -01	55097	3022 FIRST BANKCARD		280.80	-280.80	RECHARGEABLE FLASHLIGHTS
4 /18	10/04/17	21	C399 -02	55097	3022 FIRST BANKCARD		20.36	-20.36	SALES TAX
TOTAL					OPERATING SUPPLIES	.00	301.16	-301.16	
4310					PROFESSIONAL CONTRACT SVC				
4 /18	10/04/17	21		55096	5814 CITY OF HANFORD		14,665.14	.00	40%
TOTAL					PROFESSIONAL CONTRACT SVC	.00	14,665.14	.00	
4320					MEETINGS & DUES				
4 /18	10/04/17	21		55131	T1220 MATTHEW SMITH		96.00	.00	PAL TRAINING CONFEREN
TOTAL					MEETINGS & DUES	.00	96.00	.00	
4340					UTILITIES				
4 /18	10/04/17	21		55077	5516 AT&T		22.48	.00	939-103-4003
TOTAL					UTILITIES	.00	22.48	.00	
4360					TRAINING				
4 /18	10/04/17	21		55119	6286 OSVALDO MALDONAD		70.00	.00	BATI-OCT 9-13,2017
4 /18	10/04/17	21		55110	T2228 KODY ROGERS		70.00	.00	BAT OCT9-13,2017
4 /18	10/04/17	21		55130	5122 ALVARO SANTOS		70.00	.00	BATI- OCT 9-13,2017
4 /18	10/04/17	21		55087	6487 CITY OF FRESNO-P		1,263.00	.00	PERISHABLE CLASSES
4 /18	10/04/17	21		55087	6487 CITY OF FRESNO-P		90.00	.00	RANGEMASTER COURSE
TOTAL					TRAINING	.00	1,563.00	.00	
4380					RENTALS & LEASES				
4 /18	10/04/17	21		55138	1267 U.S. BANK		798.22	.00	COPIER LEASE
TOTAL					RENTALS & LEASES	.00	798.22	.00	
TOTAL					POLICE	.00	17,821.00	-301.16	

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PEI - FUND ACCOUNTING

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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AUDIT11

SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4222 - FIRE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
4 /18	10/04/17	21		55096	5814 CITY OF HANFORD		10,998.86	.00	30%
TOTAL						.00	10,998.86	.00	
TOTAL						.00	10,998.86	.00	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4224 - BUILDING INSPECTION

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4140									
4 /18	10/04/17	21		55117	6868 MIDAMERICA ADMIN		125.00	.00	HRA CONTRIBUTION
TOTAL						.00	125.00	.00	
TOTAL						.00	125.00	.00	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4230 - PUBLIC WORKS

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
4 /18	10/04/17	21		55079	6733 BLACKBURN CONSUL		306.50	.00	PRJCT MGMT/MATERIAL
TOTAL						.00	306.50	.00	
TOTAL						.00	306.50	.00	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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AUDIT11

SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4231 - STREETS

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
4 /18	10/04/17	21	8046	-01 55094	5758 MARK FERNANDES		500.00	-500.00	MAINTENANCE OF LANDSCAPE
4 /18	10/04/17	21	8046	-02 55094	5758 MARK FERNANDES		215.00	-215.00	ADDITIONAL COST TO FIX, R
4 /18	10/04/17	21	8046	-03 55094	5758 MARK FERNANDES		121.45	-121.45	POLICE DISPATCH LANDSCAPE
TOTAL						.00	836.45	-836.45	
4340									
4 /18	10/04/17	21		55120	0363 P G & E		70.04	.00	08/15/17-09/13/17
TOTAL						.00	70.04	.00	
TOTAL						.00	906.49	-836.45	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4241 - PARKS

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220					OPERATING SUPPLIES				
4 /18	10/04/17	21		55139	0474 WEST VALLEY SUPP		53.26	.00	
4 /18	10/04/17	21		55139	0474 WEST VALLEY SUPP		29.99	.00	1/2' TT COUP/TCAP/NIP
4 /18	10/04/17	21		55139	0474 WEST VALLEY SUPP		5.56	.00	SUPPORT STAK
4 /18	10/04/17	21		55139	0474 WEST VALLEY SUPP		-96.36	.00	R/BTBOS CREDIT
4 /18	10/04/17	21		55139	0474 WEST VALLEY SUPP		213.85	.00	6" SS COUPLING
4 /18	10/04/17	21		55139	0474 WEST VALLEY SUPP		141.93	.00	15" 4X4 MARK/7" SPRIN
4 /18	10/04/17	21		55139	0474 WEST VALLEY SUPP		96.36	.00	R/B TBOS DC
TOTAL					OPERATING SUPPLIES	.00	444.59	.00	
4310					PROFESSIONAL CONTRACT SVC				
4 /18	10/04/17	21		55072	2914 AAA QUALITY SERV		89.87	.00	POTTY RENTAL
TOTAL					PROFESSIONAL CONTRACT SVC	.00	89.87	.00	
TOTAL					PARKS	.00	534.46	.00	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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AUDIT11

SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4242 - RECREATION

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4140									
4 /18	10/04/17	21		55117	6868 MIDAMERICA ADMIN		125.00	.00	HRA CONTRIBUTION
TOTAL						.00	125.00	.00	
4220									
4 /18	10/04/17	21		55088	6150 CLASSIC SOCCER		110.00	.00	ADULT JERSEYS LOGO+#
4 /18	10/04/17	21	C393 -01	55097	3022 FIRST BANKCARD		8.99	-8.99	DAY CAMP
4 /18	10/04/17	21	C398 -01	55097	3022 FIRST BANKCARD		143.98	-143.98	RUMBLE AT THE REC
4 /18	10/04/17	21	8116 -01	55088	6150 CLASSIC SOCCER		1,696.70	-1,696.70	YOUTH SPORTS JERSEYS - 20
4 /18	10/04/17	21	C400 -01	55097	3022 FIRST BANKCARD		6.00	-6.00	SAFETY PINS
4 /18	10/04/17	21	C400 -02	55097	3022 FIRST BANKCARD		4.00	-4.00	BLACK CLEAR PINS
4 /18	10/04/17	21	C400 -03	55097	3022 FIRST BANKCARD		.73	-.73	SALES TAX
TOTAL						.00	1,970.40	-1,860.40	
4310									
4 /18	10/04/17	21		55103	T2191 ISABELLA GUZMAN		36.75	.00	SCOREKEEPING FLG FTBL
4 /18	10/04/17	21		55104	T2044 ISALIAH JOHNSTON		73.50	.00	SCOREKEEPING/PREP
4 /18	10/04/17	21		55074	6893 ANGELA MENDOZA		52.50	.00	SCOREKEEPING FLG FTBL
4 /18	10/04/17	21		55075	6884 ANTHONY HERNANDE		52.50	.00	REFEREE FLG FTBL
4 /18	10/04/17	21		55107	T2043 JULIO GONZALEZ		204.00	.00	REFEREE FLG FTBL
4 /18	10/04/17	21		55136	6885 TRENTON WILLIAMS		204.00	.00	REFEREE FLG FTBL
4 /18	10/04/17	21		55095	T2220 FERNANDO VALLADA		232.00	.00	REFEREE FLG FTBL
4 /18	10/04/17	21		55105	6661 ISRAEL VALLADARE		232.00	.00	REFEREE FLG FTBL
4 /18	10/04/17	21		55081	6763 BRYCE HERNANDEZ		160.00	.00	REFEREE FLG FTBL
4 /18	10/04/17	21		55078	0040 LARRY AVILA		160.00	.00	REFEREE FLAG FTBL
4 /18	10/04/17	21		55093	T2225 FELLIPE OLIVEIRA		400.00	.00	INDOOR SOCCER
4 /18	10/04/17	21		55073	T1882 ANGEL PICENO		300.00	.00	REFEREE SOCCER
4 /18	10/04/17	21		55089	T1444 JOE CORREIA		700.00	.00	REFEREE/ATTEN. SOCCER
4 /18	10/04/17	21		55121	6892 PAUL GADEA		730.33	.00	LEMOORE REC DANCE
4 /18	10/04/17	21		55116	6762 LUZ PULIDO		105.00	.00	SCOREKEEPING FLG FTBL
4 /18	10/04/17	21		55102	6865 HANNESLTHILL CAM		147.00	.00	ATTENDANT BRFEST/FLAG
4 /18	10/04/17	21		55080	T1316 FORD, BRIANNE		128.00	.00	REC LEADER
TOTAL						.00	3,917.58	.00	
TOTAL						.00	6,012.98	-1,860.40	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 4297 - HUMAN RESOURCES

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
4 /18	10/04/17	21		55111	6717 LAW & ASSOCIATES		1,200.00	.00	BACKGROUND INVESTIGAT
TOTAL						.00	1,200.00	.00	
TOTAL						.00	1,200.00	.00	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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AUDIT11

SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 5904 - CLASS AND COMP

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
4 /18	10/04/17	21		55126	6814 RALPH ANDERSEN &		5,000.00	.00	CLASSIFICATION&COMP S
TOTAL						.00	5,000.00	.00	
TOTAL						.00	5,000.00	.00	
TOTAL						.00	50,895.72	-2,998.01	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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AUDIT11

SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 027 - TE/STP(RTPA)EXCHANGE FUND
BUDGET UNIT - 5006 - SLURRY SEAL PROJECTS

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
4 /18	10/04/17	21		55079	6733 BLACKBURN CONSUL		426.50	.00	PRJCT MGMT/MATERIAL
TOTAL						.00	426.50	.00	
TOTAL						.00	426.50	.00	
TOTAL						.00	426.50	.00	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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AUDIT11

SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 035 - CITY GRANTS - CDBG & HOME
BUDGET UNIT - 5721 - SENIOR CENTER FACILITY

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
4 /18	10/04/17	21		55079	6733 BLACKBURN CONSUL		1,337.75	.00	PRJCT MGMT/MATERIAL
4 /18	10/04/17	21	8108	-01 55124	6729 PRIDESTAFF, INC.		390.00	-390.00	RHOADS, COMPLIANCE CHECK
TOTAL					PROFESSIONAL CONTRACT SVC	.00	1,727.75	-390.00	
TOTAL					SENIOR CENTER FACILITY	.00	1,727.75	-390.00	
TOTAL					CITY GRANTS - CDBG & HOME	.00	1,727.75	-390.00	

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CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

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AUDIT11

SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 040 - FLEET MAINTENANCE
BUDGET UNIT - 4265 - FLEET MAINTENANCE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220					OPERATING SUPPLIES				
4 /18	10/04/17	21		55112	6522 LAWRENCE TRACTOR		12.98	.00	FILTER
4 /18	10/04/17	21		55118	6120 O'REILLY AUTO PA		48.23	.00	BLUE DEF
4 /18	10/04/17	21		55118	6120 O'REILLY AUTO PA		21.40	.00	CAR WASH
4 /18	10/04/17	21		55129	0535 RUCKSTELL CALIF		81.79	.00	1/2-13x4" SWING BOLT
4 /18	10/04/17	21		55137	5379 TURF STAR		135.76	.00	BUSHING RUBBER
TOTAL					OPERATING SUPPLIES	.00	300.16	.00	
4230					REPAIR/MAINT SUPPLIES				
4 /18	10/04/17	21		55108	2671 KELLER MOTORS		62.60	.00	SL-N-RESISTOR
4 /18	10/04/17	21	8149	-01 55101	6146 HANFORD CHRYSLER		793.52	-793.52	BLANKET PURCHASE ORDER FO
4 /18	10/04/17	21	8150	-01 55100	5181 HAAKER EQUIPMENT		363.45	-363.45	BLANKET PURCHASE ORDER- R
4 /18	10/04/17	21	8150	-02 55100	5181 HAAKER EQUIPMENT		181.73	-181.73	BLANKET PURCHASE ORDER- R
4 /18	10/04/17	21	8150	-03 55100	5181 HAAKER EQUIPMENT		109.04	-109.04	BLANKET PURCHASE ORDER-OP
4 /18	10/04/17	21		55137	5379 TURF STAR		370.54	.00	WHEEL ASM
4 /18	10/04/17	21		55101	6146 HANFORD CHRYSLER		160.72	.00	AE WHEEL STE
TOTAL					REPAIR/MAINT SUPPLIES	.00	2,041.60	-1,447.74	
4350					REPAIR/MAINT SERVICES				
4 /18	10/04/17	21		55135	5701 T.N.T. TOWING, L		375.00	.00	UNIT 116
TOTAL					REPAIR/MAINT SERVICES	.00	375.00	.00	
TOTAL					FLEET MAINTENANCE	.00	2,716.76	-1,447.74	
TOTAL					FLEET MAINTENANCE	.00	2,716.76	-1,447.74	

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ACCOUNTING PERIOD: 4/18

FUND - 045 - GOLF COURSE - CITY
BUDGET UNIT - 4245 - GOLF COURSE-CITY

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4000K									
	4 /18	10/04/17	21	55134	6440 SYSCO		468.21	.00	KICTHEN SUPPLIES
TOTAL						.00	468.21	.00	
4000P									
	4 /18	10/04/17	21	55085	6476 CALLAWAY		429.15	.00	GOLF SUPPLIES
	4 /18	10/04/17	21	55085	6476 CALLAWAY		-414.00	.00	CREDIT GOLF SUPPLIES
	4 /18	10/04/17	21	55122	6667 PING		112.00	.00	GOLF SUPPLIES
TOTAL						.00	127.15	.00	
4220K									
	4 /18	10/04/17	21	55086	6624 CINTAS		69.47	.00	KITCHEN SUPPLIES
TOTAL						.00	69.47	.00	
4220M									
	4 /18	10/04/17	21	55109	6475 KERN TURF SUPPLY		81.01	.00	GOLF SUPPLIES
	4 /18	10/04/17	21	55114	6526 LEMOORE AUTO SUP		84.62	.00	BEP U1-3/SCO75190
	4 /18	10/04/17	21	55114	6526 LEMOORE AUTO SUP		17.58	.00	STRAIGHT JAW PLIER
	4 /18	10/04/17	21	55092	5866 FASTENAL COMPANY		25.66	.00	MEDTOPCOWHIDEGLVS
	4 /18	10/04/17	21	55114	6526 LEMOORE AUTO SUP		25.72	.00	DAY BP60
	4 /18	10/04/17	21	55109	6475 KERN TURF SUPPLY		432.43	.00	GOLF SUPPLIES
	4 /18	10/04/17	21	55109	6475 KERN TURF SUPPLY		432.43	.00	
	4 /18	10/04/17	21	55109	6475 KERN TURF SUPPLY		462.03	.00	
	4 /18	10/04/17	21	55114	6526 LEMOORE AUTO SUP		256.79	.00	CBA22115/BEP51-2
	4 /18	10/04/17	21	55114	6526 LEMOORE AUTO SUP		366.80	.00	BAT 8G31
	4 /18	10/04/17	21	55114	6526 LEMOORE AUTO SUP		366.80	.00	BAT 8G31
	4 /18	10/04/17	21	55114	6526 LEMOORE AUTO SUP		366.80	.00	BAT 8G31
	4 /18	10/04/17	21	55114	6526 LEMOORE AUTO SUP		366.80	.00	BAT 8G31
	4 /18	10/04/17	21	55114	6526 LEMOORE AUTO SUP		366.80	.00	BAT 8G31
	4 /18	10/04/17	21	55114	6526 LEMOORE AUTO SUP		366.80	.00	BAT8G31
	4 /18	10/04/17	21	55114	6526 LEMOORE AUTO SUP		172.63	.00	LUB760-05/CPE10712WR
	4 /18	10/04/17	21	55114	6526 LEMOORE AUTO SUP		182.33	.00	BEP51-2/EC TA67/CND
	4 /18	10/04/17	21	55114	6526 LEMOORE AUTO SUP		193.04	.00	HRE 71-12179N
	4 /18	10/04/17	21	55114	6526 LEMOORE AUTO SUP		96.50	.00	LUB 760-05
	4 /18	10/04/17	21	55114	6526 LEMOORE AUTO SUP		142.56	.00	BEP 51-2
TOTAL						.00	4,806.13	.00	
4309									
	4 /18	10/04/17	21	55128	6548 RINGER, TOM		1,231.81	.00	EMPLYE TAXES
	4 /18	10/04/17	21	55128	6548 RINGER, TOM		496.00	.00	MARK FRANTZ CPA
	4 /18	10/04/17	21	55128	6548 RINGER, TOM		15,777.72	.00	EMPL PAYROLL
TOTAL						.00	17,505.53	.00	
4310									
	4 /18	10/04/17	21	55128	6548 RINGER, TOM		6,500.00	.00	MGMNT SV SEPT.17
TOTAL						.00	6,500.00	.00	

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ACCOUNTING PERIOD: 4/18

FUND - 045 - GOLF COURSE - CITY
BUDGET UNIT - 4245 - GOLF COURSE-CITY

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4380									
4380									
4 /18	10/04/17	21	8032	-01 55123	6447 PNC EQUIPMENT FI		4,491.25	-4,491.25	EQUIPMENT LEASE-GOLF CART
TOTAL						.00	4,491.25	-4,491.25	
TOTAL						.00	33,967.74	-4,491.25	
TOTAL						.00	33,967.74	-4,491.25	

CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 050 - WATER
BUDGET UNIT - 4250 - WATER

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4140									HEALTH INSURANCE
4 /18	10/04/17	21		55117	6868 MIDAMERICA ADMIN		125.00	.00	HRA CONTRIBUTION
TOTAL						.00	125.00	.00	HEALTH INSURANCE
4220									OPERATING SUPPLIES
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		136.00	.00	
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		90.00	.00	DW BACTI
4 /18	10/04/17	21	55139		0474 WEST VALLEY SUPP		3.21	.00	O-RING
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		84.00	.00	DRINKING WATER-EDT
4 /18	10/04/17	21	55139		0474 WEST VALLEY SUPP		30.03	.00	15" 4X4 MARKING
4 /18	10/04/17	21	55106		6860 JOHN SOUZA		30.66	.00	SUPPLIES
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		28.00	.00	DRINKING WATER
TOTAL						.00	401.90	.00	OPERATING SUPPLIES
4230									REPAIR/MAINT SUPPLIES
4 /18	10/04/17	21	55132		6134 LEHIGH HANSON		71.02	.00	1/2 HMA PG 64-10 15%
4 /18	10/04/17	21	55132		6134 LEHIGH HANSON		592.43	.00	1/2 HMA PG 64-10
4 /18	10/04/17	21	55099		0188 FERGUSON ENTERPR		143.06	.00	MTR BX LID CNCRT LID
TOTAL						.00	806.51	.00	REPAIR/MAINT SUPPLIES
4310									PROFESSIONAL CONTRACT SVC
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		136.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		90.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		112.00	.00	SPECIAL WELL TESTING
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		119.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		120.00	.00	DW BACTI
4 /18	10/04/17	21	55096		5814 CITY OF HANFORD		3,666.29	.00	10%
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		170.00	.00	DRINKING WATER
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		224.00	.00	DRINKING WATER-EDT
4 /18	10/04/17	21	55084		1397 BSK ANALYTICAL L		224.00	.00	DRINKING WATER -EDT
4 /									

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SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 050 - WATER
BUDGET UNIT - 4250 - WATER

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310					PROFESSIONAL CONTRACT SVC (cont'd)				
4	/18	10/04/17	21	55084	1397 BSK ANALYTICAL L		84.00	.00	DRINKING WATER-EDT
4	/18	10/04/17	21	55084	1397 BSK ANALYTICAL L		84.00	.00	DRINKING WATER EDT
4	/18	10/04/17	21	55084	1397 BSK ANALYTICAL L		85.00	.00	DW BACTI
4	/18	10/04/17	21	55084	1397 BSK ANALYTICAL L		28.00	.00	DRINKING WATER- EDT
4	/18	10/04/17	21	55084	1397 BSK ANALYTICAL L		28.00	.00	DRINKING WATER SAMPLE
4	/18	10/04/17	21	55084	1397 BSK ANALYTICAL L		28.00	.00	SPECIAL WELL TEST
4	/18	10/04/17	21	55084	1397 BSK ANALYTICAL L		30.00	.00	DW BACTI
4	/18	10/04/17	21	55084	1397 BSK ANALYTICAL L		30.00	.00	DRINKING WATER SAMPLE
4	/18	10/04/17	21	55084	1397 BSK ANALYTICAL L		34.00	.00	DW BACTI
4	/18	10/04/17	21	55084	1397 BSK ANALYTICAL L		42.50	.00	DW BACTI
4	/18	10/04/17	21	55084	1397 BSK ANALYTICAL L		45.00	.00	DW BACTI
4	/18	10/04/17	21	55084	1397 BSK ANALYTICAL L		51.00	.00	DW BACTI
4	/18	10/04/17	21	55084	1397 BSK ANALYTICAL L		15.00	.00	DW BACTI
4	/18	10/04/17	21	55084	1397 BSK ANALYTICAL L		15.00	.00	DW BACTI
4	/18	10/04/17	21	55084	1397 BSK ANALYTICAL L		17.00	.00	DW BACTI
4	/18	10/04/17	21	55084	1397 BSK ANALYTICAL L		28.00	.00	DRINKING WATER SPECIA
TOTAL					PROFESSIONAL CONTRACT SVC	.00	8,365.79	.00	
TOTAL					WATER	.00	9,699.20	.00	
TOTAL					WATER	.00	9,699.20	.00	

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SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 056 - REFUSE
BUDGET UNIT - 4256 - REFUSE

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4140									
4 /18	10/04/17	21		55117	6868 MIDAMERICA ADMIN		125.00	.00	HRA CONTRIBUTION
TOTAL						.00	125.00	.00	
4220									
4 /18	10/04/17	21		55098	6751 FURTADO WELDING		89.58	.00	LARGE K/HAZ MAT
4 /18	10/04/17	21		55098	6751 FURTADO WELDING		173.64	.00	GLOE STICKS/WIRE/NOZZ
TOTAL						.00	263.22	.00	
4310									
4 /18	10/04/17	21		55096	5814 CITY OF HANFORD		3,666.29	.00	10%
TOTAL						.00	3,666.29	.00	
TOTAL						.00	4,054.51	.00	
TOTAL						.00	4,054.51	.00	

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SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 060 - SEWER& STORM WTR DRAINAGE
BUDGET UNIT - 4260 - SEWER

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220					OPERATING SUPPLIES				
4 /18	10/04/17	21		55106	6860 JOHN SOUZA		30.67	.00	SUPPLIES
4 /18	10/04/17	21		55092	5866 FASTENAL COMPANY		10.50	.00	L/XL LIME VEST
TOTAL					OPERATING SUPPLIES	.00	41.17	.00	
4310					PROFESSIONAL CONTRACT SVC				
4 /18	10/04/17	21	8123	-01 55090	6869 MILLENNIUM FUNDI		740.22	-740.22	1 CONTRACT STAFF PERSONNE
4 /18	10/04/17	21		55096	5814 CITY OF HANFORD		3,666.27	.00	10%
TOTAL					PROFESSIONAL CONTRACT SVC	.00	4,406.49	-740.22	
TOTAL					SEWER	.00	4,447.66	-740.22	

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SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 060 - SEWER& STORM WTR DRAINAGE
BUDGET UNIT - 5301 - REPLACE SEWER LANE CIMARO

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
4 /18	10/04/17	21		55079	6733 BLACKBURN CONSUL		1,491.25	.00	PRJCT MGMT/MATERIAL
TOTAL						.00	1,491.25	.00	
TOTAL						.00	1,491.25	.00	
TOTAL						.00	5,938.91	-740.22	

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SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 090 - TRUST & AGENCY
BUDGET UNIT - 4295 - TRUST & AGENCY

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4430									
	4 /18	10/04/17	21	55115	0306 LEMOORE HIGH SCH		60,003.88	.00	DEVELOPER FEES
	4 /18	10/04/17	21	55113	0301 LEMOORE UNION SC		85,311.63	.00	DEVELOPER FEE
TOTAL						.00	145,315.51	.00	
TOTAL						.00	145,315.51	.00	
TOTAL						.00	145,315.51	.00	

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SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 160 - 2016 BOND FUND
BUDGET UNIT - 5202 - TTHM PROJECT

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4310									
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	80.00	-80.00	BLANKET PURCHASE ORDER FO
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	240.00	-240.00	BLANKET PURCHASE ORDER FO
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	302.81	-302.81	BLANKET PURCHASE ORDER FO
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	400.00	-400.00	BLANKET PURCHASE ORDER FO
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	474.00	-474.00	BLANKET PURCHASE ORDER FO
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	520.14	-520.14	BLANKET PURCHASE ORDER FO
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	520.14	-520.14	BLANKET PURCHASE ORDER FO
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	548.00	-548.00	BLANKET PURCHASE ORDER FO
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	628.00	-628.00	BLANKET PURCHASE ORDER FO
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	654.02	-654.02	BLANKET PURCHASE ORDER FO
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	693.50	-693.50	BLANKET PURCHASE ORDER FO
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	693.50	-693.50	BLANKET PURCHASE ORDER FO
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	788.00	-788.00	BLANKET PURCHASE ORDER FO
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	874.00	-874.00	BLANKET PURCHASE ORDER FO
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	874.00	-874.00	BLANKET PURCHASE ORDER FO
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	1,387.00	-1,387.00	BLANKET PURCHASE ORDER FO
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	1,560.42	-1,560.42	BLANKET PURCHASE ORDER FO
4	/18	10/04/17	21	8027	-02 55084	1397 BSK ANALYTICAL L	1,962.06	-1,962.06	BLANKET PURCHASE ORDER FO
TOTAL						PROFESSIONAL CONTRACT SVC	.00	13,199.59	-13,199.59
TOTAL						TTHM PROJECT	.00	13,199.59	-13,199.59
TOTAL						2016 BOND FUND	.00	13,199.59	-13,199.59

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AUDIT11

SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 201 - LLMD ZONE 1
BUDGET UNIT - 4851 - LLMD ZONE 1 WESTFIELD

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4350									
4 /18	10/04/17	21		55091	5637 ELITE MAINTENANC		480.00	.00	REPAIR ON FOX
TOTAL						.00	480.00	.00	
TOTAL						.00	480.00	.00	
TOTAL						.00	480.00	.00	

PEI
DATE: 10/06/2017
TIME: 10:13:33

CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 26
AUDIT11

SELECTION CRITERIA: transact.yr='18' and transact.fund between '001' and '247' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 208 - LLMD ZONE 8 COUNTY CLUB
BUDGET UNIT - 4858 - LLMD ZONE 8 COUNTY CLUB

ACCOUNT	DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4350									
	10/04/17	21		55133	6379 STAN VIERRA ELEC		91.50	.00	CHECK POWER ON SPRNKL
TOTAL						.00	91.50	.00	
TOTAL					LLMD ZONE 8 COUNTY CLUB	.00	91.50	.00	
TOTAL					LLMD ZONE 8 COUNTY CLUB	.00	91.50	.00	
TOTAL REPORT						.00	268,513.69	-23,266.81	

PEI
DATE: 10/06/2017
TIME: 10:19:29

CITY OF LEMOORE
GENERAL LEDGER TRANSACTION ANALYSIS

PAGE NUMBER: 1
AUDIT311

SELECTION CRITERIA: account.acct between '1011' and '2011'AND transact.batch='PO100617'
ACCOUNTING PERIOD: 4/18

FUND - 001 - GENERAL FUND

ACCOUNT	DATE	T/C	REFERENCE	VENDOR/PAYER	DEBIT	CREDIT	DESCRIPTION
1550							
4 /18	10/04/17	21	55097	3022 FIRST BANKCARD	17,969.87		BILLING ACCT CREDIT
TOTAL					17,969.87	.00	
TOTAL				GENERAL FUND	17,969.87	.00	
TOTAL				REPORT	17,969.87	.00	

PEI
DATE: 10/06/2017
TIME: 10:18:45

CITY OF LEMOORE
GENERAL LEDGER TRANSACTION ANALYSIS

PAGE NUMBER: 1
AUDIT311

SELECTION CRITERIA: account.acct between '2000' and '2999'AND transact.yr='18' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 001 - GENERAL FUND

ACCOUNT	DATE	T/C	REFERENCE	VENDOR/PAYER	DEBIT	CREDIT	DESCRIPTION
2020			ACCOUNTS PAYABLE				
4 /18	10/04/17	21	55088	6150 CLASSIC SOCCER		123.08	ADULT JERSEYS LOGO+#
TOTAL			ACCOUNTS PAYABLE		.00	123.08	
2248			RECREATION IN/OUT				
4 /18	10/04/17	21	55088	6150 CLASSIC SOCCER	123.08		ADULT JERSEYS LOGO+#
TOTAL			RECREATION IN/OUT		123.08	.00	
TOTAL			GENERAL FUND		123.08	123.08	
TOTAL REPORT					123.08	123.08	

PEI
DATE: 10/06/2017
TIME: 10:17:31

CITY OF LEMOORE
REVENUE TRANSACTION ANALYSIS

PAGE NUMBER: 1
AUDIT31

SELECTION CRITERIA: transact.yr='18' and transact.account between '3000' and '3999' and transact.batch='P0100617'
ACCOUNTING PERIOD: 4/18

FUND - 001 - GENERAL FUND
BUDGET UNIT - 001 - GENERAL FUND

ACCOUNT	DATE	T/C	RECEIVE REFERENCE	PAYER/VENDOR	BUDGET	RECEIPTS	RECEIVABLES DESCRIPTION
3625							
	CIVIC AUDITORIUM RENTAL						
4 /18	10/04/17	210	55076	T2154 ANTHONY VASQUEZ		-250.00	REFUND CIVIC AUD 2846
TOTAL	CIVIC AUDITORIUM RENTAL				.00	-250.00	.00
TOTAL	GENERAL FUND				.00	-250.00	.00
TOTAL	GENERAL FUND				.00	-250.00	.00
TOTAL REPORT					.00	-250.00	.00