

LEMOORE
CALIFORNIA

LEMOORE CITY COUNCIL
COUNCIL CHAMBER
429 C STREET
March 15, 2022

MEETING AGENDA

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

7:00 p.m. 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 City Attorney will provide an oral report regarding the Closed Session at the beginning of the next regular City Council meeting.

- 1. Government Code Section 54957
Public Employee Performance Evaluation – City Attorney

ADJOURNMENT

7:30 p.m. REGULAR SESSION

- a. CALL TO ORDER
- b. INVOCATION
- c. PLEDGE OF ALLEGIANCE
- d. ROLL CALL
- f. AGENDA APPROVAL, ADDITIONS, AND/OR DELETIONS
- e. CLOSED SESSION REPORT

PUBLIC COMMENT

Public comment will be in accordance with the attached policy. 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 three (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. The public will have an opportunity to comment on items on the agenda once the item has been called and the Mayor opens the item to the public.

CEREMONIAL / PRESENTATION – Section 1

- 1-1 Distribution of Donations (Olson)

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 – Special Meeting – February 23, 2022
- 3-2 Approval – Minutes – Special Meeting – March 1, 2022
- 3-3 Approval – Minutes – Regular Meeting – March 1, 2022
- 3-4 Approval – Letter of Support for Joint Tulare County Regional Transit Agency and Kings County Area Public Transit Agency TIRCP Application – CVC ZEB Project
- 3-5 Approval – Resolution 2022-10 – Authorizing the Transfer of Funds from Insurance Claims to Accounts Affected by the Water Incident
- 3-6 Approval – Appointment of Lemoore Parks and Recreation Commissioners
- 3-7 Approval – Resolution 2022-11 – Regarding the Public Transit Needs within the City of Lemoore and Authorizing the Filing of a Claim for Transportation Development Act Funds

PUBLIC HEARINGS – Section 4

Report, discussion and/or other Council action will be taken.

No Public Hearing.

NEW BUSINESS – Section 5

Report, discussion and/or other Council action will be taken.

- 5-1 Report and Recommendation – Budget Amendment and Revision to the City Position Allocation for Addition of one IT Analyst to the Information Technology Division (Speer)

BRIEF CITY COUNCIL REPORTS AND REQUESTS – Section 6

- 6-1 City Council Reports / Requests

ADJOURNMENT

Upcoming Council Meetings

- City Council Regular Meeting, Tuesday, April 5, 2022
- City Council Regular Meeting, Tuesday, April 19, 2022

Agendas for all City Council meetings are posted at least 72 hours prior to the meeting at the Council Chamber, 429 C Street and the Cinnamon Municipal Complex, 711 W. Cinnamon Drive. 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) 924-6744, at least 4 business days prior to the meeting.

PUBLIC NOTIFICATION

I, Marisa Avalos, City Clerk for the City of Lemoore, declare under penalty of perjury that I posted the above Regular City Council Agenda for the meeting of March 15, 2022 at Council Chamber, 429 C Street and Cinnamon Municipal Complex, 711 W. Cinnamon Drive, Lemoore, CA on March 11, 2022.

//s//
Marisa Avalos, City Clerk

CITY OF LEMOORE
CITY COUNCIL REGULAR MEETINGS
MARCH 15, 2022 @ 7:00 p.m. / 7:30 p.m.

Attendance and Public Comment Changes Due to COVID-19

The Lemoore City Council will be conducting its regular meeting on March 15, 2022. Given the current Shelter-In-Place covering Kings County and the Social Distance Guidelines issued by Federal, State, and Local Authorities, the City is implementing the following changes for attendance and public comment.

All upcoming regular and special City Council meetings **will be open to fifteen (15) members of the public on a first come, first served basis and via Zoom.** The meeting may be viewed through the following options:

- Join Zoom Meeting
- Please click the link below to join the webinar:
- <https://us06web.zoom.us/j/83196903587?pwd=bmpiUzIMNHpQOFJpdDhWM20weThxZz09>
- Meeting ID: 831 9690 3587
- Passcode: 041956
- Phone: +1 669 900 6833

The City will also provide links to streaming options on the City's website and on its Facebook page.

If you wish to make a general public comment or public comment on a particular item on the agenda, **participants may do so via Zoom during the meeting** or by **submitting public comments by e-mail to: cityclerk@lemoore.com**. In the subject line of the e-mail, please state your name and the item you are commenting on. If you wish to submit a public comment on more than one agenda item, please send a separate e-mail for each item you are commenting on. Please be aware that written public comments, including your name, may become public information. Additional requirements for submitting public comments by e-mail are provided below.

General Public Comments & Comments on City Council Business Items

For general public comments and comments regarding specific City Council Business Items, public comments can be made via Zoom during the meeting or all public comments must be received by e-mail no later than 4:00 p.m. the day of the meeting. Comments received by this time will be read aloud by a staff member during the applicable agenda item, provided that such comments may be read within the normal three (3) minutes allotted to each speaker. Any portion of your comment extending past three (3) minutes may not be read aloud due to time restrictions. If a general public comment or comment on a business item is received after 4:00 p.m., efforts will be made to read your comment into the record. However, staff cannot guarantee that written comments received after 4:00 p.m. will be read. All written comments that are not read into the record will be made part of the meeting minutes, provided that such comments are received prior to the end of the City Council meeting.

Public Hearings

For public comment on a public hearing, all public comments must be received by the close of the public hearing period. All comments received by the close of the public hearing period will be read aloud by a staff member during the applicable agenda item, provided that such comments may be read within the normal three (3) minutes allotted to each speaker. Any portion of your comment extending past three (3) minutes may not be read aloud due to time restrictions. If a comment on a public hearing item is received after the close of the public hearing, such comment will be made part of the meeting minutes, provided that such comment is received prior to the end of the meeting.

PLEASE BE AWARE THAT ANY PUBLIC COMMENTS RECEIVED THAT DO NOT SPECIFY A PARTICULAR AGENDA ITEM WILL BE READ ALOUD DURING THE GENERAL PUBLIC COMMENT PORTION OF THE AGENDA.

The City thanks you for your cooperation in advance. Our community's health and safety is our highest priority.

**February 23, 2022 Minutes
Lemoore City Council
Special Meeting**

CALL TO ORDER:

At 5:00 p.m., the meeting was called to order.

ROLL CALL: Mayor Pro Tem: MATTHEWS
Council Members: CHANEY, GORNICK, ORTH
Absent: LYONS

City Staff and contract employees present: City Manager Olson; City Attorney Lerner; Police Chief Kendall, City Clerk Avalos.

NEW BUSINESS – Section 1

1-1 Report, Recommendation, and/or Action – Sandridge Partners L.P Proposal to Construct and Operate a Cattle Feedlot and Beef Harvesting Plant (Olson)

Motion by Council Member Gornick, seconded by Mayor Lyons to take no additional action regarding the proposal by Sandridge Partners, L.P.

*Ayes: Gornick, Lyons, Orth
Noes: Chaney, Matthews*

ADJOURNMENT

At 6:04 p.m., Council adjourned.

Approved the 15th day of March 2022.

APPROVED:

Stuart Lyons, Mayor

ATTEST:

Marisa Avalos, City Clerk

**March 1, 2022 Minutes
Lemoore City Council
Special Meeting**

CALL TO ORDER:

At 7:00 p.m., the meeting was called to order.

ROLL CALL: Mayor Pro Tem: MATTHEWS
Council Members: CHANEY, GORNICK, ORTH
Absent: LYONS

City Staff and contract employees present: City Manager Olson; Assistant City Manager Speer; City Attorney Lerner; Police Chief Kendall, City Clerk Avalos.

NEW BUSINESS – Section 1

1-1 Public Hearing – Redistricting of City Council Districts – Consideration of Mapping Options (Avalos)

City Clerk Avalos provided a presentation on the Redrawing of the Election District Boundaries.

Public Hearing opened: 7:00 p.m.

Spoke: Marisa Avalos, City Clerk

Public Hearing closed: 7:04 p.m.

ADJOURNMENT

At 7:04 p.m., Council adjourned.

Approved the 15th day of March 2022.

APPROVED:

Stuart Lyons, Mayor

ATTEST:

Marisa Avalos, City Clerk

March 1, 2022 Minutes
Lemoore City Council and Redevelopment Successor Agency Meeting
Study Session Meeting

CALL TO ORDER:

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

ROLL CALL: Mayor Pro Tem: MATTHEWS
Council Members: CHANEY, GORNICK, ORTH
Absent: LYONS

City Staff and contract employees present: Assistant City Manager Speer; City Attorney Lerner; Police Chief Kendall; City Clerk Avalos.

At 5:32 p.m., Council adjourned to Closed Session.

CLOSED SESSION

1. Liability Claim
Government Code Section 54956.95
Claimant: Mr. George Rodriguez
Agency Claimed Against: City of Lemoore
2. Government Code Section 54956.9
Conference with Legal Counsel – Exposure to Litigation
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9
Two Cases
- ★ 3. Government Code Section 54956.9
Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9
One Case
4. Paulette Ray Jones, et al. v. City of Lemoore, et al. Kings County Superior Court Case No. 22C-0041

At 6:07 p.m., Council adjourned.

**March 1, 2022 Minutes
Lemoore City Council
Regular Meeting**

CALL TO ORDER:

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

ROLL CALL: Mayor Pro Tem: MATTHEWS
Council Members: CHANEY, GORNICK, ORTH
Absent: LYONS

City Staff and contract employees present: City Manager Olson; Assistant City Manager Speer; City Attorney Lerner; Police Chief Kendall; Public Works Director Rivera; Management Analyst Reeder; City Clerk Avalos.

AGENDA APPROVAL, ADDITIONS, AND/OR DELETIONS

Item 5-1 was tabled.

CLOSED SESSION REPORT

Nothing to report out of Closed Session.

PUBLIC COMMENT

Keith Fagundes, Kings County District Attorney, introduced himself to the City Council. Informed Council about the Lisa project. It is one of two permanent projects in the state that showcases the lives of 5 victims to understand victimization.

Jeffrey Blain with Lemoore Little League thanked Council and all those who helped the Little League maintain their contract. He invited City Council to opening ceremonies on Saturday, March 5 at 10:30 a.m. Little League will be hosting the State Championship for California on July 23rd.

CEREMONIAL / PRESENTATION – Section 1

No Ceremonies / Presentations.

DEPARTMENT AND CITY MANAGER REPORTS – Section 2

Police Chief Kendall stated that they will be conducting department wide scenario based training March 21 and 22. Partnering with Lemoore Highschool for “Every 15 Minutes” program. There has been movement in the department. Officer Trevino has been promoted to the rank of Corporal. Corporal Jacques has been assigned to the Detective unit. Two Reserve Officers have been hired to full time. Reserve Officer Van Hoogmoed was hired and will be sworn in on Monday.

City Manager Olson informed Council that two housing projects will be going to Planning Commission in the near future for the annexation process. Panda Express has submitted their application and will be going in the Savemart shopping center.

CONSENT CALENDAR – Section 3

3-1 Approval – Minutes – Regular Meeting – February 15, 2022

- 3-2 Approval – Resolution 2022-08 – Authorizing Continued Use of Remote Teleconferencing Provisions (AB 361)
- 3-3 Approval – Denial of Claim for Mr. George Rodriguez
- 3-4 Approval – Public Safety Infrastructure Project (CIP 5713) and Budget Amendment Allocating Funds for Project Expenditures
- 3-5 Approval – Resolution 2022-09 – Authorizing Notification of Intent to Comply with CalRecycle
- 3-6 Approval – Recordation of the Final Parcel Map for Tentative Parcel Map 2021-07 Submitted by Legacy Realty
- 3-7 Approval – Budget Amendment – Recreation Programs and Downtown Events
- 3-8 Approval – Automatic Aid Agreement for Fire Related Incidents between County of Kings and City of Lemoore
- 3-9 Approval – American Legion Post 100’s Request to Rename Veterans Park to Veterans Memorial Park
- 3-10 Approval – Budget Amendment – Housing Funds

Item 3-6 was pulled for separate consideration.

Motion by Council Member Orth, seconded by Council Member Chaney, to approve the Consent Calendar, except Item 3-6.

Ayes: Orth, Chaney, Gornick, Matthews

Absent: Lyons

- 3-6 Approval – Recordation of the Final Parcel Map for Tentative Parcel Map 2021-07 Submitted by Legacy Realty

Motion by Council Member Orth, seconded by Council Member Gornick, to approve the Recordation of the Final Parcel Map for Tentative Parcel Map 2021-07 submitted by Legacy Realty.

Ayes: Orth, Gornick, Chaney, Matthews

Absent: Lyons

PUBLIC HEARINGS – Section 4

No Public Hearing.

NEW BUSINESS – Section 5

- 5-1 Approval – Subdivision Agreement and Final Map – Tract 820 – Energy Homes Inc. dba G.J Gardner Homes

This item was tabled.

- 5-2 Approval – Subdivision Agreement and Final Map – Tract 848 – Lennar Homes of California, Inc.

Motion by Council Member Gornick, seconded by Council Member Orth, to approve the Subdivision Agreement and Final Map – Tract 848 – Lennar Homes of California, Inc.

Ayes: Gornick, Orth, Chaney, Matthews

Absent: Lyons

BRIEF CITY COUNCIL REPORTS AND REQUESTS – Section 6

6-1 City Council Reports / Requests

Council Member Orth thanked City staff for all the hard work they have been doing. Thanked Police and Fire. He requested information on the camera for dispatch.

Council Member Gornick stated it was nice to hear that Little League will be hosting the State Championship. State Championships for Men and Women will be held at the college. Council Member Chaney thanked City staff. Thanked Police and Fire. They are very busy and make this City what it is.

Mayor Pro Tem Matthews echoed what her fellow Council Members stated. Thanked Police, Fire and Military. KCAO has a food distribution coming up on March 8th at Lifeway Church.

ADJOURNMENT

At 7:50 p.m., Council adjourned.

Approved the 15th day of March 2022.

APPROVED:

Stuart Lyons, Mayor

ATTEST:

Marisa Avalos, City Clerk



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Staff Report

Item No: 3-4

To: Lemoore City Council

From: Nathan Olson, City Manager

Date: March 4, 2022

Meeting Date: March 15, 2022

Subject: Letter of Support for Joint Tulare County Regional Transit Agency and Kings County Area Public Transit Agency TIRCP Application – CVC ZEB Project

Strategic Initiative:

- | | |
|--|---|
| <input type="checkbox"/> Safe & Vibrant Community | <input checked="" 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:

Approve the letter of Support for Joint Tulare County Regional Transit Agency and Kings County Area Public Transit Agency TIRCP Application, CVC ZEB Project.

Subject/Discussion:

Kings County Area Public Transit Agency is working with Tulare County Regional Transit Agency and other partners to request California State Funding through the Transit and Intercity Rail Capital Program (TIRCP) to fund the capital expenditures to support the Cross Valley Corridor (CVC) Zero-Emission Bus Phase 1. They have requested letters of support to attach to the highly competitive grant.

Financial Consideration(s):

None.

Alternatives or Pros/Cons:

Pros:

- The project will support and encourage further population and economic growth.

Cons:

- None noted.

Commission/Board Recommendation:

Not applicable.

Staff Recommendation:

Staff recommends approval the letter of Support for Joint Tulare County Regional Transit Agency and Kings County Area Public Transit Agency TIRCP Application, CVC ZEB Project.

Attachments:

- Resolution:
- Ordinance:
- Map
- Contract
- Other
List: Letter of Support

Review:

- Asst. City Manager
- City Attorney
- City Clerk
- City Manager
- Finance

Date:

- 03/10/2022
- 03/11/2022
- 03/11/2022
- 03/10/2022
- 03/10/2022



711 West Cinnamon Drive • Lemoore, California 93245 • (559) 924-6744 ext. 700

March 15, 2022

CalSTA
915 Capitol Mall, Suite 350B
Sacramento, CA 95814

Re: Letter of Support for Joint Tulare County Regional Transit Agency and Kings County Area Public Transit Agency TIRCP application: "TULARE/KINGS CROSS-VALLEY CORRIDOR (CVC) ZERO-EMISSION BUS (ZEB) EXPANSION PHASE 1 (the "**CVC ZEB Project**")

CalSTA Reviewers,

On behalf of the City of Lemoore, I am pleased to submit this letter of support to the CVC ZEB Project.

The **CVC ZEB Project** supports the long-planned development of an east-west Cross Valley Corridor (CVC) mixed freight and passenger rail system by purchasing and implementing zero-emission feeder buses in multiple cities in and along the rail route and micro-transit operations in selected cities that will provide comprehensive access to the rail system for the region and will connect with existing Amtrak service as well as the north-south California High Speed Rail system, currently in development. The **CVC ZEB Project** will also enhance or develop multi-modal transit centers in Kings County and Lindsay. The project will benefit disadvantaged and minority populations and will provide greater connectivity and mobility options for these rural communities. The **CVC ZEB Project** will reduce vehicle miles traveled, greenhouse gas emissions and road traffic in the region by making public transit competitive with private vehicles, increasing transit ridership. The project will support and encourage further population and economic growth in each of the cities partnering in the project, as well as the region as a whole; this in turn will drive increased utilization and benefit of the vehicles and infrastructure deployed via this project. The project will replace diesel and compressed natural gas (CNG) buses with zero emission buses and add additional zero-emission vehicles including buses and micro-transit vehicles all feeding into the east-west rail system that is also being developed. The **CVC ZEB Project** includes a fare integration element that will make it easy for passengers to plan and ticket their trips from beginning to end using the same mobile app or web interface. The project includes a workforce development component as well as community outreach and education to promote the enhanced transit accessibility and drive use of zero-emission transportation modalities such as electric cars, electrified public transit and active transportation options, among others. The **CVC**

ZEB Project is a crucial part of the overall transportation transformation the region is undergoing.

Our organization is in support of this project and the many benefits it will provide to the citizens of Lemoore. The Tulare County Regional Transit Agency, Kings County Area Public Transit Agency and its partners, including CALSTART, are eminently qualified to coordinate and implement this project. We have the utmost confidence that if awarded funding, the project team will execute the project on time and budget and achieve the objectives set forth and accordingly we encourage your selection and full funding of this project.

Thank you for considering this letter of support. I am excited about the transformation of our region by the **CVC ZEB Project** and the larger Cross-Valley Corridor rail system integration that it supports. If you have any questions, feel free to reach out to me at (559) 924-6744 ext. 700 or citymanager@lemoore.com.

Respectfully,



Nathan Olson
City Manager



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Staff Report

Item No: 3-5

To: Lemoore City Council

From: Michelle Speer, Assistant City Manager

Date: March 4, 2022

Meeting Date: March 15, 2022

Subject: Resolution 2022-10 – Authorizing the Transfer of Funds from Insurance Claims to Accounts Affected by the Water Incident

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 type="checkbox"/> Community & Neighborhood Livability | <input type="checkbox"/> Not Applicable |

Proposed Motions:

Approve Resolution 2022-10, authorizing the transfer of Risk Management funds to the affected Fund, in regards to the Insurance Claim for the water incident, and authorize the City Manager, or designee, to process the transfer of any payments received.

Subject/Discussion:

The City of Lemoore submitted a claim to Central San Joaquin Valley Risk Management Authority (CSJVRMA) for the losses that occurred on June 21, 2021. The claim has been approved, in part, and payments have been received.

Additional payments are expected as the City works with the insurers regarding the incident. Staff requests that City Council authorize the City Manager, or designee, to transfer any future payments toward expenses related to the incident.

Financial Consideration(s):

The transfer of funds will not result in any change in the overall fund balance of the City as a whole.

Alternatives or Pros/Cons:

None noted.

Commission/Board Recommendation:

Not applicable.

Staff Recommendation:

Staff recommends that City Council approve Resolution 2022-10, authorizing the transfer of Risk Management funds to the affected Fund, in regards to the Insurance Claim for the water incident, and authorize the City Manager, or designee, to process the transfer of any payments received.

Attachments:

- Resolution: 2022-10
- Ordinance:
- Map
- Contract
- Other:

Review:

- Asst. City Manager
- City Attorney
- City Clerk
- City Manager
- Finance

Date:

- 03/10/2022
- 03/11/2022
- 03/11/2022
- 03/10/2022
- 03/10/2022

RESOLUTION NO. 2022-10

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMOORE
AUTHORIZING THE TRANSFER OF FUNDS FROM INSURANCE CLAIMS TO
ACCOUNTS AFFECTED BY THE WATER INCIDENT**

WHEREAS, conditions of disaster or of extreme peril to the safety of persons and property arose within the City of Lemoore on June 21, 2021, caused by one of the water tanks located at the City’s Station 7 Water Facility Complex failing, resulting in the loss of access to two storage tanks holding 1.5 million gallons of water each, and three active water wells (“Water Incident”); and

WHEREAS, the City of Lemoore has submitted claims for the losses occurred on June, 21, 2021; and

WHEREAS, the City of Lemoore will receive payments for the claims over a period of time;

NOW THEREFORE BE IT RESOLVED, that the City Manager, or designee, of the City of Lemoore be and is hereby authorized to process transfers of claim payments from Fund 041 (Risk Management) to the Fund(s) that was affected by the incident.

PASSED AND ADOPTED by the City Council of the City of Lemoore at a regular meeting held on the 15th day of March 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Marisa Avalos
City Clerk

Stuart Lyons
Mayor



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Staff Report

Item No: 3-6

To: Lemoore City Council

From: Marisa Avalos, City Clerk / Executive Assistant

Date: March 4, 2022

Meeting Date: March 15, 2022

Subject: Appointment of Lemoore Parks and Recreation Commissioners

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:

Approve the appointments of Robert Escalera, Ernest Smith, and Steve Rossi to the Parks and Recreation Commission, as recommended by Mayor Lyons.

Subject/Discussion:

The terms of five Parks and Recreations Commissioners have been expired since 2020. Due to COVID, the Parks and Recreation Committee has not been meeting. Programs are back up and running and meetings will be scheduled for the Commission beginning in April. The vacancies were posted at the City Hall, Cinnamon Municipal Complex, and the City website. Four applications were received. The applicants are:

Robert Escalera
Delia Jordan
Steve Rossi
Ernest Smith

Mayor Lyons reviewed all applications. Mayor Lyons is recommending the appointment of Robert Escalera, Delia Jordan, Ernest Smith and Steve Rossi to the Parks and Recreation Commission.

Concurrence of at least two Council Members is required for the appointment to be official.

Financial Consideration(s):

None. The appointments are volunteer positions.

Alternatives or Pros/Cons:

Pros:

- Fills vacancies on the Parks and Recreation Commission

Cons:

- None noted.

Commission/Board Recommendation:

Not applicable.

Staff Recommendation:

No recommendation.

Attachments:

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

Review:

- Asst. City Manager
- City Attorney
- City Clerk
- City Manager
- Finance

Date:

- 03/10/2022
- 03/11/2022
- 03/11/2022
- 03/10/2022
- 03/10/2022



City Clerk's Office
City of Lemoore

JUN 08 2021

RECEIVED

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Office of the City Manager

APPLICATION FOR PUBLIC SERVICE APPOINTMENT

TO A MUNICIPAL BOARD /COMMISSION/COMMITTEE/ADVISORY TASK FORCE

Name Robert V. Escalera

Address [Redacted] Telephone# [Redacted]

E-mail address [Redacted] Cell # _____

Business Name RETIRED Car Industry

Business Address _____

Position Held _____ Business Phone # _____

How long have you resided in Lemoore 32 Are you a registered voter yes

Would you be available for meetings in the daytime evenings both

Please indicate the Commission or Advisory Committee for which you wish to apply:

City Council Planning Commission Parks & Recreation Commission

District _____ Downtown Merchants Advisory Committee

What are your principle areas of interest in our City government:

provide accessible parks & recreation for the citizens (and others) of Lemoore for all ages

List education, training or special knowledge which might be relevant to this appointment:

Customer Service REP for over 35 years
past Commissioner

Public Service Appointment Application
Page 2

List employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

Kings Lions Club
Breakfast Lions Club
president of BOD ALANO CLUB

Have you been, or are you now a member of a governmental board, commission or committee? If so, please provide name and dates service.

Lemoore Parks and REC, Commissioner
3rd TERM

REMARKS: Please indicate any further information that will be of value regarding your appointment.

Concerned Citizen of Lemoore

Name Rimt V Escalera
(Please print)

Date 6-3-2021

Signature 



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Office of the City Manager

APPLICATION FOR PUBLIC SERVICE APPOINTMENT

TO A MUNICIPAL BOARD /COMMISSION/COMMITTEE/ADVISORY TASK FORCE

Name Delia Jordan
Address [REDACTED] Telephone# _____
E-mail address [REDACTED] Cell # [REDACTED]
Business Name _____
Business Address _____

Position Held _____ Business Phone # _____

How long have you resided in Lemoore 13 Are you a registered voter yes

Would you be available for meetings in the daytime evenings both

Please indicate the Commission or Advisory Committee for which you wish to apply:

City Council Planning Commission Parks & Recreation Commission
District _____ Downtown Merchants Advisory Committee

What are your principle areas of interest in our City government:

I am interested in the Lemoore Parks and Recreation Commission. I love being involved in the development, improvement and recreation programs for the City. I like to ensure our citizens are enjoying our local parks and programs.

List education, training or special knowledge which might be relevant to this appointment:

I have knowledge in party planning and organizing events.

Public Service Appointment Application
Page 2

List employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

I am the former President, Vice President and Treasurer to the Employee Action Committee at Avenal State Prison. This committee organizes events and put on a Employee Appreciation Day for 1200 employees.

Have you been, or are you now a member of a governmental board, commission or committee? If so, please provide name and dates service.

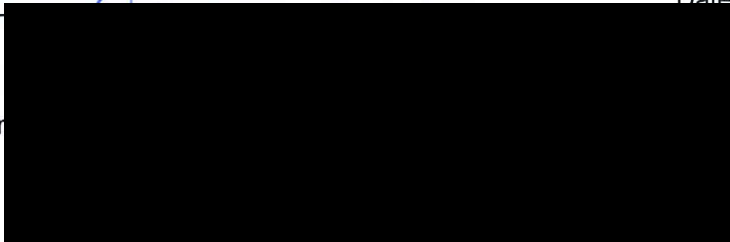
I am a current Commissioner of the Parks and Recreation Department.

REMARKS: Please indicate any further information that will be of value regarding your appointment.

I have enjoyed being a commissioner for the past few years. I love the interacting with the community. And would like to continue to be involved in this commission.

Name Delia Jordan Date March 10, 2022

Signature





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Office of the City Manager

APPLICATION FOR PUBLIC SERVICE APPOINTMENT

TO A MUNICIPAL BOARD /COMMISSION/COMMITTEE/ADVISORY TASK FORCE

Name STEVE ROSSI

Address [REDACTED] Telephone# [REDACTED]

E-mail address [REDACTED] Cell # [REDACTED]

Business Name LEMOORE POLICE DEPARTMENT

Business Address 657 FOX ST.

Position Held POLICE OFFICER Business Phone # 924-9574

How long have you resided in Lemoore 25 YRS Are you a registered voter YES

Would you be available for meetings in the daytime evenings both

Please indicate the Commission or Advisory Committee for which you wish to apply:

City Council Planning Commission Parks & Recreation Commission

District _____ Downtown Merchants Advisory Committee

What are your principle areas of interest in our City government:

THE ECONOMIC VITALITY OF THE CITY, WHICH ENSURES THAT THE CITY WILL BE ABLE TO PROVIDE A SAFE ENVIRONMENT FOR ITS RESIDENTS AND VISITORS, AS WELL AS A PARKS AND RECREATION DEPARTMENT THAT CONTINUES TO PROVIDE WORTHWHILE PROGRAMS FOR ALL RESIDENTS

List education, training or special knowledge which might be relevant to this appointment:

B.S IN CRIMINAL JUSTICE, GRADUATE OF THE L.A.P.D. LEADERSHIP PROGRAM, 26 YEARS OF LAW ENFORCEMENT EXPERIENCE

"In God We Trust"

Public Service Appointment Application
Page 2

List employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

MEMBER OF THE LEMOORE LIONS CLUB FOR 22 YEARS, WORKING CLOSELY WITH THE PARKS AND RECREATION DEPARTMENT EMPLOYEES AND THEIR PROGRAMS/EVENTS

Have you been, or are you now a member of a governmental board, commission or committee? If so, please provide name and dates service.

YES; PARKS AND RECREATION COMMISSION SINCE 2018

REMARKS: Please indicate any further information that will be of value regarding your appointment.

Name STEVE ROSSI
(Please print)

Date 122221

Signature 

"In God We Trust"



711 West Cinnamon Drive • Lemoore, California 93245 • (559) 924-6744 • Fax (559) 924-9003
Office of the City Manager

City Clerk's Office
City of Lemoore
DEC 13 2021
RECEIVED

APPLICATION FOR PUBLIC SERVICE APPOINTMENT

TO A MUNICIPAL BOARD /COMMISSION/COMMITTEE/ADVISORY TASK FORCE

Name DR. ERNIE SMITH
Address [REDACTED] Telephone# [REDACTED]
E-mail address [REDACTED] Cell # SAME
Business Name _____

Business Address _____
Position Held Retired Business Phone # _____

How long have you resided in Lemoore 50 yrs Are you a registered voter yes

Would you be available for meetings in the daytime evenings both

Please indicate the Commission or Advisory Committee for which you wish to apply:

- City Council Planning Commission Parks & Recreation Commission
District _____ Downtown Merchants Advisory Committee

What are your principle areas of interest in our City government:

Youth & Senior Programs

List education, training or special knowledge which might be relevant to this appointment:

Under Graduate degree in Health & Physical Education

Public Service Appointment Application
Page 2

List employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

- Retired
- Commissioner on City of Lenoire Dept. of Rec.
 - Board Member, Comm. on Aging
 - Lenoire 2018 Citizen of the Year
 - Developed & Instructor of The "Veterans A Fitness Exercise & Fitness Program For Seniors"

Have you been, or are you now a member of a governmental board, commission or committee? If so, please provide name and dates service.

Lenoire Park & Rec Comm.
Comm. on Aging Board Member

REMARKS: Please indicate any further information that will be of value regarding your appointment.

I look forward to continue my service with the Lenoire Park & Rec Program.

Name ERNEST J. SMITH
(Please print)

Date 12-12-21

Sign





711 West Cinnamon Drive • Lemoore, California 93245 • (559) 924-6700 • Fax (559) 924-6708

Staff Report

Item No: 3-7

To: Lemoore City Council
From: Frank Rivera, Public Works Director
Date: March 7, 2021 **Meeting Date:** March 15, 2021
Subject: Resolution 2022-11 – Regarding Public Transit Needs Within the City of Lemoore and Authorizing the Filing of a Claim for Transportation Development Act Funds

Strategic Initiative:

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

Proposed Motion:

Approve, by motion, the filing of a Notice of Exemption to certify that projects to be constructed with these funds are categorically exempt from the California Environmental Quality Act (CEQA); adopt Resolution 2022-11 making a determination regarding public transit needs; and authorize the City Manager to submit the Transportation Development Act (TDA) Fund claim application, including any needed amendments after the Department of Finance population estimates are released on May 1.

Subject/Discussion:

The City has received the “Estimated Fiscal Year 2022-2023” TDA Shares from Kings County Association of Governments (KCAG) regarding Fiscal Year 2022-2023 Local Transportation Fund (LTF) Claims. The estimate of funds available for apportionment is provided by the Kings County Auditor and is apportioned based on population percentages of each jurisdiction, from the most current Department of Finance population estimate.

Attached is the Article 8 Claim Form for the Kings County procedural records to request Lemoore’s share of funds, a Categorical Notice of Exemption and Resolution 2022-11.

KCAG also included an Article 3 Claim Form for Pedestrian and Bicycle Facilities funding. However, this year, as in the past none of the agencies will be requesting these funds to be separated from the general LTF shares. This procedure allows all agencies to use these monies where needed. Staff recommends that the City of Lemoore not request funds under Article 3.

Below is the estimated distribution of TDA funds for the apportionment allocated to the City of Lemoore for FY 2022-2023:

KCAG Transportation Planning Costs	\$21,617
KCAPTA System Costs	\$369,155
Local Streets and Roads – Claim Amt.	\$628,561
<u>City of Lemoore TDA Fund Total</u>	<u>\$1,019,333</u>

These figures will be adjusted around May 1st when the new state population estimates are released. Resolution 2022-11 authorizes the City Manager to sign and submit this claim as well as any amended claims, as may be required.

In regards to filing of an Exemption Notice, Title 14, Section 15301(c) Public Resources Code provides that rehabilitation and/or reconstruction of existing highways and streets within existing rights of ways are categorically exempt from EIR requirements.

All agencies filing a claim for funds are required to hold a public hearing to determine if unmet transit needs exist within their jurisdiction. The Kings County Area Public Transit Agency (KCAPTA) scheduled a public hearing for February 23, 2022 on behalf of its member agencies.

Financial Consideration(s):

The funds of approximately \$628,561 will be deposited in our Local Transportation Fund (033) for use on street maintenance projects.

Alternatives or Pros/Cons:

None noted.

Commission/Board Recommendation:

Not applicable.

Staff Recommendation:

Staff recommends that City Council approve, by motion, the filing of a Notice of Exemption from CEQA and adopt resolution 2022-11 regarding public transit needs and authorize the City Manager to sign and submit claim for funds and any subsequent amended claims required.

Attachments:

- Resolution: 2022-11
- Ordinance:
- Map
- Contract
- Other

Review:

- Asst. City Manager
- City Attorney
- City Clerk
- City Manager
- Finance

Date:

- 03/10/2022
- 03/11/2022
- 03/11/2022
- 03/10/2022
- 03/10/2022

- List: 2022 Claim Attachment "A"
- 2022 TDA Shares Attachment "B"
- Summary of Capital Improvements Attachment "C"
- Notice of Exemption Attachment "D"

RESOLUTION NO. 2022-11

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMOORE
REGARDING PUBLIC TRANSIT NEEDS WITHIN THE CITY OF LEMOORE
AND AUTHORIZING THE FILING OF A CLAIM FOR
TRANSPORTATION DEVELOPMENT ACT FUNDS**

WHEREAS, the Transportation Development Act provides for Local Transportation Funds (LTF) for meeting transportation needs that can be reasonably met; and

WHEREAS, once public transportation needs are met, the balance of the LTF may be claimed for local streets and roads; and

WHEREAS, the City of Lemoore has participated with the Kings County Area Public Transit Agency (KCAPTA) to provide Public Transportation for the City of Lemoore; and

WHEREAS, the Kings County Area Public Transit Agency Board, a joint powers authority, had conducted a Public Hearing on behalf of the City Council to determine if there are unmet transportation needs that are reasonable to meet; and

WHEREAS, the aforementioned service is currently meeting all transit needs that are reasonable to be met.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Lemoore does hereby find and determines based upon the testimony and evidence considered that there are no areas within its jurisdiction with unmet public transit needs which could be reasonably met by expansion of the existing transportation system or by the establishment of a new system.

BE IT FUTHER RESOLVED that the City Council of the City of Lemoore claims the unused balance of the Local Transportation Funds, not used for public transportation and transportation planning, for maintenance of local streets and roads and finds that maintenance of streets and roads is categorically exempt from environmental review.

BE IT FUTHER RESOLVED that the City Manager is hereby authorized to sign and submit the claim for Transportation Development Act Funds and any subsequent amended claims required.

/

/

/

PASSED AND ADOPTED by the City Council of the City of Lemoore at a Regular Meeting held on 15th day of March 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Marisa Avalos
City Clerk

Stuart Lyons
Mayor

CLAIM FOR TDA FUND

OTHER CLAIMS
ARTICLE 8

1. Claimant: City of Lemoore
711 W. Cinnamon Dr.
Lemoore, CA 93245
2. Claim for FY 2022-23
3. Amount of Apportionment (estimate): 17.5747% \$ 1,019,333
4. Purpose for which claimed funds will be used:
- | | |
|---|-------------------|
| Article 8, Section 99400(a), Local Street and Roads. | \$ <u>628,561</u> |
| Article 8, Section 99400(c), Transportation Services. | \$ <u>0</u> |
| Article 8, Section 99233.1 and 99402, Planning. | \$ <u>21,617</u> |
| Article 8, Section 99234.9, Rail Passenger Service Projects | \$ <u>0</u> |
5. NOTE: KCAPTA will Claim \$ 369,155 through Article 4.
6. Has your governing body conducted a public hearing for the purpose of soliciting comments on the unmet transit needs that may exist within your jurisdiction?
NO _____ YES _____
7. Has your governing body passed a resolution in which the finding was made that there are no areas within your jurisdiction with unmet public transit needs which could reasonably be met by expansion of existing transportation systems or by establishing a new system?
NO _____ YES _____

Include a copy of that resolution and documentation of the finding, including evidence and information that provides the basis for the finding, and designate it as "Attachment B".

8. Has your governing body passed a resolution authoring the person whose signature appears below to submit this claim?

NO _____

YES ✓

9. Proposed road maintenance and construction budget for the fiscal year of this claim:

3,627,103
\$ ~~1,677,103~~_m

Include a list of road maintenance and construction projects for which the funds are requested and designate it as "Attachment C".

10. Has your governing body certified environmental documents for projects to be funded by this claim?

NO _____

YES ✓

11. _____
Signature and Title

Date

Payment for projects approved by KCAG will be made to Claimant as money is available for distribution in Claimant's account.

**ESTIMATED FY 2022-23
TRANSPORTATION DEVELOPMENT ACT SHARES**

FY 2022-23: LOCAL TRANSPORTATION FUND SHARES:	AMOUNT CLAIMED:	AMOUNT REMAINING:	
1. Estimate of LTF for Fiscal Year 2022-23 by Kings County Auditor pursuant to Section 6620 of the California Administrative Code:		\$5,800,000	
2. Article 3, Pedestrian and Bicycle Facilities:	\$116,000 (amount available)	\$5,800,000	
AMOUNT			
Claimed to date	\$0		
3. Shares of remaining LTF based on the Department of Finance population estimate as of May 1, 2021:		\$5,800,000	
AGENCY POPULATION* PERCENTAGE SHARE			
Avenal	12,354	8.0987%	\$469,725
Corcoran	20,476	13.4231%	\$778,540
Hanford	59,981	39.3207%	\$2,280,600
Lemoore	26,809	17.5747%	\$1,019,333
Kings Co.	32,923	21.5828%	\$1,251,802
TOTAL	152,543	100.0000%	\$5,800,000
4. LTF Administration and Article 8 Transportation Planning cost for KCAG:	\$123,000	\$5,677,000	
AGENCY PERCENTAGE SHARE			
Avenal	8.0987%	\$9,961	
Corcoran	13.4231%	\$16,510	
Hanford	39.3207%	\$48,365	
Lemoore	17.5747%	\$21,617	
Kings Co.	21.5828%	\$26,547	
TOTAL	100.0000%	\$123,000	
5. Article 4, Public Transit, KART (Not Shared by Corcoran):	\$1,700,000	\$3,977,000	
AGENCY PERCENTAGE SHARE			
	(Based on Pop. & Hrs. of Service)		
Avenal	5.6250%	\$95,625	
Corcoran	0.0000%	\$0	
Hanford	56.0080%	\$952,136	
Lemoore	21.7150%	\$369,155	
Kings Co.	16.6520%	\$283,084	
TOTAL	100.0000%	\$1,700,000	
6. Article 8, Transportation Services and Planning, City of Avenal: (From Avenal's Share)	\$4,000	\$3,973,000	
AGENCY SHARE			
Avenal	\$4,000		
7. Article 4, Public Transit, Corcoran Dial-A-Ride: (From Corcoran's Share)	\$667,030	\$3,305,970	
AGENCY SHARE			
Corcoran	\$667,030		
8. Article 8, Transportation Services: (From Corcoran's Share)	\$95,000	\$3,210,970	
AGENCY SHARE			
Corcoran KART tickets	\$5,000		
Corcoran Amtrak tickets	\$90,000		
9. Remaining Article 8 shares for streets and roads. (By population % shown in item #3 above):	\$3,210,970	\$0	
AGENCY SHARE			
Avenal	\$360,139		
Corcoran	\$0		
Hanford	\$1,280,099		
Lemoore	\$628,561		
Kings Co.	\$942,171		
TOTAL	\$3,210,970		
Estimated FY 2022-23 LTF:	\$5,800,000		

* Based on 2021 Department of Finance estimates released on May 1, 2021

SCHEDULE 5

SUMMARY OF CAPITAL IMPROVEMENT PROJECTS

PROJECT #	PROJECT TITLE		2021-2022	2022-2023
	<u>STREETS</u>			
5006	Slurry Seal Projects		540,000	200,000
5007	Bush/41 Interchange		-	1,500,000
5013	Bush Avenue 19th Overlay		910,000	
5027	Reclamite Projects		200,000	200,000
5030	Sidewalk on 19th by LSC		260,000	1,677,103
5029	Sidewalk Repair Program		50,000	50,000
5018	2020 Slurry SB1 Project	35	1,000,000	
5016	New Traffic Signal Cinnamon/19th		400,000	
			<u>3,360,000</u>	<u>3,627,103</u>

ATTACHMENT “D”

Notice of Exemption

To: Kings County Clerk/Recorder
Kings County Government Center
1400 W Lacey Blvd
Hanford, CA 93230

From: City of Lemoore
711 W Cinnamon Drive
Lemoore, CA 93245

Project Title: Streets and Roads Maintenance and Reconstruction

Project Location: Existing street rights of way within the Lemoore City Limits

City: Lemoore **County:** Kings

Description of Project: Improvement of City streets for the benefit of vehicular traffic.

Name of Public Agency Approving Project: City of Lemoore

Name of Person or Agency Carrying Out Project: Public Works Department, City of Lemoore

Exempt Status:

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: 15301(c)
- Statutory Exemptions. State code number: _____

Reasons why project is exempt: The project is exempt from provisions of the California Environmental Quality Act (CEQA) pursuant to section 15301(c) of the CEQA Guidelines.

- Section 15301(c) exempts repair or maintenance of existing highways and streets, sidewalks, gutters, bicycle and pedestrian trail, and similar facilities.

Contact Person: Randon Reeder

Telephone: 559-924-6744 Ext 737

Frank Rivera
Public Works Director

Date



711 West Cinnamon Drive • Lemoore, California 93245 • (559) 924-6744

Staff Report

Item No: 5-1

To: Lemoore City Council

From: Michelle Speer, Assistant City Manager / Administrative Services Dir.

Date: February 1, 2022 Meeting Date: March 15, 2022

Subject: Budget Amendment and Revision to the City Position Allocation for the Addition of one IT Analyst to the Information Technology Division

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:

Approve the budget amendment and revised position allocation for the addition of one (1) additional IT Analyst position to the Information Technology Division, and authorize the City Manager, or designee, to execute the change.

Subject/Discussion:

The City currently employs one (1) full time IT analyst, which serves the needs of all City departments. The IT Analyst is responsible for the day-to-day function of all City IT hardware and software including servers, computers, phones, mobile phones, mobile devices, and all operational software for each department.

As the City moves toward more efficient and effective processes, additional IT support is required. The City is currently working through a multi-year implementation process of new Enterprise Resource Planning (ERP) software, Tyler Technology, and the migration of public safety dispatch services as an internal service. Both processes require significant IT support, in addition to everyday services provided, as in trouble shooting errors with devices and software.

The transition of dispatch services to the City of Lemoore is a complex process that involves the coordination with multiple agencies and outside entities. The City has already begun the transition process, however, additional IT resources are imperative for a

successful transition. Once the migration of dispatch services concludes, and the dispatch facility is staffed and functional, constant monitoring of the system will be required. An IT individual will be required to be on call 24 hours per day. If dispatch services are disrupted, immediate response will be necessary. In order to ensure the best possible services to our community, an additional position is requested to provide adequate services.

Implementation of the Tyler Technology software is a significant undertaking. The implementation process is expected to take 3-4 years and IT personnel are integral to ensuring proper setup of the system, as well as effective “go live” transitions. To date, the IT Analyst has dedicated approximately 60 hours of training into the transition, which began in mid-December 2021. Training schedules are more robust as implementation processes continue.

Although the ERP and dispatch transitions are the most cumbersome at this time, daily activities of IT staff must also be achieved. The City currently has 105 full time employees, each assigned specific devices and access to specific software. It is common for employees to have issues with devices and software that require immediate attention of the IT staff in order to ensure work can be performed. IT is responsible for the maintenance and troubleshooting of servers associated with adequate monitoring of the City’s water treatment systems, current financial software, as well as other operational software that ensure valuable public services. The addition of another employee within the IT Division will provide additional resources to ensure that project management and daily tasks can be performed without significant changes to project schedules and disruption to City services.

Financial Consideration(s):

The salary range for an IT Analyst is a range 88 (\$65,452 - \$83,535 per year). Information Technology personnel are funded through the City’s general fund, however, the City’s Cost Allocation Plan indicates that all departments shall be charged for their proportionate share of work performed by IT staff at the end of each fiscal year.

The city is currently in the process of finalizing the audit for FY 2021, however it is estimated that approximately \$77,000 will be reimbursed to the IT division for services performed on behalf of enterprise funds in FY 2021. Total IT expenditures for FY 2021 are estimated at \$228,000.

In FY 2022 (current year), City Council approved a \$282,000 budget for IT. The addition of an analyst would increase the current year budget by approximately \$33,500 to cover salary/benefits, and additional operating supplies. The additional costs would also be allocated at the end of the fiscal year.

Alternatives or Pros/Cons:

Pros:

- Increased support for significant technological transitions
- Increased support for day to day operations
- Increased support for public safety services

Cons:

- Increase expense to the General Fund for FY 2022

Commission/Board Recommendation:

Not applicable

Staff Recommendation:

City staff recommends the addition of one (1) additional IT Analyst to the IT division budget for FY 2022 and authorization for the City Manager, or designee, to execute the changes.

Attachments:

- Resolution:
- Ordinance:
- Map
- Contract
- Other

List: Budget Amendment
IT Analyst Job Description
Revised Schedule 4
Revised IT Division Position Allocation

Review:

- Asst. City Manager
- City Attorney
- City Clerk
- City Manager
- Finance

Date:

- 03/10/2022
- 03/11/2022
- 03/11/2022
- 03/10/2022
- 03/10/2022

INFORMATION TECHNOLOGY

4296

POSITION ALLOCATION

Position Title	Amended 2020-21	Requested 2021-22	Amended 2021-22
INFORMATION TECHNOLOGY ANALYST	1.00	1.00	2.00
BUDGET UNIT TOTAL	1.00	1.00	2.00

SCHEDULE 4

SUMMARY OF POSITIONS - REVISED

		2021-2022 Proposed	2021-2022 Amended
<u>DEPARTMENT - DIVISIONS</u>			
4213	CITY MANAGER	2.00	2.00
4214	CITY CLERK	0.50	0.50
4215	FINANCE	3.50	3.50
4216	COMMUNITY DEVELOPMENT	1.50	1.50
4220	MAINTENANCE	7.00	7.00
4221	POLICE	41.00	41.00
4222	FIRE	2.00	2.00
4224	BUILDING INSPECTION	4.50	4.50
4230	PUBLIC WORKS ADMINISTRATION	4.00	5.00
4231	STREETS	-	-
4241	PARKS	-	-
4242	RECREATION	2.00	2.00
4296	INFORMATION TECHNOLOGY	1.00	2.00
4297	HUMAN RESOURCES	1.00	1.00
	GENERAL FUND POSITION TOTAL	70.00	72.00
4265	FLEET MAINTENANCE	2.00	2.00
4250	WATER	13.00	13.00
4251	UTILITY BILLING	2.00	2.00
4256	REFUSE	14.00	14.00
4260	WASTEWATER	12.00	12.00
	ENTERPRISE FUND POSITION TOTAL	43.00	43.00
	GRAND TOTAL:	113.00	115.00

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 City Manager or designee.

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 desktops, laptops, mobile computers, computer components, cell phones, printers, 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. Provide database support; assist with database projects for different departments.
6. Assist in the maintenance of telephone systems; complete moves, adds, and changes; diagnose phone system, and cell phone issues and resolves.
7. Test and troubleshoot local area networks (LAN) and wide area networks (WAN) as necessary.
8. Assist in developing training or conduct training in computer systems and software as needed.
9. Maintain a variety of records and prepare special reports; create and update written procedures and related documentation.
10. Maintain City website and social media content.

Marginal Functions

11. Stay abreast of advances in technology and keep current on relevant technology changes.

CITY OF LEMOORE

Information Technology Analyst (*Continued*)

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.



CITY OF LEMOORE BUDGET AMENDMENT FORM

Date:	3/1/2022	Request By:	Michelle Speer
Requesting Department:		Administration	

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		1010	Reserves	\$ (33,500.00)	\$ (33,500.00)

TO:

Fund	Budget Unit	Account	Current Budget	Proposed Increase/Decrease:	Proposed New Budget
001	4296	4010	\$ 75,800.00	\$ 17,500.00	\$ 93,300.00
001	4296	4110	\$ 5,800.00	\$ 1,300.00	\$ 7,100.00
001	4296	4120	\$ 200.00	\$ 45.00	\$ 245.00
001	4296	4130	\$ 6,200.00	\$ 1,350.00	\$ 7,550.00
001	4296	4140	\$ 20,600.00	\$ 5,130.00	\$ 25,730.00
001	4296	4150	\$ 200.00	\$ 45.00	\$ 245.00
001	4296	4190	\$ 1,000.00	\$ 200.00	\$ 1,200.00
001	4296	4200	\$ 1,600.00	\$ 430.00	\$ 2,030.00
001	4296	4220	\$ 64,137.00	\$ 7,500.00	\$ 71,637.00

JUSTIFICATION FOR CHANGE/FUNDING SOURCE:

Addition of one (1) IT Analyst to the IT budget
City council approved 3/15/2022

APPROVALS:

Department Head:	Date:
------------------	-------

City Manager:	Date:
Completed By:	Date:



711 West Cinnamon Drive • Lemoore, California 93245 • (559) 924-6744

Staff Report

To: Lemoore City Council
From: Marisa Avalos, City Clerk
Date: February 4, 2022 **Meeting Date:** March 15, 2022
Subject: Activity Update

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

Reports

➤ Warrant Register – FY 21/22 March 4, 2022

Warrant Register 3-4-2022

PEI
 DATE: 03/09/2022
 TIME: 12:06:23

CITY OF LEMOORE
 EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 1
 AUDIT11

SELECTION CRITERIA: transact.yr='22' and transact.fund between '001' and '800' and transact.batch='VM342022'
 ACCOUNTING PERIOD: 9/22

FUND - 001 - GENERAL FUND
 BUDGET UNIT - 4221 - POLICE

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4360	TRAINING							
9 /22	03/04/22 21		13389	7300 DAVID ORTIZ		14.00	.00	FIRST AID/CPR/AED UPD
TOTAL	TRAINING				.00	14.00	.00	
TOTAL	POLICE				.00	14.00	.00	
TOTAL	GENERAL FUND				.00	14.00	.00	
TOTAL REPORT					.00	14.00	.00	

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TOTAL		REPORT				.00	14.00	.00	