Winters Regular Council Meeting

Tuesday, November 5, 2024 @ 6:30 PM
AGENDA

Members of the City Council

Bill Biasi, Mayor
Albert Vallecillo, Mayor Pro-Tempore
Richard Casavecchia
Jesse Loren
Carol Scianna

Meeting Information
Winters City Council meetings are conducted in person at City Hall Council Chambers accessible via the Abbey St side entrance. As a courtesy, and technology permitting, members of the public may continue to participate virtually. However, the City cannot guarantee that the public's access to teleconferencing technology will be uninterrupted, and technical difficulties may occur from time to time. Unless required by the Brown Act, City Council meetings will continue despite technical difficulties for participants using the teleconferencing option.

Zoom: https://us02web.zoom.us/j/89855949754?pwd=Y09JK1ZaRmt0ejJuazNsRmhvaDRXZz09

Meeting ID: 898 5594 9754 Passcode: 202614

1. If you are joining the meeting via Zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make a comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3:00 minutes.

2. If you choose not to observe the City Council meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the Monday prior to the City Council meeting. Please submit your comment to the City Clerk at cityclerk@cityofwinters.org. All public comments submitted to the City Clerk will be summarized and read into record but will not be read verbatim due to time limitations

1. ROLL CALL

2. PLEDGE OF ALLIEGENCE

3. APPROVAL OF THE AGENDA

4. COUNCIL/STAFF COMMENTS

5. PUBLIC COMMENTS

At this time, any member of the public may address the City Council on matters, which are not listed on this agenda. Citizens should reserve their comments for matters listed on this agenda at the time the item is considered by the Council. An exception is made for members of the public for whom it would create a hardship to stay until their item is heard. Those individuals may address the item after the public has spoken on issues that are not listed on the agenda. Presentations may be limited to accommodate all speakers within the time available. Public comments may also be continued to later in the meeting should the time allotted for public comment expire.

6. CONSENT CALENDAR

All matters listed under the consent calendar are considered routine and noncontroversial, require no discussion and are expected to have unanimous Council support and may be enacted by the City Council in one motion in the form listed below. There will be no separate discussion of these items. However, before the City Council votes on the motion to adopt, members of the City Council, staff, or the public may request that specific items be removed from the Consent Calendar for separate discussion and action. Items(s) removed will be discussed later in the meeting as time permits.

A. Warrant Register for the Months of May, June, July and August 2024
   11.5.24_Staff_Report__Warrant_Register_Reports_for_05_08-2024.docx
   05_08.24 AP Register.pdf
   05_08.24 Payroll.pdf
   9.17.24 Attachment 1.pdf

B. Resolution No. 2024-67 Approving an Agreement for Well Maintenance Services with Subsurface Technologies, Inc. for Wells 2 and 6 in an Amount Not to Exceed $29,029 Annually
   Staff_Report_Contract_Well_Rehab__2_.doc
   Winters_Resolution_2024-67_Approving_Well_Maintenance_Agreement.docx
   Winters__Well_Maintenance_Agreement_with_Subsurface_Technologies-c1__2_.docx

C. Minutes of the Regular Meeting of the Winters City Council Held on October 15th, 2024
   city-council_minutes_summary_10.15.2024.docx

7. PRESENTATIONS

A. Presentation of the National Fire Academy Managing Fire Officer Program certificate to Fire Captain Matthew Schechla

B. Receive the Citywide Classification and Compensation Study Report and Proposed Updated Job Descriptions/Classifications
   StaffReport_Class_Comp_2024Nov5.pdf
   Winters_Class-CompFinalReport.pdf
   Classificationsfinal.pdf

8. DISCUSSION ITEMS

A. Resolution 2024-68 of the City Council of the City of Winters authorizing the City to join the Statewide Community Infrastructure Program (SCIP); authorizing the California Statewide Communities Development Authority (CSCDA) to accept applications from property owners, conduct special assessment proceedings and levy assessments and special taxes and to form assessment districts and community facility districts within the territory of the City of Winters; embodying a joint community facilities agreement setting forth the terms and conditions of community facilities districts financings; approving form of acquisition agreement for use when applicable; and authorizing related actions.

staff_report_SCIP program participation .doc
Resolution_2024_68_SCIP_Program_Participation_.docx

B. Resolution No. 2024-69 designating $1.5 million from development impact fees for Senior Center Construction Project
staff_report_Impact Feefunding_11.1.doc
Resolution_2024-69_CDBG_funding_11.1.doc

9. CITY MANAGER REPORT

10. INFORMATION ONLY

11. ADJOURNMENT
I declare under penalty of perjury that the foregoing agenda for the regular meeting of the Winters City Council was posted on the City of Winters website at www.cityofwinters.org and Council Members were notified via e-mail of its' availability. A
copy of the foregoing agenda was also posted on the outside public bulletin board at City Hall, 318 First Street , and made available to the public during normal business hours.

_____
Zorina Treat, Deputy City Clerk
Winters City Council Agenda

Questions about this agenda - Please call the City Clerk's Office (530) 794-6702. Agendas and staff reports are available on the city web page at http://www.cityofwinters.org/city-council-meetings_/

General Notes: Meeting facilities are accessible to persons with disabilities. To arrange aid or services to modify or accommodate persons with disability to participate in a public meeting, contact the City Clerk.

Staff recommendations are guidelines to the City Council. On any item, the Council may take action, which varies from that recommended by staff.

The city does not transcribe its proceedings. Anyone who desires a verbatim record of this meeting should arrange for attendance by a court reporter or for other acceptable means of recordation. Such arrangements will be at the sole expense of the individual requesting the recordation.

How to obtain City Council Agendas and Agenda Packets:

View on the internet: http://www.cityofwinters.org/city-council-meetings_/

City Council agenda packets and any attachments to the agenda that are not available online may be viewed at the City Clerk's Office at City Hall - 318 First Street.

Email Subscription: You may contact the City Clerk's Office to be placed on the list. An agenda summary is printed in the Winters Express newspaper.

A recording of any streamed City Council meeting can be viewed later at http://www.cityofwinters.org/city-council-meeting-recordings/.

CITY COUNCIL
STAFF REPORT

TO:	Honorable Mayor and Councilmembers
DATE:	November 5, 2024
THROUGH:	Jeremy Craig, City Manager
FROM:	Shery Enos, Senior Accountant
SUBJECT:	Payment of Warrants for the months of May-August 2024

RECOMMENDATION:
Approve payments made in accordance with the adopted City of Winters budget.

BACKGROUND:
The Administrative Services Department is responsible for ensuring the financial obligations of the City are met in a timely and accurate manner. Accounts Payable processes payments to external vendors on a weekly basis and employee payroll is processed biweekly while any payment requiring remittance by wire transfer is paid on an as-needed basis.
Pursuant to California Government Code Section 37208, payments drawn in accordance with the City's approved budget need not be ratified by the legislative body prior to payment. The warrant registers (accounts payable and payroll) shall be presented to the legislative body for ratification and approval at the first meeting after payments have been processed. The Administrative Services Director has submitted the register(s) showing the payments processed within the timeframe above for approval by the City Council.

FISCAL IMPACT:
Total of payments processed for the reporting period: $7,233,124.39

ATTACHMENTS:
1. Affidavit of Administrative Services Director
2. A/P Registers
3. Payroll Registers

City of Winters
Month End Cash Disbursements Report
Prior Period Report for 05-24 BANK ACCOUNT 10100

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
05-24	060138	05/21/24	WIN04 (WINTERS PRINTING)		(450.45)	.00	(450.45)	Ck# 060138 Reversed
	061283	05/02/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	061284	05/02/24	PSO01 (PSOMAS)		102,195.03	.00	102,195.03	Automatic Generated Check
	061285	05/02/24	SAL10 (SALLY SWANSON ARCHITECTS, IN		6,494.25	.00	6,494.25	Automatic Generated Check
	061286	05/08/24	ABA02 (ASSOCIATION OF BAY AREA GOVE		920.84	.00	920.84	Automatic Generated Check
	061287	05/08/24	AFL01 (AFLAC)		1,606.56	.00	1,606.56	Automatic Generated Check
	061288	05/08/24	AIR01 (AIRGAS-N.CALIF & NEVADA)		531.60	.00	531.60	Automatic Generated Check
	061289	05/08/24	AME13 (AMERICAN EXPRESS)		763.22	.00	763.22	Automatic Generated Check
	061290	05/08/24	AND06 (ANDREA GONZALEZ)		86.34	.00	86.34	Automatic Generated Check
	061291	05/08/24	ATK01 (ATKINSON,ANDERSON,LOYA,RUUD		187.50	.00	187.50	Automatic Generated Check
	061292	05/08/24	AUS01 (VESTIS SERVICES,LLC)		143.27	.00	143.27	Automatic Generated Check
	061293	05/08/24	BAD01 (BADGER METER INC.)		846.72	.00	846.72	Automatic Generated Check
	061294	05/08/24	BAY05 (STEVEN RESTIVO)		2,000.00	.00	2,000.00	Automatic Generated Check
	061295	05/08/24	BBK01 (BEST BEST & KRIEGER LLP.)		20,146.98	.00	20,146.98	Automatic Generated Check
	061296	05/08/24	BSK00 (BSK ASSOCIATES)		827.75	.00	827.75	Automatic Generated Check
	061297	05/08/24	CALWF (CAL-WEST FIRE ALARM SERVICES		126.00	.00	126.00	Automatic Generated Check
	061298	05/08/24	CIN03 (CINTAS CORPORATION #622)		389.94	.00	389.94	Automatic Generated Check
	061299	05/08/24	CLA01 (CLARK PEST CONTROL)		213.00	.00	213.00	Automatic Generated Check
	061300	05/08/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	061301	05/08/24	COM12 (COMDATA)		12,412.21	.00	12,412.21	Automatic Generated Check
	061302	05/08/24	CRE07 (CREEKSIDE SIGNS)		1,287.00	.00	1,287.00	Automatic Generated Check
	061303	05/08/24	CUR00 (L.N. CURTIS & SONS)		501.54	.00	501.54	Automatic Generated Check
	061304	05/08/24	DEL08 (SALOMAN DELTORO)		400.00	.00	400.00	Automatic Generated Check
	061305	05/08/24	DIV03 (DIVISION OF THE STATE ARCHIT		507.60	.00	507.60	Automatic Generated Check
	061306	05/08/24	DIX03 (DIXON LANDSCAPE MATERIALS IN		128.85	.00	128.85	Automatic Generated Check
	061307	05/08/24	DOO01 (DOOLEY ENTERPRISES INC)		5,967.35	.00	5,967.35	Automatic Generated Check
	061308	05/08/24	FIR03 (FIRST ARRIVING,LLC)		1,525.77	.00	1,525.77	Automatic Generated Check
	061309	05/08/24	G&T01 (G&T TRUCK REPAIR INC.)		490.42	.00	490.42	Automatic Generated Check
	061310	05/08/24	GRO01 (FERGUSON WATERWORKS)		2,773.41	.00	2,773.41	Automatic Generated Check
	061311	05/08/24	HDL01 (HDL, COREN & CONE)		2,070.00	.00	2,070.00	Automatic Generated Check
	061312	05/08/24	HIN01 (HINDERLITER DE LLAMAS & ASSO		2,175.00	.00	2,175.00	Automatic Generated Check
	061313	05/08/24	HOL06 (HOLT OF CALIFORNIA)		2,429.82	.00	2,429.82	Automatic Generated Check
	061314	05/08/24	HOR00 (HORIZON)		188.86	.00	188.86	Automatic Generated Check
	061315	05/08/24	INT03 (INTERSTATE OIL COMPANY)		3,415.27	.00	3,415.27	Automatic Generated Check
	061316	05/08/24	INT09 (INTERSTATE SALES)		1,253.22	.00	1,253.22	Automatic Generated Check
	061317	05/08/24	LEH00 (LEHR AUTO ELECTRIC)		125.00	.00	125.00	Automatic Generated Check
	061318	05/08/24	LIF01 (LIFE-ASSIST, INC)		28.63	.00	28.63	Automatic Generated Check
	061319	05/08/24	LIN04 (SCP DISTRIBUTION LLC)		821.21	.00	821.21	Automatic Generated Check
	061320	05/08/24	LNCUR (LN CURTIS & SONS)		656.83	.00	656.83	Automatic Generated Check
	061321	05/08/24	LOP18 (DEBI LOPEZ)		2,000.00	.00	2,000.00	Automatic Generated Check
	061322	05/08/24	LP200 (BUREAU VERITAS NORTH)		57.50	.00	57.50	Automatic Generated Check
	061323	05/08/24	MUN07 (MUN CPAs)		5,000.00	.00	5,000.00	Automatic Generated Check
	061324	05/08/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	061325	05/08/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	061326	05/08/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	061327	05/08/24	PAC07 (PACIFIC ACE HARDWARE)		1,971.42	.00	1,971.42	Automatic Generated Check
	061328	05/08/24	PAP02 (PAPE'DW,INC.DBA DITCH WITCH		81,842.51	.00	81,842.51	Automatic Generated Check
	061329	05/08/24	PBC01 (PITNEY BOWES GLOBAL FINANCIA		1,505.13	.00	1,505.13	Automatic Generated Check
	061330	05/08/24	PGE00 (PACIFIC GAS & ELECTRIC CO)		43,261.50	.00	43,261.50	Automatic Generated Check
	061331	05/08/24	PIS02 (PISANI'S SERVICE)		1,644.40	.00	1,644.40	Automatic Generated Check
	061332	05/08/24	PIT01 (PITNEY BOWES INC)		1,975.23	.00	1,975.23	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
05-24	061333	05/08/24	PSO01 (PSOMAS)		12,984.50	.00	12,984.50	Automatic Generated Check
	061334	05/08/24	PVS01 (UNIVAR USA INC.)		4,095.24	.00	4,095.24	Automatic Generated Check
	061335	05/08/24	QUI01 (QUILL CORPORATION)		401.00	.00	401.00	Automatic Generated Check
	061336	05/08/24	RIV03 (RIVERVIEW INTERNATIONAL TRUC		1,182.72	.00	1,182.72	Automatic Generated Check
	061337	05/08/24	RON01 (RON DUPRATT FORD, INC.)		1,021.10	.00	1,021.10	Automatic Generated Check
	061338	05/08/24	SIE02 (ALHAMBRA SPRING WATER)		301.02	.00	301.02	Automatic Generated Check
	061339	05/08/24	SUI00 (SUISUN VALLEY GROWER)		137.54	.00	137.54	Automatic Generated Check
	061340	05/08/24	TEL01 (TELSTAR INSTRUMENTS)		855.00	.00	855.00	Automatic Generated Check
	061341	05/08/24	THO09 (THOMAS LETTERMAN)		73.00	.00	73.00	Automatic Generated Check
	061342	05/08/24	WAL04 (UNIVERSAL ENGINEERING SCIENC		734.40	.00	734.40	Automatic Generated Check
	061343	05/08/24	WAT06 (WATTCO)		747.58	.00	747.58	Automatic Generated Check
	061344	05/08/24	WAV01 (WAVE BROADBAND)		293.06	.00	293.06	Automatic Generated Check
	061345	05/08/24	WES12 (WEST YOST & ASSOCIATES)		7,196.65	.00	7,196.65	Automatic Generated Check
	061346	05/08/24	WIN04 (WINTERS PRINTING)		80.44	.00	80.44	Automatic Generated Check
	061347	05/08/24	WIN0A (CITY OF WINTERS-UTILITIES)		5,510.60	.00	5,510.60	Automatic Generated Check
	061348	05/08/24	YOL03 (YOLO-SOLANO AIR QUALITY)		283.00	.00	283.00	Automatic Generated Check
	061349	05/08/24	YOL24 (YOLO COUNTY DISTRICT ATTORNE		10,000.00	.00	10,000.00	Automatic Generated Check
	061350	05/17/24	AIR01 (AIRGAS-N.CALIF & NEVADA)		64.65	.00	64.65	Automatic Generated Check
	061351	05/17/24	AMP01 (AMPLE ELECTRIC INC)		5,600.00	.00	5,600.00	Automatic Generated Check
	061352	05/17/24	AUS01 (VESTIS SERVICES,LLC)		143.27	.00	143.27	Automatic Generated Check
	061353	05/17/24	BBK01 (BEST BEST & KRIEGER LLP.)		18,292.05	.00	18,292.05	Automatic Generated Check
	061354	05/17/24	BLI01 (BLINK NETWORK LLC)		926.64	.00	926.64	Automatic Generated Check
	061355	05/17/24	BSK00 (BSK ASSOCIATES)		387.00	.00	387.00	Automatic Generated Check
	061356	05/17/24	CIN03 (CINTAS CORPORATION #622)		190.38	.00	190.38	Automatic Generated Check
	061357	05/17/24	CON07 (WASHINGTON NATIONAL INS)		214.50	.00	214.50	Automatic Generated Check
	061358	05/17/24	DIX03 (DIXON LANDSCAPE MATERIALS IN		2,159.63	.00	2,159.63	Automatic Generated Check
	061359	05/17/24	FAS03 (FAST & EASY WINTERS)		66.00	.00	66.00	Automatic Generated Check
	061360	05/17/24	HOR00 (HORIZON)		143.24	.00	143.24	Automatic Generated Check
	061361	05/17/24	LEG01 (LEGALSHIELD)		450.90	.00	450.90	Automatic Generated Check
	061362	05/17/24	LP200 (BUREAU VERITAS NORTH)		22,492.90	.00	22,492.90	Automatic Generated Check
	061363	05/17/24	MAZ01 (MAZZEI CHEVROLET)		2,141.78	.00	2,141.78	Automatic Generated Check
	061364	05/17/24	PGE00 (PACIFIC GAS & ELECTRIC CO)		11,153.27	.00	11,153.27	Automatic Generated Check
	061365	05/17/24	PIS01 (PISANIS AUTO PARTS)		122.23	.00	122.23	Automatic Generated Check
	061366	05/17/24	PIS02 (PISANI'S SERVICE)		1,684.72	.00	1,684.72	Automatic Generated Check
	061367	05/17/24	S&N00 (S&N AIROFLO INC.)		60.00	.00	60.00	Automatic Generated Check
	061368	05/17/24	SCR02 (PERMITIUM, LLC)		180.00	.00	180.00	Automatic Generated Check
	061369	05/17/24	UNI01 (UNITED STATES POSTAL SRV)		320.00	.00	320.00	Automatic Generated Check
	061370	05/17/24	WIN08 (WINTERS PETTY CASH)		285.81	.00	285.81	Automatic Generated Check
	061371	05/17/24	WOO05 (WOOD RODGERS)		34,611.09	.00	34,611.09	Automatic Generated Check
	061372	05/20/24	FLA00 (FLATLAND CONSTRUCTION)		125,000.00	.00	125,000.00	Automatic Generated Check
	061373	05/23/24	AMA01 (AMAZON CAPITAL SERVICES)		884.35	.00	884.35	Automatic Generated Check
	061374	05/23/24	AME13 (AMERICAN EXPRESS)		7,125.72	.00	7,125.72	Automatic Generated Check
	061375	05/23/24	ANA01 (ANA P. CARRILLO)		3,150.00	.00	3,150.00	Automatic Generated Check
	061376	05/23/24	ATT02 (AT&T)		236.01	.00	236.01	Automatic Generated Check
	061377	05/23/24	AUS01 (VESTIS SERVICES,LLC)		1,030.93	.00	1,030.93	Automatic Generated Check
	061378	05/23/24	BAY03 (BAY ALARM COMPANY)		360.00	.00	360.00	Automatic Generated Check
	061379	05/23/24	BSK00 (BSK ASSOCIATES)		361.50	.00	361.50	Automatic Generated Check
	061380	05/23/24	CIN03 (CINTAS CORPORATION #622)		189.03	.00	189.03	Automatic Generated Check
	061381	05/23/24	COR01 (CORBIN WILLITS SYSTEMS)		1,111.56	.00	1,111.56	Automatic Generated Check
	061382	05/23/24	DEP07 (DEPARTMENT OF JUSTICE)		559.00	.00	559.00	Automatic Generated Check
	061383	05/23/24	DEV01 (DEVELOPMENT COMPLIRNCE SOLUT		6,980.84	.00	6,980.84	Automatic Generated Check

City of Winters
Month End Cash Disbursements Report
Prior Period Report for 05-24 BANK ACCOUNT 10100

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
05-24	061384	05/23/24	DIG01 (DIGNITY HEALTH MED FDTN-SACR		156.00	.00	156.00	Automatic Generated Check
	061385	05/23/24	GEC01 (TOSHIBA FINANCIAL SERVICES)		3,004.37	.00	3,004.37	Automatic Generated Check
	061386	05/23/24	INT03 (INTERSTATE OIL COMPANY)		2,910.75	.00	2,910.75	Automatic Generated Check
	061387	05/23/24	LNCUR (LN CURTIS & SONS)		1,392.93	.00	1,392.93	Automatic Generated Check
	061388	05/23/24	MUN05 (MUNICIPAL EMERGENCY SERVICES		1,383.35	.00	1,383.35	Automatic Generated Check
	061389	05/23/24	MUT01 (MUTUAL OF OMAHA)		4,492.62	.00	4,492.62	Automatic Generated Check
	061390	05/23/24	PAC07 (PACIFIC ACE HARDWARE)		661.21	.00	661.21	Automatic Generated Check
	061391	05/23/24	PAY01 (PAYMENTUS CORP)		2,129.81	.00	2,129.81	Automatic Generated Check
	061392	05/23/24	PIS01 (PISANIS AUTO PARTS)		40.76	.00	40.76	Automatic Generated Check
	061393	05/23/24	QUI01 (QUILL CORPORATION)		5,567.27	.00	5,567.27	Automatic Generated Check
	061394	05/23/24	ROS02 (ROSALIA CACHO)		600.00	.00	600.00	Automatic Generated Check
	061395	05/23/24	SCI03 (SCI CONSULTING GROUP)		32,237.00	.00	32,237.00	Automatic Generated Check
	061395	05/29/24	SCI03 (SCI CONSULTING GROUP)		(32,237.00)	.00	(32,237.00)	Ck# 061395 Reversed
	061396	05/23/24	SHR01 (STERICYCLE INC)		158.88	.00	158.88	Automatic Generated Check
	061397	05/23/24	SIE02 (ALHAMBRA SPRING WATER)		347.13	.00	347.13	Automatic Generated Check
	061398	05/23/24	TOS02 (TOSHIBA FINANCIAL SERVICES)		1,746.45	.00	1,746.45	Automatic Generated Check
	061399	05/23/24	URB00 (URBAN FUTURES, INC)		2,250.00	.00	2,250.00	Automatic Generated Check
	061400	05/23/24	VER02 (VERIZON WIRELESS)		3,507.62	.00	3,507.62	Automatic Generated Check
	061401	05/23/24	VIS01 (VISION SERVICE PLAN (CA))		292.71	.00	292.71	Automatic Generated Check
	061402	05/23/24	WAV01 (WAVE BROADBAND)		4,382.35	.00	4,382.35	Automatic Generated Check
	061403	05/23/24	WIN04 (WINTERS PRINTING)		852.64	.00	852.64	Automatic Generated Check
	061404	05/23/24	YOL03 (YOLO-SOLANO AIR QUALITY)		361.00	.00	361.00	Automatic Generated Check
	061405	05/30/24	AFL01 (AFLAC)		2,409.84	.00	2,409.84	Automatic Generated Check
	061406	05/30/24	AIR01 (AIRGAS-N.CALIF & NEVADA)		60.75	.00	60.75	Automatic Generated Check
	061407	05/30/24	ALL01 (ALLSTAR FIRE EQUIPMENT)		3,660.78	.00	3,660.78	Automatic Generated Check
	061408	05/30/24	AMA01 (AMAZON CAPITAL SERVICES)		289.56	.00	289.56	Automatic Generated Check
	061409	05/30/24	AUS01 (VESTIS SERVICES,LLC)		143.27	.00	143.27	Automatic Generated Check
	061410	05/30/24	BAU03 (BAUER COMPRESSORS)		1,377.41	.00	1,377.41	Automatic Generated Check
	061411	05/30/24	BSK00 (BSK ASSOCIATES)		263.75	.00	263.75	Automatic Generated Check
	061412	05/30/24	CIN03 (CINTAS CORPORATION #622)		190.38	.00	190.38	Automatic Generated Check
	061413	05/30/24	CLA01 (CLARK PEST CONTROL)		234.00	.00	234.00	Automatic Generated Check
	061414	05/30/24	DIX03 (DIXON LANDSCAPE MATERIALS IN		179.27	.00	179.27	Automatic Generated Check
	061415	05/30/24	GLO02 (GLORIA LOPEZ)		600.00	.00	600.00	Automatic Generated Check
	061416	05/30/24	HOL06 (HOLT OF CALIFORNIA)		1,151.39	.00	1,151.39	Automatic Generated Check
	061417	05/30/24	HOM01 (HOMEWOOD HOLDINGS, LLC)		36.67	.00	36.67	Automatic Generated Check
	061418	05/30/24	HOR00 (HORIZON)		140.84	.00	140.84	Automatic Generated Check
	061419	05/30/24	INT03 (INTERSTATE OIL COMPANY)		2,057.59	.00	2,057.59	Automatic Generated Check
	061420	05/30/24	LAN03 (LANGUAGE TESTING INTERNATION		108.00	.00	108.00	Automatic Generated Check
	061421	05/30/24	LNCUR (LN CURTIS & SONS)		835.88	.00	835.88	Automatic Generated Check
	061422	05/30/24	MUN05 (MUNICIPAL EMERGENCY SERVICES		1,801.76	.00	1,801.76	Automatic Generated Check
	061423	05/30/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	061424	05/30/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	061425	05/30/24	PAC07 (PACIFIC ACE HARDWARE)		1,199.78	.00	1,199.78	Automatic Generated Check
	061426	05/30/24	PGE00 (PACIFIC GAS & ELECTRIC CO)		1,013.51	.00	1,013.51	Automatic Generated Check
	061427	05/30/24	PIS01 (PISANIS AUTO PARTS)		13.82	.00	13.82	Automatic Generated Check
	061428	05/30/24	PIS02 (PISANI'S SERVICE)		45.00	.00	45.00	Automatic Generated Check
	061429	05/30/24	PLT01 (PLATT)		226.46	.00	226.46	Automatic Generated Check
	061430	05/30/24	QUI01 (QUILL CORPORATION)		454.58	.00	454.58	Automatic Generated Check
	061431	05/30/24	RAM12 (RAMOS OIL INC.)		5,907.79	.00	5,907.79	Automatic Generated Check
	061432	05/30/24	SAC30 (SACRAMENTO COUNTY SHERIFF'S		896.00	.00	896.00	Automatic Generated Check
	061433	05/30/24	SCI03 (SCI CONSULTING GROUP)		32,237.00	.00	32,237.00	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
05-24	061434	05/30/24	SIE02 (ALHAMBRA SPRING WATER)		204.93	.00	204.93	Automatic Generated Check
	061435	05/30/24	TEL01 (TELSTAR INSTRUMENTS)		2,439.70	.00	2,439.70	Automatic Generated Check
	061436	05/30/24	TRU05 (I-505 TRUCK REPAIR,LLC)		9,025.74	.00	9,025.74	Automatic Generated Check
	061437	05/30/24	WIN01 (DAVIS ENTERPRISE INC.)		365.50	.00	365.50	Automatic Generated Check
	061438	05/30/24	WIN04 (WINTERS PRINTING)		338.91	.00	338.91	Automatic Generated Check
	061439	05/30/24	YOL01 (YOLO COUNTY ENVIRONMENTAL)		60.00	.00	60.00	Automatic Generated Check
	EFT5-1	05/02/24	PER01 (PERS)		31,839.99	.00	31,839.99	PERS PPE 03/31/24 CONTRIB
	EFT5-1	05/03/24	PER01 (PERS)		(31,839.99)	.00	(31,839.99)	Ck# EFT5-1 Reversed
	EFT5-2	05/02/24	PER01 (PERS)		31,839.99	.00	31,839.99	PERS ALLOCATIONS FOR PPE
	EFT5-3	05/14/24	PER01 (PERS)		31,759.70	.00	31,759.70	PERS ALLOCATIONS FOR PPE
	EFT5-4	05/21/24	PER01 (PERS)		39,429.24	.00	39,429.24	PERS JUNE HEALTH COVERAGE
	EFT5-5	05/23/24	PER01 (PERS)		30,767.65	.00	30,767.65	PERS PPE 04/28/24 ALLOCAT
			Total for Bank Account 10100 ----->		850,024.37	.00	850,024.37	
			Grand Total of all Bank Accounts ----->		850,024.37	.00	850,024.37	

City of Winters
Month End Cash Disbursements Report
Prior Period Report for 06-24 BANK ACCOUNT 10100

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
06-24	056564	06/04/24	MIK06 (MIKENZIE HAPWORTH-ELDRIDGE)		(1,232.01)	.00	(1,232.01)	Ck# 056564 Reversed
	058335	06/12/24	FOL02 (FOLSOM LAKE FORD)		(46,483.96)	.00	(46,483.96)	Ck# 058335 Reversed
	059648	06/04/24	EMI02 (EMILY SCHOELL)		(600.00)	.00	(600.00)	Ck# 059648 Reversed
	060772	06/04/24	THE05 (THE BANK OF NEW YORK MELLON)		(106,843.78)	.00	(106,843.78)	Ck# 060772 Reversed
	060978	06/25/24	\T001 (TROSIN, AUSTIN & HOLLY PRIDM		(265.21)	.00	(265.21)	Ck# 060978 Reversed
	061291	06/05/24	ATK01 (ATKINSON,ANDERSON,LOYA,RUUD		(187.50)	.00	(187.50)	Ck# 061291 Reversed
	061440	06/05/24	DEV01 (DEVELOPMENT COMPLIRNCE SOLUT		28,994.89	.00	28,994.89	Automatic Generated Check
	061441	06/06/24	AAC01 (AACTION RENTEL)		1,495.00	.00	1,495.00	Automatic Generated Check
	061442	06/06/24	ABA02 (ASSOCIATION OF BAY AREA GOVE		920.84	.00	920.84	Automatic Generated Check
	061443	06/06/24	ATK01 (ATKINSON,ANDERSON,LOYA,RUUD		262.50	.00	262.50	Automatic Generated Check
	061444	06/06/24	AUS01 (VESTIS SERVICES,LLC)		143.27	.00	143.27	Automatic Generated Check
	061445	06/06/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	061446	06/06/24	COM12 (COMDATA)		12,718.53	.00	12,718.53	Automatic Generated Check
	061447	06/06/24	CRE07 (CREEKSIDE SIGNS)		171.60	.00	171.60	Automatic Generated Check
	061448	06/06/24	DEP02 (DEPT.OF FORESTRY & FIRE PROT		225.00	.00	225.00	Automatic Generated Check
	061449	06/06/24	FAR03 (FARMERS CLOSET)		500.00	.00	500.00	Automatic Generated Check
	061450	06/06/24	FAS03 (FAST & EASY WINTERS)		72.00	.00	72.00	Automatic Generated Check
	061451	06/06/24	FIR16 (FIREWORKS AMERICA)		9,000.00	.00	9,000.00	Automatic Generated Check
	061452	06/06/24	LOP18 (DEBI LOPEZ)		1,800.00	.00	1,800.00	Automatic Generated Check
	061453	06/06/24	LP200 (BUREAU VERITAS NORTH)		135.00	.00	135.00	Automatic Generated Check
	061454	06/06/24	NEI03 (SACRAMENTO NEIGHBORHOOD HOUS		550.00	.00	550.00	Automatic Generated Check
	061455	06/06/24	PAC07 (PACIFIC ACE HARDWARE)		30.02	.00	30.02	Automatic Generated Check
	061456	06/06/24	PGE00 (PACIFIC GAS & ELECTRIC CO)		22,465.85	.00	22,465.85	Automatic Generated Check
	061457	06/06/24	PIS02 (PISANI'S SERVICE)		212.15	.00	212.15	Automatic Generated Check
	061458	06/06/24	PIT01 (PITNEY BOWES INC)		1,979.64	.00	1,979.64	Automatic Generated Check
	061459	06/06/24	PLA12 (PLAY BY DESIGN,LLC.)		504.82	.00	504.82	Automatic Generated Check
	061460	06/06/24	PSO01 (PSOMAS)		12,312.75	.00	12,312.75	Automatic Generated Check
	061461	06/06/24	SAL10 (SALLY SWANSON ARCHITECTS, IN		600.00	.00	600.00	Automatic Generated Check
	061462	06/06/24	SER04 (SERVICE 1ST OVERHEAD GARAGE		3,670.00	.00	3,670.00	Automatic Generated Check
	061463	06/06/24	SIE02 (ALHAMBRA SPRING WATER)		153.31	.00	153.31	Automatic Generated Check
	061464	06/06/24	SWI01 (SWITZER ENTERPRISES)		6,605.00	.00	6,605.00	Automatic Generated Check
	061465	06/06/24	THE16 (THE GUMSHOE GROUP,LLC)		3,515.00	.00	3,515.00	Automatic Generated Check
	061466	06/06/24	WIN0A (CITY OF WINTERS-UTILITIES)		5,801.84	.00	5,801.84	Automatic Generated Check
	061467	06/13/24	AIR01 (AIRGAS-N.CALIF & NEVADA)		66.20	.00	66.20	Automatic Generated Check
	061468	06/13/24	COM12 (COMDATA)		715.17	.00	715.17	Automatic Generated Check
	061469	06/13/24	CON07 (WASHINGTON NATIONAL INS)		214.50	.00	214.50	Automatic Generated Check
	061470	06/13/24	DIX03 (DIXON LANDSCAPE MATERIALS IN		5,299.18	.00	5,299.18	Automatic Generated Check
	061471	06/13/24	DOR04 (DOROTHY DEE ROSENBERG)		3,250.00	.00	3,250.00	Automatic Generated Check
	061472	06/13/24	GAR29 (ADRIAN GARCIA)		170.81	.00	170.81	Automatic Generated Check
	061473	06/13/24	HOL06 (HOLT OF CALIFORNIA)		1,151.39	.00	1,151.39	Automatic Generated Check
	061474	06/13/24	HOR00 (HORIZON)		1,041.97	.00	1,041.97	Automatic Generated Check
	061475	06/13/24	INS02 (INSTRUMENT TECHNOLOGY CORP)		6,320.00	.00	6,320.00	Automatic Generated Check
	061476	06/13/24	JAS03 (JASON, BARKER)		900.00	.00	900.00	Automatic Generated Check
	061477	06/13/24	JES02 (JESSE SANCHEZ)		51.00	.00	51.00	Automatic Generated Check
	061478	06/13/24	LEG01 (LEGALSHIELD)		225.45	.00	225.45	Automatic Generated Check
	061479	06/13/24	LNCUR (LN CURTIS & SONS)		1,610.02	.00	1,610.02	Automatic Generated Check
	061480	06/13/24	NEI03 (SACRAMENTO NEIGHBORHOOD HOUS		3,300.00	.00	3,300.00	Automatic Generated Check
	061481	06/13/24	PAC07 (PACIFIC ACE HARDWARE)		68.89	.00	68.89	Automatic Generated Check
	061482	06/13/24	PGE00 (PACIFIC GAS & ELECTRIC CO)		27,991.01	.00	27,991.01	Automatic Generated Check
	061483	06/13/24	PIS01 (PISANIS AUTO PARTS)		199.66	.00	199.66	Automatic Generated Check
	061484	06/13/24	QUI01 (QUILL CORPORATION)		285.25	.00	285.25	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
06-24	061485	06/13/24	RIC08 (RICHARD CASAVECCHIA)		121.01	.00	121.01	Automatic Generated Check
	061486	06/13/24	SAF01 (SAFE SIDE SECURITY,INC)		142.50	.00	142.50	Automatic Generated Check
	061487	06/13/24	SEL01 (MELVIN SELF)		3,000.00	.00	3,000.00	Automatic Generated Check
	061488	06/13/24	SGW01 (S.G. WILSON TRUCKING & EQUIP		99,500.00	.00	99,500.00	Automatic Generated Check
	061489	06/13/24	SIE02 (ALHAMBRA SPRING WATER)		981.37	.00	981.37	Automatic Generated Check
	061490	06/13/24	SIG02 (SIGNS OF OUR TIMES)		324.44	.00	324.44	Automatic Generated Check
	061491	06/13/24	SLO01 (SLOAN SAKAI YEUNG & WONG LLP		7,045.00	.00	7,045.00	Automatic Generated Check
	061492	06/13/24	SUI00 (SUISUN VALLEY GROWER)		61.31	.00	61.31	Automatic Generated Check
	061493	06/13/24	SWI01 (SWITZER ENTERPRISES)		13,127.70	.00	13,127.70	Automatic Generated Check
	061494	06/13/24	VUL01 (VULCAN CONSTRUCTION MATERIAL		399.95	.00	399.95	Automatic Generated Check
	061495	06/13/24	WAV01 (WAVE BROADBAND)		297.81	.00	297.81	Automatic Generated Check
	061496	06/13/24	WIN01 (DAVIS ENTERPRISE INC.)		1,807.35	.00	1,807.35	Automatic Generated Check
	061497	06/13/24	YCP01 (YCPARMIA)		1,000.00	.00	1,000.00	Automatic Generated Check
	061498	06/13/24	YOL0W (YOLO COUNTY INNOVATION AND T		1,882.50	.00	1,882.50	Automatic Generated Check
	061499	06/27/24	ACP01 (ACP INTERNATIONAL,INC/SA-SO)		740.97	.00	740.97	Automatic Generated Check
	061500	06/27/24	AIR01 (AIRGAS-N.CALIF & NEVADA)		62.17	.00	62.17	Automatic Generated Check
	061501	06/27/24	ALE03 (ALEXANDRA DIAZ)		600.00	.00	600.00	Automatic Generated Check
	061502	06/27/24	ALL01 (ALLSTAR FIRE EQUIPMENT)		26,262.96	.00	26,262.96	Automatic Generated Check
	061503	06/27/24	AMA01 (AMAZON CAPITAL SERVICES)		1,178.81	.00	1,178.81	Automatic Generated Check
	061504	06/27/24	AME13 (AMERICAN EXPRESS)		29,382.98	.00	29,382.98	Automatic Generated Check
	061505	06/27/24	AMG01 (AMG PORTABLE RESTROOMS)		2,520.38	.00	2,520.38	Automatic Generated Check
	061506	06/27/24	AMR00 (AMERICAN RIVER COLLEGE)		90.00	.00	90.00	Automatic Generated Check
	061507	06/27/24	AMR01 (AMERICAN MEDICAL RESPONSE)		144.70	.00	144.70	Automatic Generated Check
	061508	06/27/24	ANA01 (ANA P. CARRILLO)		3,150.00	.00	3,150.00	Automatic Generated Check
	061509	06/27/24	ATT02 (AT&T)		225.69	.00	225.69	Automatic Generated Check
	061510	06/27/24	AUS01 (VESTIS SERVICES,LLC)		351.25	.00	351.25	Automatic Generated Check
	061511	06/27/24	AXO01 (AXON ENTERPRISE, INC)		7,524.29	.00	7,524.29	Automatic Generated Check
	061512	06/27/24	BAD01 (BADGER METER INC.)		869.16	.00	869.16	Automatic Generated Check
	061513	06/27/24	BAY05 (STEVEN RESTIVO)		2,000.00	.00	2,000.00	Automatic Generated Check
	061514	06/27/24	BBK01 (BEST BEST & KRIEGER LLP.)		16,889.37	.00	16,889.37	Automatic Generated Check
	061515	06/27/24	BSP01 (BSP SECURITY)		1,155.00	.00	1,155.00	Automatic Generated Check
	061516	06/27/24	CAL11 (CAL FIRE)		2,940.00	.00	2,940.00	Automatic Generated Check
	061517	06/27/24	CAS03 (CASCADE FIRE EQUIPMENT CO)		1,818.45	.00	1,818.45	Automatic Generated Check
	061518	06/27/24	CIN03 (CINTAS CORPORATION #622)		568.44	.00	568.44	Automatic Generated Check
	061519	06/27/24	CLA01 (CLARK PEST CONTROL)		299.00	.00	299.00	Automatic Generated Check
	061520	06/27/24	DAV05 (DAVIS POLICE DEPARTMENT)		4,980.00	.00	4,980.00	Automatic Generated Check
	061521	06/27/24	DEP07 (DEPARTMENT OF JUSTICE)		482.00	.00	482.00	Automatic Generated Check
	061522	06/27/24	DEV01 (DEVELOPMENT COMPLIRNCE SOLUT		4,758.96	.00	4,758.96	Automatic Generated Check
	061523	06/27/24	DIX03 (DIXON LANDSCAPE MATERIALS IN		8,378.91	.00	8,378.91	Automatic Generated Check
	061524	06/27/24	GUS02 (GUSTAVO CERRITENO)		600.00	.00	600.00	Automatic Generated Check
	061525	06/27/24	INL01 (INLAND BUSINESS SYSTEMS)		381.66	.00	381.66	Automatic Generated Check
	061526	06/27/24	INT03 (INTERSTATE OIL COMPANY)		3,052.45	.00	3,052.45	Automatic Generated Check
	061527	06/27/24	LEH00 (LEHR AUTO ELECTRIC)		125.00	.00	125.00	Automatic Generated Check
	061528	06/27/24	LIF01 (LIFE-ASSIST, INC)		3,235.81	.00	3,235.81	Automatic Generated Check
	061529	06/27/24	LIN04 (SCP DISTRIBUTION LLC)		1,053.32	.00	1,053.32	Automatic Generated Check
	061530	06/27/24	LNCUR (LN CURTIS & SONS)		153.90	.00	153.90	Automatic Generated Check
	061531	06/27/24	MAR32 (MARIANNE BOYER)		1,000.00	.00	1,000.00	Automatic Generated Check
	061532	06/27/24	MOT02 (MOTOROLA)		7,782.69	.00	7,782.69	Automatic Generated Check
	061533	06/27/24	MUN05 (MUNICIPAL EMERGENCY SERVICES		2,300.43	.00	2,300.43	Automatic Generated Check
	061534	06/27/24	PAC07 (PACIFIC ACE HARDWARE)		46.07	.00	46.07	Automatic Generated Check
	061535	06/27/24	PGE00 (PACIFIC GAS & ELECTRIC CO)		8,868.93	.00	8,868.93	Automatic Generated Check

City of Winters
Month End Cash Disbursements Report
Prior Period Report for 06-24 BANK ACCOUNT 10100

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
06-24	061536	06/27/24	PIS01 (PISANIS AUTO PARTS)		83.53	.00	83.53	Automatic Generated Check
	061537	06/27/24	PLT01 (PLATT)		88.72	.00	88.72	Automatic Generated Check
	061538	06/27/24	PVS01 (UNIVAR USA INC.)		3,750.23	.00	3,750.23	Automatic Generated Check
	061539	06/27/24	QUI01 (QUILL CORPORATION)		1,609.26	.00	1,609.26	Automatic Generated Check
	061540	06/27/24	R&D01 (R&D GUN WORKS,ING.)		1,125.70	.00	1,125.70	Automatic Generated Check
	061541	06/27/24	RIV00 (RIVER CITY FIRE EQUIP CO)		1,143.12	.00	1,143.12	Automatic Generated Check
	061542	06/27/24	SCR02 (PERMITIUM, LLC)		235.00	.00	235.00	Automatic Generated Check
	061543	06/27/24	SIE02 (ALHAMBRA SPRING WATER)		345.75	.00	345.75	Automatic Generated Check
	061544	06/27/24	SPE04 (SPEEDO CHECK)		384.00	.00	384.00	Automatic Generated Check
	061545	06/27/24	SUI00 (SUISUN VALLEY GROWER)		1,493.92	.00	1,493.92	Automatic Generated Check
	061546	06/27/24	VER02 (VERIZON WIRELESS)		2,704.74	.00	2,704.74	Automatic Generated Check
	061547	06/27/24	VIS01 (VISION SERVICE PLAN (CA))		6.50	.00	6.50	Automatic Generated Check
	061548	06/27/24	VUL01 (VULCAN CONSTRUCTION MATERIAL		435.01	.00	435.01	Automatic Generated Check
	061549	06/27/24	WAV01 (WAVE BROADBAND)		4,243.38	.00	4,243.38	Automatic Generated Check
	061550	06/27/24	WIL12 (WILLDAN FINANCIAL SERVICES)		2,817.15	.00	2,817.15	Automatic Generated Check
	061551	06/27/24	WOO05 (WOOD RODGERS)		56,655.65	.00	56,655.65	Automatic Generated Check
	061552	06/27/24	YOL0Q (Yolo County Visitors)		10,208.35	.00	10,208.35	Automatic Generated Check
	EFT6-1	06/06/24	PER01 (PERS)		34,438.78	.00	34,438.78	PERS ALLOCATIONS PPE 05/1
	EFT6-2	06/12/24	PER01 (PERS)		33,737.74	.00	33,737.74	PERS ALLOCATIONS FOR PPE
	EFT6-3	06/14/24	PER01 (PERS)		32,142.26	.00	32,142.26	PERS ALLOCATIONS PPE 06/0
			Total for Bank Account 10100 ----->		475,400.53	.00	475,400.53	
			Grand Total of all Bank Accounts ----->		475,400.53	.00	475,400.53	

City of Winters
Month End Cash Disbursements Report
Prior Period Report for 07-24 BANK ACCOUNT 10100

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
07-24	061553	07/12/24	DEV01 (DEVELOPMENT COMPLIRNCE SOLUT		23,548.75	.00	23,548.75	Automatic Generated Check
	061554	07/12/24	FAR03 (FARMERS CLOSET)		500.00	.00	500.00	Automatic Generated Check
	061555	07/12/24	FLA00 (FLATLAND CONSTRUCTION)		132,400.00	.00	132,400.00	Automatic Generated Check
	061556	07/12/24	ABA02 (ASSOCIATION OF BAY AREA GOVE		611.01	.00	611.01	Automatic Generated Check
	061557	07/12/24	AFL01 (AFLAC)		1,606.56	.00	1,606.56	Automatic Generated Check
	061558	07/12/24	ATK01 (ATKINSON,ANDERSON,LOYA,RUUD		4,350.00	.00	4,350.00	Automatic Generated Check
	061559	07/12/24	AUS01 (VESTIS SERVICES,LLC)		286.54	.00	286.54	Automatic Generated Check
	061560	07/12/24	AXO01 (AXON ENTERPRISE, INC)		19,480.31	.00	19,480.31	Automatic Generated Check
	061561	07/12/24	CAH01 (CAHN MEMBERSHIP)		40.00	.00	40.00	Automatic Generated Check
	061562	07/12/24	CIV02 (CIVICPLUS,LLC)		9,399.60	.00	9,399.60	Automatic Generated Check
	061563	07/12/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	061564	07/12/24	COM12 (COMDATA)		21,401.07	.00	21,401.07	Automatic Generated Check
	061565	07/12/24	CON07 (WASHINGTON NATIONAL INS)		214.50	.00	214.50	Automatic Generated Check
	061566	07/12/24	COO05 (COOPER CONTROLS, INC)		3,184.08	.00	3,184.08	Automatic Generated Check
	061567	07/12/24	COR01 (CORBIN WILLITS SYSTEMS)		1,200.48	.00	1,200.48	Automatic Generated Check
	061568	07/12/24	COU01 (COUNTY OF YOLO)		220.00	.00	220.00	Automatic Generated Check
	061569	07/12/24	COU02 (COUNTY OF YOLO-DEPT OF COMMU		18,371.03	.00	18,371.03	Automatic Generated Check
	061570	07/12/24	DEP07 (DEPARTMENT OF JUSTICE)		128.00	.00	128.00	Automatic Generated Check
	061571	07/12/24	DIX03 (DIXON LANDSCAPE MATERIALS IN		348.97	.00	348.97	Automatic Generated Check
	061572	07/12/24	FAS03 (FAST & EASY WINTERS)		138.00	.00	138.00	Automatic Generated Check
	061573	07/12/24	HIN01 (HINDERLITER DE LLAMAS & ASSO		1,358.16	.00	1,358.16	Automatic Generated Check
	061574	07/12/24	LEF01 (LEFTA SYSTEMS)		2,797.26	.00	2,797.26	Automatic Generated Check
	061575	07/12/24	LIN04 (SCP DISTRIBUTION LLC)		1,053.32	.00	1,053.32	Automatic Generated Check
	061576	07/12/24	LNCUR (LN CURTIS & SONS)		1,162.94	.00	1,162.94	Automatic Generated Check
	061577	07/12/24	MIK07 (MIKE HESTER)		1,400.00	.00	1,400.00	Automatic Generated Check
	061578	07/12/24	MIL12 (JOHN MILLER)		21.61	.00	21.61	Automatic Generated Check
	061579	07/12/24	MUN07 (MUN CPAs)		9,800.00	.00	9,800.00	Automatic Generated Check
	061580	07/12/24	MUT01 (MUTUAL OF OMAHA)		4,204.23	.00	4,204.23	Automatic Generated Check
	061581	07/12/24	PAC07 (PACIFIC ACE HARDWARE)		387.16	.00	387.16	Automatic Generated Check
	061582	07/12/24	PGE00 (PACIFIC GAS & ELECTRIC CO)		28,099.59	.00	28,099.59	Automatic Generated Check
	061583	07/12/24	PIS01 (PISANIS AUTO PARTS)		1,660.30	.00	1,660.30	Automatic Generated Check
	061584	07/12/24	PIS02 (PISANI'S SERVICE)		2,365.55	.00	2,365.55	Automatic Generated Check
	061585	07/12/24	PIT01 (PITNEY BOWES INC)		2,006.10	.00	2,006.10	Automatic Generated Check
	061586	07/12/24	QUI01 (QUILL CORPORATION)		80.43	.00	80.43	Automatic Generated Check
	061587	07/12/24	SAL10 (SALLY SWANSON ARCHITECTS, IN		2,578.00	.00	2,578.00	Automatic Generated Check
	061588	07/12/24	SCR02 (PERMITIUM, LLC)		250.00	.00	250.00	Automatic Generated Check
	061589	07/12/24	SIE02 (ALHAMBRA SPRING WATER)		240.83	.00	240.83	Automatic Generated Check
	061590	07/12/24	SON01 (SONCO HEATING & A/C)		16,072.00	.00	16,072.00	Automatic Generated Check
	061591	07/12/24	STA22 (STATE WATER RESOURCES CONTRO		70.00	.00	70.00	Automatic Generated Check
	061592	07/12/24	STE02 (STERLING MAY CO)		272.12	.00	272.12	Automatic Generated Check
	061593	07/12/24	TEL01 (TELSTAR INSTRUMENTS)		4,992.07	.00	4,992.07	Automatic Generated Check
	061594	07/12/24	VIG01 (VIGILANT SOLUTIONS, LLC)		1,092.00	.00	1,092.00	Automatic Generated Check
	061595	07/12/24	VIS01 (VISION SERVICE PLAN (CA))		292.71	.00	292.71	Automatic Generated Check
	061596	07/12/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	061597	07/12/24	WOO01 (WOODLAND CLINIC MED GRP)		1,769.00	.00	1,769.00	Automatic Generated Check
	061598	07/12/24	YCP01 (YCPARMIA)		1,046.29	.00	1,046.29	Automatic Generated Check
	061599	07/12/24	YOL0I (YOLO COUNTY LIBRARY)		26,500.00	.00	26,500.00	Automatic Generated Check
	061600	07/24/24	LIN01 (LINDA B. MODESTE)		128.05	.00	128.05	Automatic Generated Check
	061600	07/26/24	LIN01 (LINDA B. MODESTE)		(128.05)	.00	(128.05)	Ck# 061600 Reversed
	061601	07/26/24	MP2 (SIX STATES SOLAR II, LLC)		46,904.95	.00	46,904.95	Automatic Generated Check
	061602	07/26/24	AIR01 (AIRGAS-N.CALIF & NEVADA)		65.92	.00	65.92	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
07-24	061603	07/26/24	ALL01 (ALLSTAR FIRE EQUIPMENT)		3,312.38	.00	3,312.38	Automatic Generated Check
	061604	07/26/24	AMP01 (AMPLE ELECTRIC INC)		13,356.00	.00	13,356.00	Automatic Generated Check
	061605	07/26/24	ATK01 (ATKINSON,ANDERSON,LOYA,RUUD		8,775.00	.00	8,775.00	Automatic Generated Check
	061606	07/26/24	BAD01 (BADGER METER INC.)		19,680.63	.00	19,680.63	Automatic Generated Check
	061607	07/26/24	BAY05 (STEVEN RESTIVO)		2,000.00	.00	2,000.00	Automatic Generated Check
	061608	07/26/24	BBK01 (BEST BEST & KRIEGER LLP.)		16,559.62	.00	16,559.62	Automatic Generated Check
	061609	07/26/24	BSK00 (BSK ASSOCIATES)		897.25	.00	897.25	Automatic Generated Check
	061610	07/26/24	CIN03 (CINTAS CORPORATION #622)		513.29	.00	513.29	Automatic Generated Check
	061611	07/26/24	CIT10 (CITY OF WINTERS)		7,573.23	.00	7,573.23	Automatic Generated Check
	061612	07/26/24	COO05 (COOPER CONTROLS, INC)		2,984.08	.00	2,984.08	Automatic Generated Check
	061613	07/26/24	DAS01 (DAS-DEVELOPMENT ADVISORY SER		15,750.00	.00	15,750.00	Automatic Generated Check
	061614	07/26/24	HIN01 (HINDERLITER DE LLAMAS & ASSO		900.00	.00	900.00	Automatic Generated Check
	061615	07/26/24	HOL05 (HOLT AG SOLUTIONS)		1,521.34	.00	1,521.34	Automatic Generated Check
	061616	07/26/24	HOM01 (HOMEWOOD HOLDINGS, LLC)		.55	.00	.55	Automatic Generated Check
	061617	07/26/24	HOR00 (HORIZON)		792.79	.00	792.79	Automatic Generated Check
	061618	07/26/24	INT03 (INTERSTATE OIL COMPANY)		1,835.66	.00	1,835.66	Automatic Generated Check
	061619	07/26/24	LEM01 (LEMURIA NURSERY)		3,201.65	.00	3,201.65	Automatic Generated Check
	061620	07/26/24	NJA01 (NJA ARCHITECTURE)		78,095.00	.00	78,095.00	Automatic Generated Check
	061621	07/26/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	061622	07/26/24	PAC07 (PACIFIC ACE HARDWARE)		611.79	.00	611.79	Automatic Generated Check
	061623	07/26/24	PAY01 (PAYMENTUS CORP)		2,635.10	.00	2,635.10	Automatic Generated Check
	061624	07/26/24	PGE00 (PACIFIC GAS & ELECTRIC CO)		36,739.44	.00	36,739.44	Automatic Generated Check
	061625	07/26/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	061626	07/26/24	PIS01 (PISANIS AUTO PARTS)		977.34	.00	977.34	Automatic Generated Check
	061627	07/26/24	PIS02 (PISANI'S SERVICE)		1,162.20	.00	1,162.20	Automatic Generated Check
	061628	07/26/24	PSO01 (PSOMAS)		10,401.50	.00	10,401.50	Automatic Generated Check
	061629	07/26/24	RAN02 (RANEY PLANNING & MANAGEMENT,		443.75	.00	443.75	Automatic Generated Check
	061630	07/26/24	SUI00 (SUISUN VALLEY GROWER)		583.61	.00	583.61	Automatic Generated Check
	061631	07/26/24	SUP02 (SUPER EXTRA FANCY LLC)		4,000.00	.00	4,000.00	Automatic Generated Check
	061632	07/26/24	SWI01 (SWITZER ENTERPRISES)		6,604.95	.00	6,604.95	Automatic Generated Check
	061633	07/26/24	VUL01 (VULCAN CONSTRUCTION MATERIAL		392.29	.00	392.29	Automatic Generated Check
	061634	07/26/24	WOO01 (WOODLAND CLINIC MED GRP)		732.00	.00	732.00	Automatic Generated Check
	061635	07/26/24	WOO05 (WOOD RODGERS)		35,905.92	.00	35,905.92	Automatic Generated Check
	061636	07/26/24	YOL0W (YOLO COUNTY INNOVATION AND T		105.00	.00	105.00	Automatic Generated Check
	061637	07/26/24	AIR01 (AIRGAS-N.CALIF & NEVADA)		62.02	.00	62.02	Automatic Generated Check
	061638	07/26/24	ATT02 (AT&T)		236.74	.00	236.74	Automatic Generated Check
	061639	07/26/24	BSK00 (BSK ASSOCIATES)		1,250.27	.00	1,250.27	Automatic Generated Check
	061640	07/26/24	CIN03 (CINTAS CORPORATION #622)		621.06	.00	621.06	Automatic Generated Check
	061641	07/26/24	COR01 (CORBIN WILLITS SYSTEMS)		1,200.48	.00	1,200.48	Automatic Generated Check
	061642	07/26/24	DIX03 (DIXON LANDSCAPE MATERIALS IN		5,904.01	.00	5,904.01	Automatic Generated Check
	061643	07/26/24	INT01 (IN TIME SERVICES INC.)		6,504.00	.00	6,504.00	Automatic Generated Check
	061644	07/26/24	INT03 (INTERSTATE OIL COMPANY)		2,981.00	.00	2,981.00	Automatic Generated Check
	061645	07/26/24	INT09 (INTERSTATE SALES)		1,401.87	.00	1,401.87	Automatic Generated Check
	061646	07/26/24	LAF01 (YOLO COUNTY LAFCO)		8,987.00	.00	8,987.00	Automatic Generated Check
	061647	07/26/24	LEG01 (LEGALSHIELD)		225.45	.00	225.45	Automatic Generated Check
	061648	07/26/24	LNCUR (LN CURTIS & SONS)		1,239.46	.00	1,239.46	Automatic Generated Check
	061649	07/26/24	PAC07 (PACIFIC ACE HARDWARE)		60.23	.00	60.23	Automatic Generated Check
	061650	07/26/24	PBC01 (PITNEY BOWES GLOBAL FINANCIA		1,505.13	.00	1,505.13	Automatic Generated Check
	061651	07/26/24	PIS01 (PISANIS AUTO PARTS)		104.45	.00	104.45	Automatic Generated Check
	061652	07/26/24	PLA01 (PLACER TITLE COMPANY)		500.00	.00	500.00	Automatic Generated Check
	061653	07/26/24	PMI00 (PROGRSSIVE MICROTECHNOLOGY I		695.00	.00	695.00	Automatic Generated Check

City of Winters
Month End Cash Disbursements Report
Prior Period Report for 07-24 BANK ACCOUNT 10100

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
07-24	061654	07/26/24	SOL16 (SOLANO EDC)		3,750.00	.00	3,750.00	Automatic Generated Check
	061655	07/26/24	STA22 (STATE WATER RESOURCES CONTRO		65.00	.00	65.00	Automatic Generated Check
	061656	07/26/24	SWI01 (SWITZER ENTERPRISES)		2,813.11	.00	2,813.11	Automatic Generated Check
	061657	07/26/24	THE02 (THE RADIO GUYS)		30.00	.00	30.00	Automatic Generated Check
	061658	07/26/24	VIS01 (VISION SERVICE PLAN (CA))		299.21	.00	299.21	Automatic Generated Check
	061659	07/26/24	WAV01 (WAVE BROADBAND)		293.06	.00	293.06	Automatic Generated Check
	061660	07/26/24	YCC01 (YECA)		309,177.00	.00	309,177.00	Automatic Generated Check
	061661	07/26/24	YOL23 (YOLO SUBBASIN GROUNDWATER AG		20,000.00	.00	20,000.00	Automatic Generated Check
	061662	07/26/24	VOID (Reversed Check)		.00	.00	.00	Ck# 061662 Reversed
	061663	07/26/24	VOID (Reversed Check)		.00	.00	.00	Ck# 061663 Reversed
	061664	07/31/24	AFL01 (AFLAC)		1,606.56	.00	1,606.56	Automatic Generated Check
	061665	07/31/24	AMA01 (AMAZON CAPITAL SERVICES)		1,745.17	.00	1,745.17	Automatic Generated Check
	061666	07/31/24	AME13 (AMERICAN EXPRESS)		3,281.96	.00	3,281.96	Automatic Generated Check
	061667	07/31/24	AUS01 (VESTIS SERVICES,LLC)		124.69	.00	124.69	Automatic Generated Check
	061668	07/31/24	BAY03 (BAY ALARM COMPANY)		127.50	.00	127.50	Automatic Generated Check
	061669	07/31/24	CLA01 (CLARK PEST CONTROL)		234.00	.00	234.00	Automatic Generated Check
	061670	07/31/24	GEC01 (TOSHIBA FINANCIAL SERVICES)		6,008.74	.00	6,008.74	Automatic Generated Check
	061671	07/31/24	HDL01 (HDL, COREN & CONE)		2,070.00	.00	2,070.00	Automatic Generated Check
	061672	07/31/24	JES01 (JESSICA URIBE)		600.00	.00	600.00	Automatic Generated Check
	061673	07/31/24	MUT01 (MUTUAL OF OMAHA)		4,350.59	.00	4,350.59	Automatic Generated Check
	061674	07/31/24	PGE00 (PACIFIC GAS & ELECTRIC CO)		35,788.21	.00	35,788.21	Automatic Generated Check
	061675	07/31/24	QUI01 (QUILL CORPORATION)		603.16	.00	603.16	Automatic Generated Check
	061676	07/31/24	RAN02 (RANEY PLANNING & MANAGEMENT,		19,245.23	.00	19,245.23	Automatic Generated Check
	061677	07/31/24	SAL10 (SALLY SWANSON ARCHITECTS, IN		757.50	.00	757.50	Automatic Generated Check
	061678	07/31/24	SHR01 (STERICYCLE INC)		315.08	.00	315.08	Automatic Generated Check
	061679	07/31/24	SIE02 (ALHAMBRA SPRING WATER)		256.89	.00	256.89	Automatic Generated Check
	061680	07/31/24	TER03 (ANGELA MARTINEZ)		157.70	.00	157.70	Automatic Generated Check
	061681	07/31/24	TOS02 (TOSHIBA FINANCIAL SERVICES)		3,492.90	.00	3,492.90	Automatic Generated Check
	061682	07/31/24	VER02 (VERIZON WIRELESS)		2,704.44	.00	2,704.44	Automatic Generated Check
	061683	07/31/24	WAV01 (WAVE BROADBAND)		4,243.38	.00	4,243.38	Automatic Generated Check
	061684	07/31/24	WIN04 (WINTERS PRINTING)		1,876.88	.00	1,876.88	Automatic Generated Check
	EFT7-1	07/03/24	PER01 (PERS)		39,588.82	.00	39,588.82	PERS HEALTH COVERAGE FOR
	EFT7-2	07/11/24	PER01 (PERS)		32,511.07	.00	32,511.07	PERS ALLOCATIONS FOR PPE
	EFT7-3	07/29/24	PER01 (PERS)		551,366.00	.00	551,366.00	PERS UNFUNDED ACCRUED LIA
	EFT7-4	07/29/24	PER01 (PERS)		40,574.14	.00	40,574.14	PERS HEALTH COVERAGE FOR
	EFT7-5	07/23/24	PER01 (PERS)		32,783.14	.00	32,783.14	PERS ALLOCATIONS FOR PPE
			Total for Bank Account 10100 ----->		1,831,334.10	.00	1,831,334.10	
			Grand Total of all Bank Accounts ----->		1,831,334.10	.00	1,831,334.10	

City of Winters
Month End Cash Disbursements Report
Prior Period Report for 08-24 BANK ACCOUNT 10100

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-24	061490	08/22/24	SIG02 (SIGNS OF OUR TIMES)		(324.44)	.00	(324.44)	Ck# 061490 Reversed
	061540	08/23/24	R&D01 (R&D GUN WORKS,ING.)		(1,125.70)	.00	(1,125.70)	Ck# 061540 Reversed
	061685	08/08/24	ABA02 (ASSOCIATION OF BAY AREA GOVE		611.01	.00	611.01	Automatic Generated Check
	061686	08/08/24	AUS01 (VESTIS SERVICES,LLC)		143.27	.00	143.27	Automatic Generated Check
	061687	08/08/24	AXO01 (AXON ENTERPRISE, INC)		1,139.48	.00	1,139.48	Automatic Generated Check
	061688	08/08/24	BAD01 (BADGER METER INC.)		4,512.71	.00	4,512.71	Automatic Generated Check
	061689	08/08/24	BSK00 (BSK ASSOCIATES)		129.01	.00	129.01	Automatic Generated Check
	061690	08/08/24	CLA01 (CLARK PEST CONTROL)		360.00	.00	360.00	Automatic Generated Check
	061691	08/08/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	061692	08/08/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	061693	08/08/24	COM12 (COMDATA)		18,877.77	.00	18,877.77	Automatic Generated Check
	061694	08/08/24	COU02 (COUNTY OF YOLO-DEPT OF COMMU		17,360.03	.00	17,360.03	Automatic Generated Check
	061695	08/08/24	CUM03 (CUMMINS SALES AND SERVICE)		16,822.11	.00	16,822.11	Automatic Generated Check
	061696	08/08/24	DAS01 (DAS-DEVELOPMENT ADVISORY SER		13,125.00	.00	13,125.00	Automatic Generated Check
	061697	08/08/24	DEV01 (DEVELOPMENT COMPLIRNCE SOLUT		55,683.92	.00	55,683.92	Automatic Generated Check
	061698	08/08/24	DOT01 (DEPART OF TRANSPORTATION)		1,465.60	.00	1,465.60	Automatic Generated Check
	061699	08/08/24	FAR03 (FARMERS CLOSET)		500.00	.00	500.00	Automatic Generated Check
	061700	08/08/24	FAS03 (FAST & EASY WINTERS)		114.00	.00	114.00	Automatic Generated Check
	061701	08/08/24	HOR00 (HORIZON)		306.57	.00	306.57	Automatic Generated Check
	061702	08/08/24	INT03 (INTERSTATE OIL COMPANY)		2,462.28	.00	2,462.28	Automatic Generated Check
	061703	08/08/24	LEA02 (LEAGUE OF CALIFORNIA CITIES)		35.00	.00	35.00	Automatic Generated Check
	061704	08/08/24	LNCUR (LN CURTIS & SONS)		759.43	.00	759.43	Automatic Generated Check
	061705	08/08/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	061706	08/08/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	061707	08/08/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	061708	08/08/24	PAC07 (PACIFIC ACE HARDWARE)		2,237.92	.00	2,237.92	Automatic Generated Check
	061709	08/08/24	PGE00 (PACIFIC GAS & ELECTRIC CO)		37,993.73	.00	37,993.73	Automatic Generated Check
	061710	08/08/24	PIS01 (PISANIS AUTO PARTS)		348.91	.00	348.91	Automatic Generated Check
	061711	08/08/24	PIS02 (PISANI'S SERVICE)		104.66	.00	104.66	Automatic Generated Check
	061712	08/08/24	PIT01 (PITNEY BOWES INC)		1,647.12	.00	1,647.12	Automatic Generated Check
	061713	08/08/24	PLT01 (PLATT)		112.73	.00	112.73	Automatic Generated Check
	061714	08/08/24	QUI01 (QUILL CORPORATION)		815.36	.00	815.36	Automatic Generated Check
	061715	08/08/24	RAD02 (THE RADAR SHOP, INC)		80.00	.00	80.00	Automatic Generated Check
	061716	08/08/24	SIE02 (ALHAMBRA SPRING WATER)		1,306.06	.00	1,306.06	Automatic Generated Check
	061717	08/08/24	SON01 (SONCO HEATING & A/C)		670.00	.00	670.00	Automatic Generated Check
	061718	08/08/24	SWI01 (SWITZER ENTERPRISES)		7,117.65	.00	7,117.65	Automatic Generated Check
	061719	08/08/24	THE16 (THE GUMSHOE GROUP,LLC)		4,867.50	.00	4,867.50	Automatic Generated Check
	061720	08/08/24	UND01 (UNDERGROUND SERVICE ALERT OF		951.39	.00	951.39	Automatic Generated Check
	061721	08/08/24	VIG01 (VIGILANT SOLUTIONS, LLC)		1,092.00	.00	1,092.00	Automatic Generated Check
	061722	08/08/24	WAV01 (WAVE BROADBAND)		300.64	.00	300.64	Automatic Generated Check
	061723	08/08/24	WIN04 (WINTERS PRINTING)		32.18	.00	32.18	Automatic Generated Check
	061724	08/08/24	WIN0A (CITY OF WINTERS-UTILITIES)		8,970.22	.00	8,970.22	Automatic Generated Check
	061725	08/08/24	YCC01 (YECA)		8,970.00	.00	8,970.00	Automatic Generated Check
	061726	08/08/24	YOL01 (YOLO COUNTY ENVIRONMENTAL)		391.00	.00	391.00	Automatic Generated Check
	061727	08/08/24	YOL03 (YOLO-SOLANO AIR QUALITY)		3,855.11	.00	3,855.11	Automatic Generated Check
	061728	08/08/24	YOL04 (YOLO COUNTY)		43,723.00	.00	43,723.00	Automatic Generated Check
	061729	08/08/24	\A002 (AARON, SCOTT & MELANIE		100.00	.00	100.00	Automatic Generated Check
	061730	08/08/24	\A003 (ABARCA, THOMAS		100.00	.00	100.00	Automatic Generated Check
	061731	08/08/24	\A005 (ADAMS, CARROL CURRY & CAMERO		100.00	.00	100.00	Automatic Generated Check
	061732	08/08/24	\A006 (ADKISSON, JIMMIE & JUNE		100.00	.00	100.00	Automatic Generated Check
	061733	08/08/24	\A007 (AGUILERA, MARTIN		100.00	.00	100.00	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-24	061734	08/08/24	\A008 (AHART, CATHERINE		100.00	.00	100.00	Automatic Generated Check
	061735	08/08/24	\A009 (AHN, STEED		100.00	.00	100.00	Automatic Generated Check
	061736	08/08/24	\A010 (ALANIS, RAUL & SILVIA		100.00	.00	100.00	Automatic Generated Check
	061737	08/08/24	\A011 (ALBISO, JULIO & MONICA		100.00	.00	100.00	Automatic Generated Check
	061738	08/08/24	\A012 (AMBRIZ, NIKOLIE & VICTORIA		100.00	.00	100.00	Automatic Generated Check
	061739	08/08/24	\A013 (AMPLE ELECTRIC INC,		100.00	.00	100.00	Automatic Generated Check
	061740	08/08/24	\A014 (ANDERSON, BENNY & CHAREL		100.00	.00	100.00	Automatic Generated Check
	061741	08/08/24	\A015 (ANGEL, ARNULFO & MARIA AYALA		100.00	.00	100.00	Automatic Generated Check
	061742	08/08/24	\A016 (ARCE, LUCIANO SR.		100.00	.00	100.00	Automatic Generated Check
	061743	08/08/24	\A017 (BLANCO, JUAN		100.00	.00	100.00	Automatic Generated Check
	061744	08/08/24	\A018 (ARELLANO, JESSIE & GLENDA		100.00	.00	100.00	Automatic Generated Check
	061745	08/08/24	\A019 (ARELLANO, RAQUEL		100.00	.00	100.00	Automatic Generated Check
	061746	08/08/24	\A020 (ARIAS, ANGELINA		100.00	.00	100.00	Automatic Generated Check
	061747	08/08/24	\A021 (ARROYO, GUADALUPE		100.00	.00	100.00	Automatic Generated Check
	061748	08/08/24	\A022 (AUTRY, BRETT & MRILYN		100.00	.00	100.00	Automatic Generated Check
	061749	08/08/24	\A023 (AVILA, GERARDO JR		100.00	.00	100.00	Automatic Generated Check
	061750	08/08/24	\A024 (AYALA, NANCY		100.00	.00	100.00	Automatic Generated Check
	061751	08/08/24	\A025 (ANDERSON'S WELDING,		70.00	.00	70.00	Automatic Generated Check
	061752	08/08/24	\B002 (BACHMANN, BROOKE A.		100.00	.00	100.00	Automatic Generated Check
	061753	08/08/24	\B005 (BAILEY, BRUCE & MARGARET		100.00	.00	100.00	Automatic Generated Check
	061754	08/08/24	\B006 (BAILEY, JEFFERY & JACQUELINE		100.00	.00	100.00	Automatic Generated Check
	061755	08/08/24	\B007 (CORTES, JOSE		100.00	.00	100.00	Automatic Generated Check
	061756	08/08/24	\B011 (BANDY, WILLIAM SR		100.00	.00	100.00	Automatic Generated Check
	061757	08/08/24	\B012 (BARNETT, TIMOTHY		100.00	.00	100.00	Automatic Generated Check
	061758	08/08/24	\B013 (BARBOSA, MOISES		100.00	.00	100.00	Automatic Generated Check
	061759	08/08/24	\B014 (PLECHATY, DANNY		100.00	.00	100.00	Automatic Generated Check
	061760	08/08/24	\B015 (GALVAN, FRANCISCO DEL RIO &		100.00	.00	100.00	Automatic Generated Check
	061761	08/08/24	\B016 (LOSH, KEVIN		100.00	.00	100.00	Automatic Generated Check
	061762	08/08/24	\B017 (BARSOTTI, FREEMAN & CAROL		100.00	.00	100.00	Automatic Generated Check
	061763	08/08/24	\B018 (BARSOTTI, THADDEUS & MOYRA		100.00	.00	100.00	Automatic Generated Check
	061764	08/08/24	\B019 (BARBOSA, MAXWELL		100.00	.00	100.00	Automatic Generated Check
	061765	08/08/24	\B020 (BARDAY, MICHAEL & MARTINEZ,		100.00	.00	100.00	Automatic Generated Check
	061766	08/08/24	\B021 (BARANOWSKI, KERRY SULLIVAN &		100.00	.00	100.00	Automatic Generated Check
	061767	08/08/24	\B022 (BARNETT, MICHAEL & CONNIE		100.00	.00	100.00	Automatic Generated Check
	061768	08/08/24	\B023 (BARTOLOMUCCI, THOMAS M.		100.00	.00	100.00	Automatic Generated Check
	061769	08/08/24	\B024 (BARSOTTI, FREEMAN & CAROL		100.00	.00	100.00	Automatic Generated Check
	061770	08/08/24	\B025 (CAMARERO, BERNABE		100.00	.00	100.00	Automatic Generated Check
	061771	08/08/24	\B026 (BAUMGART, CHEYNE & ALYSSA		100.00	.00	100.00	Automatic Generated Check
	061772	08/08/24	\B027 (BAYLOR, JASON & CHRISTINE		100.00	.00	100.00	Automatic Generated Check
	061773	08/08/24	\B028 (BELLUMONI, TODD & MELANIE		100.00	.00	100.00	Automatic Generated Check
	061774	08/08/24	\B029 (BELGER, ROBERT & DIANA		100.00	.00	100.00	Automatic Generated Check
	061775	08/08/24	\B030 (BELLO, EDWARD & DEBBIE		100.00	.00	100.00	Automatic Generated Check
	061776	08/08/24	\B031 (BELL, ALEXANDRIA BROOK		100.00	.00	100.00	Automatic Generated Check
	061777	08/08/24	\B032 (BENSON, MELODY		80.00	.00	80.00	Automatic Generated Check
	061778	08/08/24	\B033 (BENJAMIN, MATHEW & LUCY		100.00	.00	100.00	Automatic Generated Check
	061779	08/08/24	\B034 (BERMUDEZ, XOCHIL		100.00	.00	100.00	Automatic Generated Check
	061780	08/08/24	\B035 (MORALEZ, JEREMIAS & MAGGIE		100.00	.00	100.00	Automatic Generated Check
	061781	08/08/24	\B036 (MEDINA, MARIA		100.00	.00	100.00	Automatic Generated Check
	061782	08/08/24	\B037 (BERMUDEZ, JOSE & NIDIA		100.00	.00	100.00	Automatic Generated Check
	061783	08/08/24	\B038 (BERRY, CHRISTINE		100.00	.00	100.00	Automatic Generated Check
	061784	08/08/24	\B039 (BERMUDEZ, APOLONIO & SELENE		100.00	.00	100.00	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-24	061785	08/08/24	\B040 (BERMUDEZ, CHELSEA CORRALES/M		100.00	.00	100.00	Automatic Generated Check
	061786	08/08/24	\B041 (BERMUDEZ, JOSE & NIDIA		100.00	.00	100.00	Automatic Generated Check
	061787	08/08/24	\B042 (BENTZ, ADAM		100.00	.00	100.00	Automatic Generated Check
	061788	08/08/24	\B043 (BERMUDEZ, ADRIANA JIMENEZ &		100.00	.00	100.00	Automatic Generated Check
	061789	08/08/24	\B044 (BIALOUS, SCOTT J AND STELLA		100.00	.00	100.00	Automatic Generated Check
	061790	08/08/24	\B045 (BILYEU, CHRISTOPER & DESIRAE		100.00	.00	100.00	Automatic Generated Check
	061791	08/08/24	\B046 (BIXENMANN, TAWNY MATA & RYAN		100.00	.00	100.00	Automatic Generated Check
	061792	08/08/24	\B047 (BLANTON, ASHLEY MARTINEZ & A		100.00	.00	100.00	Automatic Generated Check
	061793	08/08/24	\B048 (BORGES-VILLEGAS, M. BORGES &		100.00	.00	100.00	Automatic Generated Check
	061794	08/08/24	\B049 (BOSSE, DIANE		80.00	.00	80.00	Automatic Generated Check
	061795	08/08/24	\B050 (BOYD, ERIC & AMANDA		100.00	.00	100.00	Automatic Generated Check
	061796	08/08/24	\B051 (BOZARTH, TIMOTHY C.		100.00	.00	100.00	Automatic Generated Check
	061797	08/08/24	\B052 (BRAMMER, AMY		200.00	.00	200.00	Automatic Generated Check
	061798	08/08/24	\B053 (BRADSHAW, SARAH RICHMAN & JA		100.00	.00	100.00	Automatic Generated Check
	061799	08/08/24	\B054 (BRANCO, WILLIAM & MAKAYLA		100.00	.00	100.00	Automatic Generated Check
	061800	08/08/24	\B055 (BRACE, SCOTT		100.00	.00	100.00	Automatic Generated Check
	061801	08/08/24	\B056 (BRESNICK, REBECCA		100.00	.00	100.00	Automatic Generated Check
	061802	08/08/24	\B057 (BRIGGS, MICHAEL & SHAUNIE		80.00	.00	80.00	Automatic Generated Check
	061803	08/08/24	\B058 (BROCKMEYER, JAMES V. AND TER		100.00	.00	100.00	Automatic Generated Check
	061804	08/08/24	\B059 (BRONSON, JAMES & CORI		100.00	.00	100.00	Automatic Generated Check
	061805	08/08/24	\B060 (BROWNLEE, ALAN & DEANNA		100.00	.00	100.00	Automatic Generated Check
	061806	08/08/24	\B061 (BROWN, JOSHUA & SAMANTHA		100.00	.00	100.00	Automatic Generated Check
	061807	08/08/24	\B062 (BROWN, JOSHEENA LAL & JASON		100.00	.00	100.00	Automatic Generated Check
	061808	08/08/24	\B063 (BROWN, ALEXANDER		100.00	.00	100.00	Automatic Generated Check
	061809	08/08/24	\B064 (BRUNSON, RANDY & JILLIAN		100.00	.00	100.00	Automatic Generated Check
	061810	08/08/24	\B065 (BUCKLEY, PATRICK & ANIKA		100.00	.00	100.00	Automatic Generated Check
	061811	08/08/24	\B066 (BUHLER, NEAL		100.00	.00	100.00	Automatic Generated Check
	061812	08/08/24	\B067 (BUI, TRUYEN VAN & LIZA LE HO		100.00	.00	100.00	Automatic Generated Check
	061813	08/08/24	\B068 (BURDICK, RAYMOND		100.00	.00	100.00	Automatic Generated Check
	061814	08/08/24	\B069 (BURGER KING #18516,		100.00	.00	100.00	Automatic Generated Check
	061815	08/08/24	\B070 (BURDICK, HALEY RELLES & NICH		100.00	.00	100.00	Automatic Generated Check
	061816	08/08/24	\B071 (BURTON, DONNA		100.00	.00	100.00	Automatic Generated Check
	061817	08/08/24	\B072 (BURKE, PATRICK & HEIDI		100.00	.00	100.00	Automatic Generated Check
	061818	08/08/24	\B073 (BURDICK, RAYMOND		100.00	.00	100.00	Automatic Generated Check
	061819	08/08/24	\B074 (BURRIS, KRISTIE LEE		100.00	.00	100.00	Automatic Generated Check
	061820	08/08/24	\B075 (BUSTAMANTE FAMILY TRUST,		100.00	.00	100.00	Automatic Generated Check
	061821	08/08/24	\B076 (BUSCOVICH, DANIEL & DONNA		100.00	.00	100.00	Automatic Generated Check
	061822	08/08/24	\B077 (BUTLER, RYAN & HATTIE		100.00	.00	100.00	Automatic Generated Check
	061823	08/08/24	\B078 (BYERS, SARAH BURRELL & JARED		100.00	.00	100.00	Automatic Generated Check
	061824	08/08/24	\B079 (BANKS, JACOB & AMBER		186.50	.00	186.50	Automatic Generated Check
	061825	08/08/24	\B080 (BIDOU, ANDREW & SUZANNE		155.76	.00	155.76	Automatic Generated Check
	061826	08/08/24	\C002 (CABRAL, ANTHONY & KATRINA		100.00	.00	100.00	Automatic Generated Check
	061827	08/08/24	\C003 (CALVERT, TRACI		100.00	.00	100.00	Automatic Generated Check
	061828	08/08/24	\C006 (CALLISON, STILLMAN & KATHLEE		100.00	.00	100.00	Automatic Generated Check
	061829	08/08/24	\C007 (CALDEIRA, JOHN & CAITLIN PHI		100.00	.00	100.00	Automatic Generated Check
	061830	08/08/24	\C008 (CALLISON, DANIEL & LAURA		100.00	.00	100.00	Automatic Generated Check
	061831	08/08/24	\C009 (CAMPOS, JOSE A		100.00	.00	100.00	Automatic Generated Check
	061832	08/08/24	\C010 (CAMPOS, NESTOR & CHRISTINE		100.00	.00	100.00	Automatic Generated Check
	061833	08/08/24	\C011 (CAMPISE, MICHAEL MCPEAK & HE		100.00	.00	100.00	Automatic Generated Check
	061834	08/08/24	\C012 (CARRILLO, ROGEIO& EFRAIN		100.00	.00	100.00	Automatic Generated Check
	061835	08/08/24	\C013 (CARRION, CHAD		100.00	.00	100.00	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-24	061836	08/08/24	\C014 (CARY, DIANE S. & KEITH T.		100.00	.00	100.00	Automatic Generated Check
	061837	08/08/24	\C015 (CARY, DIANE S. & KEITH T.		100.00	.00	100.00	Automatic Generated Check
	061838	08/08/24	\C016 (CARY, KEITH & DIANE		200.00	.00	200.00	Automatic Generated Check
	061839	08/08/24	\C017 (CARABEZ, JESSE & ELIZABETH		100.00	.00	100.00	Automatic Generated Check
	061840	08/08/24	\C018 (CARBAHAL, EDWARD & SHEILA		100.00	.00	100.00	Automatic Generated Check
	061841	08/08/24	\C019 (CARABEZ, JESUS & HILDA		100.00	.00	100.00	Automatic Generated Check
	061842	08/08/24	\C020 (CASH, FRANCES		100.00	.00	100.00	Automatic Generated Check
	061843	08/08/24	\C021 (BOONE, ELIZABETH WESTFALL &		100.00	.00	100.00	Automatic Generated Check
	061844	08/08/24	\C022 (CASE, BRIAN & JAIME		200.00	.00	200.00	Automatic Generated Check
	061845	08/08/24	\C023 (CASE, TAYLOR LANGDON & BENJA		100.00	.00	100.00	Automatic Generated Check
	061846	08/08/24	\C024 (CEJA, ERICA AND VIDAL		80.00	.00	80.00	Automatic Generated Check
	061847	08/08/24	\C025 (CENTENO, PAUL M		100.00	.00	100.00	Automatic Generated Check
	061848	08/08/24	\C026 (DALE-CESMAT, CECILIA		100.00	.00	100.00	Automatic Generated Check
	061849	08/08/24	\C027 (CHAVEZ, DANA		100.00	.00	100.00	Automatic Generated Check
	061850	08/08/24	\C028 (CHAVEZ, LAWRENCE & MARIBEL		100.00	.00	100.00	Automatic Generated Check
	061851	08/08/24	\C029 (CHAVEZ, JEFFREY& MARISELA RO		100.00	.00	100.00	Automatic Generated Check
	061852	08/08/24	\C030 (CHAPMAN, BRUCE & NADIA		100.00	.00	100.00	Automatic Generated Check
	061853	08/08/24	\C031 (CHAVEZ, KATHERINA		100.00	.00	100.00	Automatic Generated Check
	061854	08/08/24	\C032 (CHARBONNEAU, JAMES & KATHRYN		100.00	.00	100.00	Automatic Generated Check
	061855	08/08/24	\C033 (CHAMBERS, DANIEL		100.00	.00	100.00	Automatic Generated Check
	061856	08/08/24	\C034 (CHAMBERS, MARK & LU ANN		100.00	.00	100.00	Automatic Generated Check
	061857	08/08/24	\C035 (CHERVINSKAS, DAN		100.00	.00	100.00	Automatic Generated Check
	061858	08/08/24	\C036 (CHEIT, ANN DEVEREUX & DAVID		100.00	.00	100.00	Automatic Generated Check
	061859	08/08/24	\C037 (CHICK, FRANK & STEPHANIE		100.00	.00	100.00	Automatic Generated Check
	061860	08/08/24	\C038 (CHIANG, TERRI		100.00	.00	100.00	Automatic Generated Check
	061861	08/08/24	\C039 (CLARK, MERRITT & BONNIE		100.00	.00	100.00	Automatic Generated Check
	061862	08/08/24	\C040 (DAN LAMOUREAX PROPERTY MANAG		100.00	.00	100.00	Automatic Generated Check
	061863	08/08/24	\C041 (CLEARWATER, BONNIE ROY & MIC		100.00	.00	100.00	Automatic Generated Check
	061864	08/08/24	\C042 (WALSH, DAVID DECRISTOFORO &		100.00	.00	100.00	Automatic Generated Check
	061865	08/08/24	\C043 (COCHRAN, BEAU & CRISTINA		100.00	.00	100.00	Automatic Generated Check
	061866	08/08/24	\C044 (CODY, MACK & ELENA		100.00	.00	100.00	Automatic Generated Check
	061867	08/08/24	\C045 (COFFMAN, DAVID		100.00	.00	100.00	Automatic Generated Check
	061868	08/08/24	\C046 (COGDELL, CHRISTINA		200.00	.00	200.00	Automatic Generated Check
	061869	08/08/24	\C047 (COLTER, JOSHUA & SARAH		100.00	.00	100.00	Automatic Generated Check
	061870	08/08/24	\C048 (CONNER, JASON & MOLLY		100.00	.00	100.00	Automatic Generated Check
	061871	08/08/24	\C049 (CORCHADO, ABUNDIO & AMANDA		100.00	.00	100.00	Automatic Generated Check
	061872	08/08/24	\C050 (CORTEZ, ISMAEL & ELISA		100.00	.00	100.00	Automatic Generated Check
	061873	08/08/24	\C051 (COSTELLO, BRYAN & NICOLE		100.00	.00	100.00	Automatic Generated Check
	061874	08/08/24	\C052 (COTHAM, STEPHEN J & JUDITH R		100.00	.00	100.00	Automatic Generated Check
	061875	08/08/24	\C053 (COX, COLLEEN		80.00	.00	80.00	Automatic Generated Check
	061876	08/08/24	\C054 (COX, PATTY ,		100.00	.00	100.00	Automatic Generated Check
	061877	08/08/24	\C055 (CRAMER, RYAN & ANGELA		100.00	.00	100.00	Automatic Generated Check
	061878	08/08/24	\C056 (CROLEY, KEN & KAREN		100.00	.00	100.00	Automatic Generated Check
	061879	08/08/24	\C057 (CRUZ, TAHNA		100.00	.00	100.00	Automatic Generated Check
	061880	08/08/24	\C058 (CUEVAS, MARIO ALBERTO & JILL		100.00	.00	100.00	Automatic Generated Check
	061881	08/08/24	\C059 (CUEVAS, ANNA RUELAS & NOE		100.00	.00	100.00	Automatic Generated Check
	061882	08/08/24	\C060 (CURRY, MEGAN		100.00	.00	100.00	Automatic Generated Check
	061883	08/08/24	\C061 (CURRAN, NOLAN		109.03	.00	109.03	Automatic Generated Check
	061884	08/08/24	\D002 (ELTAGONDE, RIANNA L.		100.00	.00	100.00	Automatic Generated Check
	061885	08/08/24	\D003 (DAROLD, BONNIE AND DAVID		100.00	.00	100.00	Automatic Generated Check
	061886	08/08/24	\D005 (DAUGHERTY, BRENDA HENSLEY &		100.00	.00	100.00	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-24	061887	08/08/24	\D006 (LOPEZ, DEBBIE		100.00	.00	100.00	Automatic Generated Check
	061888	08/08/24	\D007 (DAVIS, ADAM S. & JACQUELINE		100.00	.00	100.00	Automatic Generated Check
	061889	08/08/24	\D008 (DAVIS, ZACHARY D & STERLING		100.00	.00	100.00	Automatic Generated Check
	061890	08/08/24	\D009 (DAVIS, DUANE MARTIN & LESLIE		100.00	.00	100.00	Automatic Generated Check
	061891	08/08/24	\D010 (DEADRICH, MATTHEW		100.00	.00	100.00	Automatic Generated Check
	061892	08/08/24	\D011 (DELAO, FRANK & CATHERINE		100.00	.00	100.00	Automatic Generated Check
	061893	08/08/24	\D012 (DELEONARDI, JEAN		100.00	.00	100.00	Automatic Generated Check
	061894	08/08/24	\D013 (DEL TORO, ABRAHAM HRNDZ & LE		100.00	.00	100.00	Automatic Generated Check
	061895	08/08/24	\D014 (DELOREFICE, DAWN		100.00	.00	100.00	Automatic Generated Check
	061896	08/08/24	\D015 (DEL RIO, MIGUEL & ASHLEY		100.00	.00	100.00	Automatic Generated Check
	061897	08/08/24	\D016 (DE LA CRUZ, E. GUTIERREZ & J		100.00	.00	100.00	Automatic Generated Check
	061898	08/08/24	\D017 (DEL TORO, NANCY & ROSALVA		100.00	.00	100.00	Automatic Generated Check
	061899	08/08/24	\D018 (DENK, ETHAN & SAMANTHA		100.00	.00	100.00	Automatic Generated Check
	061900	08/08/24	\D019 (DIAZ, DARLENE		100.00	.00	100.00	Automatic Generated Check
	061901	08/08/24	\D020 (DIAZ, JAMES & ANN MARIE		100.00	.00	100.00	Automatic Generated Check
	061902	08/08/24	\D021 (DIETRICK, ANDREA STOREY & WI		100.00	.00	100.00	Automatic Generated Check
	061903	08/08/24	\D022 (DIEZEL, KATHLEEN WARD & CONN		100.00	.00	100.00	Automatic Generated Check
	061904	08/08/24	\D023 (DOMBY, JOHN & TESS		100.00	.00	100.00	Automatic Generated Check
	061905	08/08/24	\D024 (DOTSON-SINCLAIR, GAIL ANN		100.00	.00	100.00	Automatic Generated Check
	061906	08/08/24	\D025 (DOWNING, DEBORAH B.		100.00	.00	100.00	Automatic Generated Check
	061907	08/08/24	\D026 (DOWNIE, DEBRA		100.00	.00	100.00	Automatic Generated Check
	061908	08/08/24	\D027 (DOYLE, PATRICK & RHIANNON		100.00	.00	100.00	Automatic Generated Check
	061909	08/08/24	\D028 (DRIVER, THEODORE & RHONDA		100.00	.00	100.00	Automatic Generated Check
	061910	08/08/24	\D029 (SANTOS, JAZMINE ZAMORA & CRI		100.00	.00	100.00	Automatic Generated Check
	061911	08/08/24	\D030 (DUCIOAME, WARREN & JUDITH		100.00	.00	100.00	Automatic Generated Check
	061912	08/08/24	\D031 (DUCH, MICHAEL KRAMER & BRIAN		100.00	.00	100.00	Automatic Generated Check
	061913	08/08/24	\D032 (DUFRESNE, KRISTIE		100.00	.00	100.00	Automatic Generated Check
	061914	08/08/24	\D033 (GOFORTH, PUANANI		100.00	.00	100.00	Automatic Generated Check
	061915	08/08/24	\E001 (EASTERDAY, LUISE PECHT & NOA		100.00	.00	100.00	Automatic Generated Check
	061916	08/08/24	\E002 (ECHEVERRIA, JOSE & ALMA		100.00	.00	100.00	Automatic Generated Check
	061917	08/08/24	\E003 (ELLIOTT, ROBERT L		100.00	.00	100.00	Automatic Generated Check
	061918	08/08/24	\E004 (ENDICOTT, PHILLIP & JENNIFER		100.00	.00	100.00	Automatic Generated Check
	061919	08/08/24	\E005 (ENGLISH, MICHAEL J		100.00	.00	100.00	Automatic Generated Check
	061920	08/08/24	\E006 (ENRIQUEZ, CRYSTAL R.		100.00	.00	100.00	Automatic Generated Check
	061921	08/08/24	\E007 (ERICKSON, JONATHAN JR & SARA		100.00	.00	100.00	Automatic Generated Check
	061922	08/08/24	\E008 (EROTAS, DAVID & HOLLACE		100.00	.00	100.00	Automatic Generated Check
	061923	08/08/24	\E009 (GETER, GUYSELL		100.00	.00	100.00	Automatic Generated Check
	061924	08/08/24	\F001 (FELSEN, MICHAEL & JENNIFER		100.00	.00	100.00	Automatic Generated Check
	061925	08/08/24	\F002 (FERNANDEZ, SAM J & ELIZABETH		100.00	.00	100.00	Automatic Generated Check
	061926	08/08/24	\F003 (FERDIG, JESSIE		100.00	.00	100.00	Automatic Generated Check
	061927	08/08/24	\F004 (FERNANDEZ, BERNARD		100.00	.00	100.00	Automatic Generated Check
	061928	08/08/24	\F005 (FETTERS, MEAGHAN		100.00	.00	100.00	Automatic Generated Check
	061929	08/08/24	\F007 (LEE, BEN HOOBER & MEGAN		100.00	.00	100.00	Automatic Generated Check
	061930	08/08/24	\F008 (FIERROS, DAGOBERTO		100.00	.00	100.00	Automatic Generated Check
	061931	08/08/24	\F009 (FLETCHER, TAMARA E.		80.00	.00	80.00	Automatic Generated Check
	061932	08/08/24	\F010 (FLETCHER, WILLIAM & LISA		100.00	.00	100.00	Automatic Generated Check
	061933	08/08/24	\F011 (FLORES, FLORITO & MARY		100.00	.00	100.00	Automatic Generated Check
	061934	08/08/24	\F012 (FLORES, REYNALDO & FILIPINA		100.00	.00	100.00	Automatic Generated Check
	061935	08/08/24	\F013 (FOGED, LAWRENCE R JR		100.00	.00	100.00	Automatic Generated Check
	061936	08/08/24	\F014 (FONG, STANLEY & JOSIE		100.00	.00	100.00	Automatic Generated Check
	061937	08/08/24	\F015 (SHIMBOFF, SOPHIA		80.00	.00	80.00	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-24	061938	08/08/24	\F016 (BOUZOS REALTY,		100.00	.00	100.00	Automatic Generated Check
	061939	08/08/24	\F017 (FRANK, SHERRY		100.00	.00	100.00	Automatic Generated Check
	061940	08/08/24	\F018 (FRANCO, JOSE		100.00	.00	100.00	Automatic Generated Check
	061941	08/08/24	\F019 (FRY, ELIZABETH		100.00	.00	100.00	Automatic Generated Check
	061942	08/08/24	\F020 (FUENTES, GARCIA MARISA		100.00	.00	100.00	Automatic Generated Check
	061943	08/08/24	\G002 (GABBARD, DENEECE ANN		100.00	.00	100.00	Automatic Generated Check
	061944	08/08/24	\G005 (GALVAN, RAUL & DANA		100.00	.00	100.00	Automatic Generated Check
	061945	08/08/24	\G006 (GALVAN, MATTHEW & ANDREIA		100.00	.00	100.00	Automatic Generated Check
	061946	08/08/24	\G007 (GALVAN, LACEY BANKS & RAUL		100.00	.00	100.00	Automatic Generated Check
	061947	08/08/24	\G008 (GAMEZ, CARINA GONZALEZ & MAR		100.00	.00	100.00	Automatic Generated Check
	061948	08/08/24	\G009 (GARCIA, ROSENDO & RAMONA		80.00	.00	80.00	Automatic Generated Check
	061949	08/08/24	\G010 (GARCIA, OSCAR & GABRIELA		100.00	.00	100.00	Automatic Generated Check
	061950	08/08/24	\G011 (GARCIA, MIGUEL & MIRNA		100.00	.00	100.00	Automatic Generated Check
	061951	08/08/24	\G012 (GARCIA, ANTHONY		100.00	.00	100.00	Automatic Generated Check
	061952	08/08/24	\G013 (GARCIA, JUAN CARLOS & MARIA		100.00	.00	100.00	Automatic Generated Check
	061953	08/08/24	\G014 (GARCIA, GARRETT & MONICA		100.00	.00	100.00	Automatic Generated Check
	061954	08/08/24	\G015 (MARTINEZ, ISELA		100.00	.00	100.00	Automatic Generated Check
	061955	08/08/24	\G016 (GARCIA, OSCAR		100.00	.00	100.00	Automatic Generated Check
	061956	08/08/24	\G017 (GARALDE, CLAUDE & CYNTHIA		100.00	.00	100.00	Automatic Generated Check
	061957	08/08/24	\G018 (GASTELUM, JUAN & MARIA		80.00	.00	80.00	Automatic Generated Check
	061958	08/08/24	\G019 (GATAN, BRANDON & JOAN		100.00	.00	100.00	Automatic Generated Check
	061959	08/08/24	\G020 (GATES, ANGELICA KALLENBERG &		100.00	.00	100.00	Automatic Generated Check
	061960	08/08/24	\G021 (GEERTS, KEITH		100.00	.00	100.00	Automatic Generated Check
	061961	08/08/24	\G022 (GENTLES, MELANIE & GREGORY Y		100.00	.00	100.00	Automatic Generated Check
	061962	08/08/24	\G023 (GLAUDEL, BRIAN A. & MAEGAN I		100.00	.00	100.00	Automatic Generated Check
	061963	08/08/24	\G024 (GOLDKUHL, EDWARD W		100.00	.00	100.00	Automatic Generated Check
	061964	08/08/24	\G025 (GONZALES, RAMONA		100.00	.00	100.00	Automatic Generated Check
	061965	08/08/24	\G026 (GONZALEZ, MARIA ELVIA		100.00	.00	100.00	Automatic Generated Check
	061966	08/08/24	\G027 (GONSALVES, TAM		100.00	.00	100.00	Automatic Generated Check
	061967	08/08/24	\G028 (GONSALVES, JOHN & LISA		100.00	.00	100.00	Automatic Generated Check
	061968	08/08/24	\G029 (GONZALEZ, FELIPE & MARIA		100.00	.00	100.00	Automatic Generated Check
	061969	08/08/24	\G030 (GRAVENDAAL, INGRID E.		100.00	.00	100.00	Automatic Generated Check
	061970	08/08/24	\G031 (GRAVENDAAL, PEGGY ANN		100.00	.00	100.00	Automatic Generated Check
	061971	08/08/24	\G032 (GROSS, KENNETH & CHERYL		100.00	.00	100.00	Automatic Generated Check
	061972	08/08/24	\G033 (GUERRERO, JOSEPH & KAYLA		100.00	.00	100.00	Automatic Generated Check
	061973	08/08/24	\G034 (GUERIN, ROBERT		100.00	.00	100.00	Automatic Generated Check
	061974	08/08/24	\G035 (MCCOY, NANCIE SCUDDER & KYLE		100.00	.00	100.00	Automatic Generated Check
	061975	08/08/24	\G036 (GUTIERREZ, RODRIGO		100.00	.00	100.00	Automatic Generated Check
	061976	08/08/24	\G037 (GUTIERREZ, DAVID & MARIA		100.00	.00	100.00	Automatic Generated Check
	061977	08/08/24	\G038 (GUTIERREZ, JOSEFINA & ALBERT		100.00	.00	100.00	Automatic Generated Check
	061978	08/08/24	\G039 (GUY, CHRISTINE & LIOYD		100.00	.00	100.00	Automatic Generated Check
	061979	08/08/24	\G040 (GUZMAN, PEDRO		100.00	.00	100.00	Automatic Generated Check
	061980	08/08/24	\G041 (GUZMAN, MARIA		100.00	.00	100.00	Automatic Generated Check
	061981	08/08/24	\G042 (PALCHIK, SAMUEL		100.00	.00	100.00	Automatic Generated Check
	061982	08/08/24	\G043 (GUERRERO, HECTOR		169.09	.00	169.09	Automatic Generated Check
	061983	08/08/24	\G044 (GUETTER, JOHN & JENNIFER		149.74	.00	149.74	Automatic Generated Check
	061984	08/08/24	\H007 (HAGAR, PRESTLIE & TAYLOR		100.00	.00	100.00	Automatic Generated Check
	061985	08/08/24	\H012 (HALL, SHAD & NATOSHA		100.00	.00	100.00	Automatic Generated Check
	061986	08/08/24	\H013 (HALLEY, BRIAN & NICOLE		100.00	.00	100.00	Automatic Generated Check
	061987	08/08/24	\H014 (HALLING, TIMOTHY & NOEMY		100.00	.00	100.00	Automatic Generated Check
	061988	08/08/24	\H015 (HAMILTON, ROBERT & NICOLE		100.00	.00	100.00	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-24	061989	08/08/24	\H016 (HAMPTON, KOREY & ASHLEI		100.00	.00	100.00	Automatic Generated Check
	061990	08/08/24	\H017 (HAMILTON, SUSAN		100.00	.00	100.00	Automatic Generated Check
	061991	08/08/24	\H018 (HANDSON, MAX HYLARIS & BREND		100.00	.00	100.00	Automatic Generated Check
	061992	08/08/24	\H019 (ANDREASON, ANNE MARIE		100.00	.00	100.00	Automatic Generated Check
	061993	08/08/24	\H020 (HARMAN, SVETLANA		100.00	.00	100.00	Automatic Generated Check
	061994	08/08/24	\H021 (HARDY, MATTHEW S & KRISTEN S		100.00	.00	100.00	Automatic Generated Check
	061995	08/08/24	\H022 (HASENBECK, ELIZABETH		100.00	.00	100.00	Automatic Generated Check
	061996	08/08/24	\H023 (HAWK, SAMUEL		100.00	.00	100.00	Automatic Generated Check
	061997	08/08/24	\H024 (HAWKINS, JOSEPH & SASHA		100.00	.00	100.00	Automatic Generated Check
	061998	08/08/24	\H025 (HE, BAOYUAN & BAOZHU		100.00	.00	100.00	Automatic Generated Check
	061999	08/08/24	\H026 (HEFFERNON, GERALD		100.00	.00	100.00	Automatic Generated Check
	062000	08/08/24	\H027 (HEGARTY, GRANT & JENNY		100.00	.00	100.00	Automatic Generated Check
	062001	08/08/24	\H028 (HELLINGER, JUSTIN & JENNA		100.00	.00	100.00	Automatic Generated Check
	062002	08/08/24	\H029 (ALANIS, JAVIER & MARIA		100.00	.00	100.00	Automatic Generated Check
	062003	08/08/24	\H030 (HERRERA, FIDEL & SUSANA		100.00	.00	100.00	Automatic Generated Check
	062004	08/08/24	\H031 (HERNANDEZ, PABLO & MARITZA		100.00	.00	100.00	Automatic Generated Check
	062005	08/08/24	\H032 (HESTER, MICHAEL & JANICE		100.00	.00	100.00	Automatic Generated Check
	062006	08/08/24	\H033 (HILLER, CHRIS ANN		100.00	.00	100.00	Automatic Generated Check
	062007	08/08/24	\H034 (HINKLE, MICHAEL & BELINDA		100.00	.00	100.00	Automatic Generated Check
	062008	08/08/24	\H035 (VALCEZ, ZEPHANIAH		100.00	.00	100.00	Automatic Generated Check
	062009	08/08/24	\H036 (HOAG, PHILLIP & MAURA		100.00	.00	100.00	Automatic Generated Check
	062010	08/08/24	\H037 (HOLM, MARGARET		100.00	.00	100.00	Automatic Generated Check
	062011	08/08/24	\H038 (HOLCOMB, ROBERT		100.00	.00	100.00	Automatic Generated Check
	062012	08/08/24	\H039 (HOLMES, ROBERT		100.00	.00	100.00	Automatic Generated Check
	062013	08/08/24	\H040 (HOLLIDAY, CHRISTOPHER & STEP		100.00	.00	100.00	Automatic Generated Check
	062014	08/08/24	\H041 (HOLLIDAY, MICHAEL & BENITA		100.00	.00	100.00	Automatic Generated Check
	062015	08/08/24	\H042 (SCHWERTSCHKOW, AARON H		100.00	.00	100.00	Automatic Generated Check
	062016	08/08/24	\H043 (HOOVER, RICHARD W. & CLAIRE		100.00	.00	100.00	Automatic Generated Check
	062017	08/08/24	\H044 (HOOLIHAN, MICHAEL & CHRISTIN		100.00	.00	100.00	Automatic Generated Check
	062018	08/08/24	\H045 (HOOK, TODD & HANNAH		100.00	.00	100.00	Automatic Generated Check
	062019	08/08/24	\H046 (HORTON, BRADLEY		100.00	.00	100.00	Automatic Generated Check
	062020	08/08/24	\H047 (HUERTA, ANDRES & JULIA		100.00	.00	100.00	Automatic Generated Check
	062021	08/08/24	\H048 (HUNTER, NATASHA		100.00	.00	100.00	Automatic Generated Check
	062022	08/08/24	\H049 (HURST, LISA & TIMOTHY		80.00	.00	80.00	Automatic Generated Check
	062023	08/08/24	\H050 (HURST, MASON M & ANDREA L		100.00	.00	100.00	Automatic Generated Check
	062024	08/08/24	\H051 (HUSTED, JEREMIAH J. & SARA R		100.00	.00	100.00	Automatic Generated Check
	062025	08/08/24	\H052 (HUSK, JEFFREY		100.00	.00	100.00	Automatic Generated Check
	062026	08/08/24	\H053 (HYER, JAMES		100.00	.00	100.00	Automatic Generated Check
	062027	08/08/24	\H054 (HALL, ANTHONY & PHYLLIS		110.61	.00	110.61	Automatic Generated Check
	062028	08/08/24	\H055 (HARTMANN, LAURIE		192.25	.00	192.25	Automatic Generated Check
	062029	08/08/24	\H056 (HOLVE, MATTHEW & DANA		263.18	.00	263.18	Automatic Generated Check
	062030	08/08/24	\I001 (IBARRA, GABRIEL & YOLANDA		100.00	.00	100.00	Automatic Generated Check
	062031	08/08/24	\I002 (IRWIN, MIRANDA KOKKEBY & TYL		100.00	.00	100.00	Automatic Generated Check
	062032	08/08/24	\I003 (IVORY, DAVID SASSENRATH & KA		100.00	.00	100.00	Automatic Generated Check
	062033	08/08/24	\J004 (JACOBS GARCIA, JENNIFER L		100.00	.00	100.00	Automatic Generated Check
	062034	08/08/24	\J006 (JACOBSEN, ZACHARY & LISA		100.00	.00	100.00	Automatic Generated Check
	062035	08/08/24	\J007 (JACKSON, ROBERT & ADRIENNE		100.00	.00	100.00	Automatic Generated Check
	062036	08/08/24	\J008 (JACOBO, ROGELIO SUAREZ		100.00	.00	100.00	Automatic Generated Check
	062037	08/08/24	\J009 (JARVIS-SHEAN, KATHERINE		100.00	.00	100.00	Automatic Generated Check
	062038	08/08/24	\J010 (MERKEY, KRISTEN		100.00	.00	100.00	Automatic Generated Check
	062039	08/08/24	\J011 (JEPSEN, SONIA GODINEZ & ERIC		100.00	.00	100.00	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-24	062040	08/08/24	\J012 (JIMINEZ, PATTI		100.00	.00	100.00	Automatic Generated Check
	062041	08/08/24	\J013 (JIMENEZ, JUANA PIZANO & ROBE		100.00	.00	100.00	Automatic Generated Check
	062042	08/08/24	\J014 (JIMENEZ, ERIC R. & JENNIFER		100.00	.00	100.00	Automatic Generated Check
	062043	08/08/24	\J015 (JOHNSON, ROBERT & RAE		100.00	.00	100.00	Automatic Generated Check
	062044	08/08/24	\J016 (JOHNSON, NICHOLAS & GAIL		100.00	.00	100.00	Automatic Generated Check
	062045	08/08/24	\J017 (JOHNSON, ROBERT & RAE		100.00	.00	100.00	Automatic Generated Check
	062046	08/08/24	\J018 (JONES, STEVEN J. & CAROL L.		100.00	.00	100.00	Automatic Generated Check
	062047	08/08/24	\J019 (JORDAN, JAMES OGANDO & JESSI		100.00	.00	100.00	Automatic Generated Check
	062048	08/08/24	\J020 (JUNEZ, ALFREDO & MARIA		80.00	.00	80.00	Automatic Generated Check
	062049	08/08/24	\J021 (JURADO, JASON & TRAYCEE		100.00	.00	100.00	Automatic Generated Check
	062050	08/08/24	\J022 (JOHNSON, DALE & ELAINE		135.43	.00	135.43	Automatic Generated Check
	062051	08/08/24	\K001 (KASSIS, MICHELLE GUTIERREZ &		100.00	.00	100.00	Automatic Generated Check
	062052	08/08/24	\K002 (KEELE, ROBERT & KAITLYN		100.00	.00	100.00	Automatic Generated Check
	062053	08/08/24	\K003 (KELSCH, BETH MALAMUD & CHRIS		100.00	.00	100.00	Automatic Generated Check
	062054	08/08/24	\K004 (HASHIMOTO, STARLA		100.00	.00	100.00	Automatic Generated Check
	062055	08/08/24	\K005 (KILLINGBECK, SARAH		100.00	.00	100.00	Automatic Generated Check
	062056	08/08/24	\K006 (KING, DONALD E & PATRICIA M		100.00	.00	100.00	Automatic Generated Check
	062057	08/08/24	\K007 (KITCHEN, ERIN & DYLAN		100.00	.00	100.00	Automatic Generated Check
	062058	08/08/24	\K008 (KJELLSSON, BJOURN		100.00	.00	100.00	Automatic Generated Check
	062059	08/08/24	\K009 (KLING, JOEL & NATALIE		100.00	.00	100.00	Automatic Generated Check
	062060	08/08/24	\K010 (KNABKE, BRENTON & CARLA		100.00	.00	100.00	Automatic Generated Check
	062061	08/08/24	\K011 (KOLLASCH, PAUL & CHRISTY		100.00	.00	100.00	Automatic Generated Check
	062062	08/08/24	\K012 (KREMER, JENNIFER		100.00	.00	100.00	Automatic Generated Check
	062063	08/08/24	\K013 (KRSTICH, KAREN		100.00	.00	100.00	Automatic Generated Check
	062064	08/08/24	\K014 (STRONGARONE, APRIL		100.00	.00	100.00	Automatic Generated Check
	062065	08/08/24	\L003 (LANFRANCO, ROSEMARY		80.00	.00	80.00	Automatic Generated Check
	062066	08/08/24	\L004 (LANE, JENNIFER K.		100.00	.00	100.00	Automatic Generated Check
	062067	08/08/24	\L005 (LANZA, OLIVIA ABDIN & LOGAN		100.00	.00	100.00	Automatic Generated Check
	062068	08/08/24	\L006 (LANGI, CAMILLE SHORT		100.00	.00	100.00	Automatic Generated Check
	062069	08/08/24	\L007 (LANDRY, DERIK		100.00	.00	100.00	Automatic Generated Check
	062070	08/08/24	\L008 (LASSALLE, AIMEE R		100.00	.00	100.00	Automatic Generated Check
	062071	08/08/24	\L009 (LASS, JONATHAN & TERRI		100.00	.00	100.00	Automatic Generated Check
	062072	08/08/24	\L010 (LAUGHTER, DAVID C. & ADRIANE		200.00	.00	200.00	Automatic Generated Check
	062073	08/08/24	\L011 (LAWSON, DAWN		100.00	.00	100.00	Automatic Generated Check
	062074	08/08/24	\L012 (LEASE, MATTHEW JOSEPH		100.00	.00	100.00	Automatic Generated Check
	062075	08/08/24	\L013 (LEBE, KATHERINE RHYNO & DANI		100.00	.00	100.00	Automatic Generated Check
	062076	08/08/24	\L014 (RUSSELL, TRISSY		100.00	.00	100.00	Automatic Generated Check
	062077	08/08/24	\L015 (LEIDER, REBECCA		100.00	.00	100.00	Automatic Generated Check
	062078	08/08/24	\L016 (LERNO JR, LARRY		100.00	.00	100.00	Automatic Generated Check
	062079	08/08/24	\L017 (SANCHEZ, JANAI		100.00	.00	100.00	Automatic Generated Check
	062080	08/08/24	\L018 (LEVIN, JAMISON & MELISSA VOI		100.00	.00	100.00	Automatic Generated Check
	062081	08/08/24	\L019 (LEWIS, RODNEY		100.00	.00	100.00	Automatic Generated Check
	062082	08/08/24	\L020 (LIM, ANGELA,		100.00	.00	100.00	Automatic Generated Check
	062083	08/08/24	\L021 (LINVILLE, LANDON		100.00	.00	100.00	Automatic Generated Check
	062084	08/08/24	\L022 (LITTELL, JOANNA R.		100.00	.00	100.00	Automatic Generated Check
	062085	08/08/24	\L023 (LITTLE, TAYLER NETH & JOHN		100.00	.00	100.00	Automatic Generated Check
	062086	08/08/24	\L024 (LIZARRAGA, YOLANDA VELARDE		100.00	.00	100.00	Automatic Generated Check
	062087	08/08/24	\L025 (LONERGAN, MATTHEW & BROOKE		100.00	.00	100.00	Automatic Generated Check
	062088	08/08/24	\L026 (LOPEZ JR., JOSE		80.00	.00	80.00	Automatic Generated Check
	062089	08/08/24	\L027 (LOPEZ, ANGEL & ANGELICA		100.00	.00	100.00	Automatic Generated Check
	062090	08/08/24	\L028 (LOPEZ, JOSE & EVANGELINA		100.00	.00	100.00	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-24	062091	08/08/24	\L029 (LOPEZ, PABLO & ANA ROSA		100.00	.00	100.00	Automatic Generated Check
	062092	08/08/24	\L030 (LOWDEN, GERALD R. & VALENTIN		100.00	.00	100.00	Automatic Generated Check
	062093	08/08/24	\L031 (LUEBCKE, STEPHAN & KATHRYN		100.00	.00	100.00	Automatic Generated Check
	062094	08/08/24	\L032 (LUFFEY, DONALD JAMES & EDNA		100.00	.00	100.00	Automatic Generated Check
	062095	08/08/24	\L033 (LUNA, ARACELI DEL TORO & AGU		100.00	.00	100.00	Automatic Generated Check
	062096	08/08/24	\M004 (MACGREGOR, SUSAN GARBINI & I		100.00	.00	100.00	Automatic Generated Check
	062097	08/08/24	\M006 (MACKELL, IRENE DELANEY & VIN		100.00	.00	100.00	Automatic Generated Check
	062098	08/08/24	\M007 (GONZALEZ, JOSE & SUSAN		100.00	.00	100.00	Automatic Generated Check
	062099	08/08/24	\M008 (CARY, NORA		100.00	.00	100.00	Automatic Generated Check
	062100	08/08/24	\M009 (MALDONADO, VIC & MICHELLE		100.00	.00	100.00	Automatic Generated Check
	062101	08/08/24	\M010 (MARTINEZ, NONILA		200.00	.00	200.00	Automatic Generated Check
	062102	08/08/24	\M011 (MARTIN, RICHARD		100.00	.00	100.00	Automatic Generated Check
	062103	08/08/24	\M012 (MARTIN, THOMAS		100.00	.00	100.00	Automatic Generated Check
	062104	08/08/24	\M013 (MARIANI, MICHAEL		100.00	.00	100.00	Automatic Generated Check
	062105	08/08/24	\M014 (MARTINEZ, MARCO A. & BRIANA		100.00	.00	100.00	Automatic Generated Check
	062106	08/08/24	\M021 (MARIANI, JOSEPH S.		100.00	.00	100.00	Automatic Generated Check
	062107	08/08/24	\M022 (MARSHALL, MICHAEL SEARS & ME		100.00	.00	100.00	Automatic Generated Check
	062108	08/08/24	\M023 (MARIANI, NICK		100.00	.00	100.00	Automatic Generated Check
	062109	08/08/24	\M024 (MARCUS, SELINA		100.00	.00	100.00	Automatic Generated Check
	062110	08/08/24	\M025 (MASUDA, IZUMI		100.00	.00	100.00	Automatic Generated Check
	062111	08/08/24	\M026 (MATHISEN, IDAR J		100.00	.00	100.00	Automatic Generated Check
	062112	08/08/24	\M027 (MATTSON, MICHAEL D		100.00	.00	100.00	Automatic Generated Check
	062113	08/08/24	\M028 (MATTSON, DENNIS & CHERYL		100.00	.00	100.00	Automatic Generated Check
	062114	08/08/24	\M029 (MATSON, GRANT		100.00	.00	100.00	Automatic Generated Check
	062115	08/08/24	\M030 (MAULDIN, RICHARD & CARMELLA		100.00	.00	100.00	Automatic Generated Check
	062116	08/08/24	\M031 (MAYES, ROBERT & CHARLENE		100.00	.00	100.00	Automatic Generated Check
	062117	08/08/24	\M032 (MAZZERA, CHRISTOPHER		100.00	.00	100.00	Automatic Generated Check
	062118	08/08/24	\M033 (MCAHREN, DENNIS & AMANDA		100.00	.00	100.00	Automatic Generated Check
	062119	08/08/24	\M034 (MCCLOSKEY, PAUL & HELEN		100.00	.00	100.00	Automatic Generated Check
	062120	08/08/24	\M035 (MCCORKLE, DONNIE & PENNI		100.00	.00	100.00	Automatic Generated Check
	062121	08/08/24	\M036 (MCCAFFERTY, ANTHONY & EDITH		100.00	.00	100.00	Automatic Generated Check
	062122	08/08/24	\M037 (MCGUIRE, RYAN & ALYSSUM		200.00	.00	200.00	Automatic Generated Check
	062123	08/08/24	\M038 (COLEMAN, ERIC		100.00	.00	100.00	Automatic Generated Check
	062124	08/08/24	\M039 (MCGIVNEY, MEGHAN		100.00	.00	100.00	Automatic Generated Check
	062125	08/08/24	\M040 (MCKALLIP, KERRY		100.00	.00	100.00	Automatic Generated Check
	062126	08/08/24	\M041 (MCNEAL, ROBERT & SHANNAN HAM		100.00	.00	100.00	Automatic Generated Check
	062127	08/08/24	\M042 (MCSHEA, BONNIE SHEA & BRENDA		100.00	.00	100.00	Automatic Generated Check
	062128	08/08/24	\M043 (MEISTRELL, KIM GUSTAFSON & J		100.00	.00	100.00	Automatic Generated Check
	062129	08/08/24	\M044 (MEIER, MATTHEW & DEBBIE BANK		100.00	.00	100.00	Automatic Generated Check
	062130	08/08/24	\M045 (MEYER, CHRISTINE		100.00	.00	100.00	Automatic Generated Check
	062131	08/08/24	\M046 (MEYER, PETER		100.00	.00	100.00	Automatic Generated Check
	062132	08/08/24	\M047 (MILLAR, DAN C		100.00	.00	100.00	Automatic Generated Check
	062133	08/08/24	\M048 (MILLER, ARIA LINDSEY & MATTH		100.00	.00	100.00	Automatic Generated Check
	062134	08/08/24	\M049 (MILLER, ALEX		100.00	.00	100.00	Automatic Generated Check
	062135	08/08/24	\M050 (MILLON, KATHLYN		200.00	.00	200.00	Automatic Generated Check
	062136	08/08/24	\M051 (MILLER, KYLE & JENICA		100.00	.00	100.00	Automatic Generated Check
	062137	08/08/24	\M052 (MISSURELI, ANDREW J		100.00	.00	100.00	Automatic Generated Check
	062138	08/08/24	\M053 (MISSEL, MATTHEW & TARA		100.00	.00	100.00	Automatic Generated Check
	062139	08/08/24	\M054 (MK YOLO INVESTORS LLC,		100.00	.00	100.00	Automatic Generated Check
	062140	08/08/24	\M055 (MOLINA, FARAH FREEMAN & JASO		100.00	.00	100.00	Automatic Generated Check
	062141	08/08/24	\M056 (MOLE, GARY B & MICHELE P		100.00	.00	100.00	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-24	062142	08/08/24	\M057 (MONTGOMERY, ANNETTE		100.00	.00	100.00	Automatic Generated Check
	062143	08/08/24	\M058 (MOORE, TOM & CHERYL		100.00	.00	100.00	Automatic Generated Check
	062144	08/08/24	\M059 (MOOREHOUSE, ALEC		100.00	.00	100.00	Automatic Generated Check
	062145	08/08/24	\M060 (MOORMAN, PAUSHA		100.00	.00	100.00	Automatic Generated Check
	062146	08/08/24	\M061 (MORENO, MIGUEL & MARY LOU		100.00	.00	100.00	Automatic Generated Check
	062147	08/08/24	\M062 (MORONEY, J. TERRY		100.00	.00	100.00	Automatic Generated Check
	062148	08/08/24	\M063 (HALL, DIANA KEOLA & CHRISTOP		200.00	.00	200.00	Automatic Generated Check
	062149	08/08/24	\M064 (MORELAND, WILLIAM & ALICIA		100.00	.00	100.00	Automatic Generated Check
	062150	08/08/24	\M065 (MORELAN, MAYA WILDGOOSE & AL		200.00	.00	200.00	Automatic Generated Check
	062151	08/08/24	\M066 (MORENO, KEVIN		100.00	.00	100.00	Automatic Generated Check
	062152	08/08/24	\M067 (MORTON, RYAN & ERICA		100.00	.00	100.00	Automatic Generated Check
	062153	08/08/24	\M068 (MORENO, MARTY & ALFREDO		100.00	.00	100.00	Automatic Generated Check
	062154	08/08/24	\M069 (MUELLER, JIM		100.00	.00	100.00	Automatic Generated Check
	062155	08/08/24	\M070 (MULDONG, RUDOLPH/PATRICIA		80.00	.00	80.00	Automatic Generated Check
	062156	08/08/24	\M071 (MULGADO, SERGIO & JENNIFER		100.00	.00	100.00	Automatic Generated Check
	062157	08/08/24	\M072 (MUNOZ, JOSE & NORMA		80.00	.00	80.00	Automatic Generated Check
	062158	08/08/24	\M073 (EADS, WESLEY & ASHLEY		100.00	.00	100.00	Automatic Generated Check
	062159	08/08/24	\M074 (MUNOZ, ALEJANDRO & BRITTANY		100.00	.00	100.00	Automatic Generated Check
	062160	08/08/24	\M075 (MURDOCK, BLAKELEY		100.00	.00	100.00	Automatic Generated Check
	062161	08/08/24	\M076 (MARTIN, JASON & SARAH		134.25	.00	134.25	Automatic Generated Check
	062162	08/08/24	\M077 (MAY, ROY DAVID & KAREN A.		398.04	.00	398.04	Automatic Generated Check
	062163	08/08/24	\N001 (NELSON, DANIEL & ASHLEY		100.00	.00	100.00	Automatic Generated Check
	062164	08/08/24	\N002 (NELSON, MICHAEL S & ELIZABET		100.00	.00	100.00	Automatic Generated Check
	062165	08/08/24	\N003 (OLIVAS, MICHAEL & KIMBERLY		100.00	.00	100.00	Automatic Generated Check
	062166	08/08/24	\N004 (NEVINS, MATTHEW & MALLORY		100.00	.00	100.00	Automatic Generated Check
	062167	08/08/24	\N005 (NIGHERBON, DIANA		100.00	.00	100.00	Automatic Generated Check
	062168	08/08/24	\N006 (NISHI FAMILY TRUST,		100.00	.00	100.00	Automatic Generated Check
	062169	08/08/24	\N008 (NITENSON, STUART & MIRIAM		100.00	.00	100.00	Automatic Generated Check
	062170	08/08/24	\N009 (NOTTINGHAM, KIARA FERNANDEZ		100.00	.00	100.00	Automatic Generated Check
	062171	08/08/24	\N010 (NOWAK, ARTUR A & ELEANOR R.		100.00	.00	100.00	Automatic Generated Check
	062172	08/08/24	\N011 (NUENDORF, DEBRA		100.00	.00	100.00	Automatic Generated Check
	062173	08/08/24	\N012 (NISHI, SUZANNE		343.74	.00	343.74	Automatic Generated Check
	062174	08/08/24	\O002 (O'NEIL, WILLIAM		80.00	.00	80.00	Automatic Generated Check
	062175	08/08/24	\O003 (OGANDO, MEIKA & JOE		100.00	.00	100.00	Automatic Generated Check
	062176	08/08/24	\O004 (OGANDO, JOSEPH & MEIKA		100.00	.00	100.00	Automatic Generated Check
	062177	08/08/24	\O006 (OGAO, CHRISTIAN & ABIGAIL		100.00	.00	100.00	Automatic Generated Check
	062178	08/08/24	\O007 (OJEDA, MYRIAM RODRIGUEZ		100.00	.00	100.00	Automatic Generated Check
	062179	08/08/24	\O008 (CARNER, JOSHUA OLSON & COURT		100.00	.00	100.00	Automatic Generated Check
	062180	08/08/24	\O009 (ORTIZ, ANGELICA		100.00	.00	100.00	Automatic Generated Check
	062181	08/08/24	\O010 (ORTIZ, MARIA LUISA LARES & O		100.00	.00	100.00	Automatic Generated Check
	062182	08/08/24	\O011 (O'SHAUGHNESSY, JAMES		100.00	.00	100.00	Automatic Generated Check
	062183	08/08/24	\O012 (OSTOVAR, ESFANDIAR & TERRY		100.00	.00	100.00	Automatic Generated Check
	062184	08/08/24	\O013 (OWEN, NATHANIEL & KAITLYN SH		100.00	.00	100.00	Automatic Generated Check
	062185	08/08/24	\O014 (OWENS, CHRISTOPHER		100.00	.00	100.00	Automatic Generated Check
	062186	08/08/24	\P003 (PACHECO, PENNY		100.00	.00	100.00	Automatic Generated Check
	062187	08/08/24	\P004 (PADILLA, ANICETO		80.00	.00	80.00	Automatic Generated Check
	062188	08/08/24	\P005 (PARROTT, JOSEPH & BILLIE		100.00	.00	100.00	Automatic Generated Check
	062189	08/08/24	\P006 (PARRA, EDER & EMILEE		100.00	.00	100.00	Automatic Generated Check
	062190	08/08/24	\P007 (PARTIDA, GILDARDO		100.00	.00	100.00	Automatic Generated Check
	062191	08/08/24	\P008 (PATTON, TRUDI		80.00	.00	80.00	Automatic Generated Check
	062192	08/08/24	\P009 (PAULLINE, RICK H. & SUSAN M.		100.00	.00	100.00	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-24	062193	08/08/24	\P010 (PEDROIA, VINCENT		100.00	.00	100.00	Automatic Generated Check
	062194	08/08/24	\P011 (PEDERSON, MARY LOU LINVILL &		100.00	.00	100.00	Automatic Generated Check
	062195	08/08/24	\P012 (PEREZ, DANIEL & MORGAN		100.00	.00	100.00	Automatic Generated Check
	062196	08/08/24	\P013 (PETERSON, JASMINE GHORBANI &		100.00	.00	100.00	Automatic Generated Check
	062197	08/08/24	\P014 (PICKARD, BRIAN & HEIDI		100.00	.00	100.00	Automatic Generated Check
	062198	08/08/24	\P015 (PIGNATARO, ANDREW		100.00	.00	100.00	Automatic Generated Check
	062199	08/08/24	\P016 (GUM, MARIA OCHOA & MICHAEL		100.00	.00	100.00	Automatic Generated Check
	062200	08/08/24	\P017 (PINA, ADOLFO		100.00	.00	100.00	Automatic Generated Check
	062201	08/08/24	\P018 (PLASENCIA, JOSEFINA & OSCAR		100.00	.00	100.00	Automatic Generated Check
	062202	08/08/24	\P019 (PLATT, JOHN		100.00	.00	100.00	Automatic Generated Check
	062203	08/08/24	\P020 (PASENCIA, JACQUELIN		100.00	.00	100.00	Automatic Generated Check
	062204	08/08/24	\P021 (POLK, OCTAVIO JARAMILLO & JE		100.00	.00	100.00	Automatic Generated Check
	062205	08/08/24	\P022 (PORTER, DENISE		100.00	.00	100.00	Automatic Generated Check
	062206	08/08/24	\P023 (PORTILLO, JOSE & KRISTY		100.00	.00	100.00	Automatic Generated Check
	062207	08/08/24	\P024 (POTTS, DANNIELLE BEARD & MAR		100.00	.00	100.00	Automatic Generated Check
	062208	08/08/24	\P025 (PRENTICE, DANIEL & VANESSA		100.00	.00	100.00	Automatic Generated Check
	062209	08/08/24	\P026 (PRESLAN, ERIC DYE & LAURA		100.00	.00	100.00	Automatic Generated Check
	062210	08/08/24	\P027 (CHAVEZ, JUAN & ALICIA		200.00	.00	200.00	Automatic Generated Check
	062211	08/08/24	\P028 (PROFESSIONAL POOLS,		100.00	.00	100.00	Automatic Generated Check
	062212	08/08/24	\P029 (PRO, WILL S & SARA F		100.00	.00	100.00	Automatic Generated Check
	062213	08/08/24	\P030 (PUKATCH, RICHARD		100.00	.00	100.00	Automatic Generated Check
	062214	08/08/24	\P031 (PASSANTINO, ANTHONY		150.00	.00	150.00	Automatic Generated Check
	062215	08/08/24	\P032 (PAUL, MICHAEL & CYNTHIA		220.83	.00	220.83	Automatic Generated Check
	062216	08/08/24	\P033 (GORSKI, LISA		108.11	.00	108.11	Automatic Generated Check
	062217	08/08/24	\Q002 (FINFROCK, PATRICIA		100.00	.00	100.00	Automatic Generated Check
	062218	08/08/24	\R001 (RAKITAN, JOHN		100.00	.00	100.00	Automatic Generated Check
	062219	08/08/24	\R006 (RAMIREZ, JOSE & MARIA LUISA		100.00	.00	100.00	Automatic Generated Check
	062220	08/08/24	\R007 (RAMIREZ, CLAUDETTE		200.00	.00	200.00	Automatic Generated Check
	062221	08/08/24	\R008 (RASMUSSEN, RACHEL		100.00	.00	100.00	Automatic Generated Check
	062222	08/08/24	\R020 (REARDON, DALTON B & ASHLEE K		100.00	.00	100.00	Automatic Generated Check
	062223	08/08/24	\R021 (DAVIS, SELENA		100.00	.00	100.00	Automatic Generated Check
	062224	08/08/24	\R022 (REED, WILEY,		100.00	.00	100.00	Automatic Generated Check
	062225	08/08/24	\R023 (REINA, DANIEL & GAELYN		100.00	.00	100.00	Automatic Generated Check
	062226	08/08/24	\R024 (REMER, KIRK & LINDSAY		100.00	.00	100.00	Automatic Generated Check
	062227	08/08/24	\R025 (KING, ASHLEE & RYAN		100.00	.00	100.00	Automatic Generated Check
	062228	08/08/24	\R026 (ORR, RICHARD & MAUREEN		100.00	.00	100.00	Automatic Generated Check
	062229	08/08/24	\R027 (DOUGLASS, MICAH		100.00	.00	100.00	Automatic Generated Check
	062230	08/08/24	\R028 (REDMOND, ANDRE & VANESSA		100.00	.00	100.00	Automatic Generated Check
	062231	08/08/24	\R029 (ORIHUELA, RODOLFO & KATHERIN		100.00	.00	100.00	Automatic Generated Check
	062232	08/08/24	\R030 (BOEHM, WILLIAM		100.00	.00	100.00	Automatic Generated Check
	062233	08/08/24	\R031 (LOPEZ, JESUS		100.00	.00	100.00	Automatic Generated Check
	062234	08/08/24	\R032 (DAVIS, SUE ANN		100.00	.00	100.00	Automatic Generated Check
	062235	08/08/24	\R033 (SALCEDO, TITO GARCIA & NANCY		100.00	.00	100.00	Automatic Generated Check
	062236	08/08/24	\R034 (REYES, LUIS & RACHEL		100.00	.00	100.00	Automatic Generated Check
	062237	08/08/24	\R035 (REYES, CECILIA		100.00	.00	100.00	Automatic Generated Check
	062238	08/08/24	\R036 (REYES-DIAZ, LUIS ALFONSO		100.00	.00	100.00	Automatic Generated Check
	062239	08/08/24	\R037 (RIOS, BETZABE DIAZ & ISAIAS		100.00	.00	100.00	Automatic Generated Check
	062240	08/08/24	\R038 (BARNETT, TODD		80.00	.00	80.00	Automatic Generated Check
	062241	08/08/24	\R039 (RIPLEY, GLENN H. & LIESE		100.00	.00	100.00	Automatic Generated Check
	062242	08/08/24	\R040 (PETT, CHRISTIANNA		100.00	.00	100.00	Automatic Generated Check
	062243	08/08/24	\R041 (RIPLEY, GEORGE & MAYLENE		100.00	.00	100.00	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-24	062244	08/08/24	\R042 (RIPLEY, CALEB & MEGAN		100.00	.00	100.00	Automatic Generated Check
	062245	08/08/24	\R043 (RIVAS, LORENA CAMPOS & DAVID		100.00	.00	100.00	Automatic Generated Check
	062246	08/08/24	\R044 (ROBERTS, KYMBERLI		100.00	.00	100.00	Automatic Generated Check
	062247	08/08/24	\R045 (RODRIGUEZ, ANDREA		100.00	.00	100.00	Automatic Generated Check
	062248	08/08/24	\R046 (RODRIGUEZ, MARCUS & OLIVIA		100.00	.00	100.00	Automatic Generated Check
	062249	08/08/24	\R047 (RODRIGUEZ, RUSSELL & MONICA		200.00	.00	200.00	Automatic Generated Check
	062250	08/08/24	\R048 (RODRIGUEZ, JOSE & SELENE		100.00	.00	100.00	Automatic Generated Check
	062251	08/08/24	\R049 (RODARTE, JUAN GARCIA-ACEVES		100.00	.00	100.00	Automatic Generated Check
	062252	08/08/24	\R050 (RODRIGUEZ, MANUEL & YOLANDA		100.00	.00	100.00	Automatic Generated Check
	062253	08/08/24	\R051 (RODRIGUEZ, GEORGE & VERONICA		100.00	.00	100.00	Automatic Generated Check
	062254	08/08/24	\R052 (ROEHRS, STEPHEN & JACI		100.00	.00	100.00	Automatic Generated Check
	062255	08/08/24	\R053 (ROGERS, PHILIP & KELLY		100.00	.00	100.00	Automatic Generated Check
	062256	08/08/24	\R054 (ROGERS, JESSICA		100.00	.00	100.00	Automatic Generated Check
	062257	08/08/24	\R055 (ROJAS, TEDDY		100.00	.00	100.00	Automatic Generated Check
	062258	08/08/24	\R056 (KEMP, APRIL		100.00	.00	100.00	Automatic Generated Check
	062259	08/08/24	\R057 (ROLSTON, LARRY & LYNN		100.00	.00	100.00	Automatic Generated Check
	062260	08/08/24	\R058 (ROMINGER, LORRAINE		200.00	.00	200.00	Automatic Generated Check
	062261	08/08/24	\R059 (ROHWER, CLAUDE		100.00	.00	100.00	Automatic Generated Check
	062262	08/08/24	\R060 (ROWAN, MARK EDWARD		100.00	.00	100.00	Automatic Generated Check
	062263	08/08/24	\R061 (RUIZ, MIGUEL A & TANIA		100.00	.00	100.00	Automatic Generated Check
	062264	08/08/24	\R062 (RUSIN, ADARELI		100.00	.00	100.00	Automatic Generated Check
	062265	08/08/24	\R063 (RUTH, RICHARD & DEBRA		100.00	.00	100.00	Automatic Generated Check
	062266	08/08/24	\R064 (RYAN, CHRISTINA POWELL & AUS		100.00	.00	100.00	Automatic Generated Check
	062267	08/08/24	\R065 (RUBIO, ASHLEY JOHNSON & RICH		1,140.42	.00	1,140.42	Automatic Generated Check
	062268	08/08/24	\S007 (SABOTKA, BRADLEY & LINDSAY		100.00	.00	100.00	Automatic Generated Check
	062269	08/08/24	\S008 (SARBER, NANCY		100.00	.00	100.00	Automatic Generated Check
	062270	08/08/24	\S009 (VITAL, LAURA		80.00	.00	80.00	Automatic Generated Check
	062271	08/08/24	\S017 (SALGADO, ELIA & JOSE		200.00	.00	200.00	Automatic Generated Check
	062272	08/08/24	\S018 (SALAS, JOSE		200.00	.00	200.00	Automatic Generated Check
	062273	08/08/24	\S019 (SALSBERY JR, ROBERT J		100.00	.00	100.00	Automatic Generated Check
	062274	08/08/24	\S020 (DEL RIO, GUIERMINA S. & FRAN		100.00	.00	100.00	Automatic Generated Check
	062275	08/08/24	\S021 (SANDOVAL, CHERYL ANN		100.00	.00	100.00	Automatic Generated Check
	062276	08/08/24	\S022 (SANTIAGO, FRANK & MARLENE &		100.00	.00	100.00	Automatic Generated Check
	062277	08/08/24	\S023 (SANGERMANO, ALEXANDER & CHAR		100.00	.00	100.00	Automatic Generated Check
	062278	08/08/24	\S024 (SAUCEDO, ERMEREJILDO		100.00	.00	100.00	Automatic Generated Check
	062279	08/08/24	\S025 (SAUNDERS, RYAN & CLARA		200.00	.00	200.00	Automatic Generated Check
	062280	08/08/24	\S026 (SCHONBERGER, MIKE		100.00	.00	100.00	Automatic Generated Check
	062281	08/08/24	\S027 (SCHRUPP, STEPHANIE CORNEJO &		100.00	.00	100.00	Automatic Generated Check
	062282	08/08/24	\S028 (SCHAEFER, DIXIE		100.00	.00	100.00	Automatic Generated Check
	062283	08/08/24	\S029 (SCHOLTZ, ELIZABETH		100.00	.00	100.00	Automatic Generated Check
	062284	08/08/24	\S030 (SCHNETZLER, EVAN & CHELSEA		100.00	.00	100.00	Automatic Generated Check
	062285	08/08/24	\S031 (SCOTT, ELIZABETH		100.00	.00	100.00	Automatic Generated Check
	062286	08/08/24	\S032 (SCOTT, GERALDINE		100.00	.00	100.00	Automatic Generated Check
	062287	08/08/24	\S033 (SCOTT, CASEY & ALLISON		100.00	.00	100.00	Automatic Generated Check
	062288	08/08/24	\S034 (MUELLER, JIM		100.00	.00	100.00	Automatic Generated Check
	062289	08/08/24	\S035 (SELLECK, MARK & DENISE		100.00	.00	100.00	Automatic Generated Check
	062290	08/08/24	\S036 (MILLER, MAVERICK & ABIGAIL		100.00	.00	100.00	Automatic Generated Check
	062291	08/08/24	\S037 (SERRATOS, NIEVES		100.00	.00	100.00	Automatic Generated Check
	062292	08/08/24	\S038 (SERGI, MICHAEL & SUZANNA		100.00	.00	100.00	Automatic Generated Check
	062293	08/08/24	\S039 (SHAUER, MARLA		100.00	.00	100.00	Automatic Generated Check
	062294	08/08/24	\S040 (SHAKE, MARGARET LLOYD & CORE		100.00	.00	100.00	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-24	062295	08/08/24	\S041 (SHEA, DANIEL & ROCIO KEILLER		100.00	.00	100.00	Automatic Generated Check
	062296	08/08/24	\S042 (SILACCI, WILLIAM D		100.00	.00	100.00	Automatic Generated Check
	062297	08/08/24	\S043 (SIMMONS, MR & MRS JEFFERY		100.00	.00	100.00	Automatic Generated Check
	062298	08/08/24	\S044 (SIMPSON, EMILY		100.00	.00	100.00	Automatic Generated Check
	062299	08/08/24	\S045 (SIMPSON, JUDY		200.00	.00	200.00	Automatic Generated Check
	062300	08/08/24	\S046 (SISCO, CHRISTINA		100.00	.00	100.00	Automatic Generated Check
	062301	08/08/24	\S047 (SKAGGS, KEVIN & DEBRA		100.00	.00	100.00	Automatic Generated Check
	062302	08/08/24	\S048 (SMAYSTRLA, MICHAEL AARON		100.00	.00	100.00	Automatic Generated Check
	062303	08/08/24	\S049 (THR, CALIFORNIA LLC		100.00	.00	100.00	Automatic Generated Check
	062304	08/08/24	\S050 (SMITH, KEVIN & KRISTEN		100.00	.00	100.00	Automatic Generated Check
	062305	08/08/24	\S051 (SOLORI0, JOSE A		100.00	.00	100.00	Automatic Generated Check
	062306	08/08/24	\S052 (SORIA, IRIS GUZMAN & PABLO		100.00	.00	100.00	Automatic Generated Check
	062307	08/08/24	\S053 (SOTO, JUAN CARLOS		100.00	.00	100.00	Automatic Generated Check
	062308	08/08/24	\S054 (SOTO, TYLER & GIA		100.00	.00	100.00	Automatic Generated Check
	062309	08/08/24	\S055 (SOUTER, MARY BUCKLEY		100.00	.00	100.00	Automatic Generated Check
	062310	08/08/24	\S056 (SPONSLER, LINDA C.		100.00	.00	100.00	Automatic Generated Check
	062311	08/08/24	\S057 (ST. AUBIN, SCOTT & KATHRYN		100.00	.00	100.00	Automatic Generated Check
	062312	08/08/24	\S058 (STACKHOUSE, SUSAN		100.00	.00	100.00	Automatic Generated Check
	062313	08/08/24	\S059 (G & M CHAPMAN FAMILY TRUST,		80.00	.00	80.00	Automatic Generated Check
	062314	08/08/24	\S060 (STONE, KERRI		100.00	.00	100.00	Automatic Generated Check
	062315	08/08/24	\S061 (STONE, SCOTT & KAREN		100.00	.00	100.00	Automatic Generated Check
	062316	08/08/24	\S062 (STOCKING, JACLYN & COURTNEY		100.00	.00	100.00	Automatic Generated Check
	062317	08/08/24	\S063 (STOUT, STACI & NANCY		100.00	.00	100.00	Automatic Generated Check
	062318	08/08/24	\S064 (SULLIVAN, ERIC & BRIANNA		100.00	.00	100.00	Automatic Generated Check
	062319	08/08/24	\S065 (SURPLUS, DONALD & LILIUOKALA		100.00	.00	100.00	Automatic Generated Check
	062320	08/08/24	\S066 (SWANSON, PETER H		80.00	.00	80.00	Automatic Generated Check
	062321	08/08/24	\S067 (LUTTRELL, AMANDA & BRANDON		100.00	.00	100.00	Automatic Generated Check
	062322	08/08/24	\S068 (SYSAVAT, BOUNTHANH & MARISA		100.00	.00	100.00	Automatic Generated Check
	062323	08/08/24	\S069 (STARNES, KURTIS		123.10	.00	123.10	Automatic Generated Check
	062324	08/08/24	\T002 (TANIMOTO, GLENN		100.00	.00	100.00	Automatic Generated Check
	062325	08/08/24	\T003 (TAVENIER, ERIC		100.00	.00	100.00	Automatic Generated Check
	062326	08/08/24	\T004 (LEVINE, BETSY		100.00	.00	100.00	Automatic Generated Check
	062327	08/08/24	\T005 (TDP SUPPORT,		100.00	.00	100.00	Automatic Generated Check
	062328	08/08/24	\T006 (TEAFORD, CHRISTOPHER		100.00	.00	100.00	Automatic Generated Check
	062329	08/08/24	\T007 (THE 128,		100.00	.00	100.00	Automatic Generated Check
	062330	08/08/24	\T010 (RENTALS, BOB THOMPSON		1,200.00	.00	1,200.00	Automatic Generated Check
	062331	08/08/24	\T011 (BROWNE, AMANDA		200.00	.00	200.00	Automatic Generated Check
	062332	08/08/24	\T012 (THOMAS, MATTHEW & HELEN		100.00	.00	100.00	Automatic Generated Check
	062333	08/08/24	\T013 (THOMPSON, CHRISTOPHER		100.00	.00	100.00	Automatic Generated Check
	062334	08/08/24	\T014 (TIBBLE, ROBERT J & CARLA		100.00	.00	100.00	Automatic Generated Check
	062335	08/08/24	\T015 (TORRES, SERGIO & CRISTAL		100.00	.00	100.00	Automatic Generated Check
	062336	08/08/24	\T016 (TORRES, MARIA GUTIERREZ & JE		100.00	.00	100.00	Automatic Generated Check
	062337	08/08/24	\T017 (TRAIN, STEVEN & DONNA		100.00	.00	100.00	Automatic Generated Check
	062338	08/08/24	\T018 (TUFVESON, SEAN & CAROLINE		100.00	.00	100.00	Automatic Generated Check
	062339	08/08/24	\T019 (TURKOVICH, MICHAEL J		100.00	.00	100.00	Automatic Generated Check
	062340	08/08/24	\T020 (TUTLE, MICHAEL		100.00	.00	100.00	Automatic Generated Check
	062341	08/08/24	\T021 (TUTTLE, GABRIELA AVILA & AAR		100.00	.00	100.00	Automatic Generated Check
	062342	08/08/24	\T022 (TUTHILL, CHRISTIANA		200.00	.00	200.00	Automatic Generated Check
	062343	08/08/24	\T023 (TOPACIO, CARMENCITA		221.96	.00	221.96	Automatic Generated Check
	062344	08/08/24	\T024 (MARTIN, ELIZABETH		2.41	.00	2.41	Automatic Generated Check
	062345	08/08/24	\U001 (UNGER, DEAN C		100.00	.00	100.00	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-24	062346	08/08/24	\U002 (URIBE, GUADALUPE & JESSICA		100.00	.00	100.00	Automatic Generated Check
	062347	08/08/24	\U003 (URQUHART, JENNIFER		100.00	.00	100.00	Automatic Generated Check
	062348	08/08/24	\V001 (VALERIANO, CESAR E		100.00	.00	100.00	Automatic Generated Check
	062349	08/08/24	\V002 (VALENCIA, RODOLFO J		100.00	.00	100.00	Automatic Generated Check
	062350	08/08/24	\V003 (VALENTINE, ROBERT & CHRISTIN		100.00	.00	100.00	Automatic Generated Check
	062351	08/08/24	\V004 (VAN SANT, LAURA		100.00	.00	100.00	Automatic Generated Check
	062352	08/08/24	\V005 (VARGAS, ALONZO J & ABIGAIL S		100.00	.00	100.00	Automatic Generated Check
	062353	08/08/24	\V006 (VASQUEZ, CESAR & DANLLELY		100.00	.00	100.00	Automatic Generated Check
	062354	08/08/24	\V007 (VASQUEZ, VINCENT		100.00	.00	100.00	Automatic Generated Check
	062355	08/08/24	\V008 (VASCONCELLOS, MARY		100.00	.00	100.00	Automatic Generated Check
	062356	08/08/24	\V009 (VAZQUEZ, MIGUEL & ROSA M		100.00	.00	100.00	Automatic Generated Check
	062357	08/08/24	\V010 (UMFRESS, NELLIE		100.00	.00	100.00	Automatic Generated Check
	062358	08/08/24	\V011 (VENDER, DESTINY		100.00	.00	100.00	Automatic Generated Check
	062359	08/08/24	\V012 (VICKREY, JACK & WHITNEY		100.00	.00	100.00	Automatic Generated Check
	062360	08/08/24	\V013 (VICE, JAMES & AMANDA		100.00	.00	100.00	Automatic Generated Check
	062361	08/08/24	\V014 (VICKREY, DEVON TUFTS		100.00	.00	100.00	Automatic Generated Check
	062362	08/08/24	\V015 (VILLAGOMEZ, AUGUSTIN		100.00	.00	100.00	Automatic Generated Check
	062363	08/08/24	\V016 (VILLANUEVA, KELLI		100.00	.00	100.00	Automatic Generated Check
	062364	08/08/24	\V017 (RINGHAM, CHARLES		100.00	.00	100.00	Automatic Generated Check
	062365	08/08/24	\W002 (WARREN, SPRING		100.00	.00	100.00	Automatic Generated Check
	062366	08/08/24	\W003 (WARREN, LORIN & GINA		200.00	.00	200.00	Automatic Generated Check
	062367	08/08/24	\W004 (WARD, KYLE & JOOLZ		100.00	.00	100.00	Automatic Generated Check
	062368	08/08/24	\W005 (WASHABAUGH, JACOB & CATHERIN		100.00	.00	100.00	Automatic Generated Check
	062369	08/08/24	\W006 (WELLS, JANE		100.00	.00	100.00	Automatic Generated Check
	062370	08/08/24	\W007 (WELCH, SAM		100.00	.00	100.00	Automatic Generated Check
	062371	08/08/24	\W009 (WEST, STACY BABA-WEST & BILL		100.00	.00	100.00	Automatic Generated Check
	062372	08/08/24	\W010 (WHITCOMB, NANCY BOVIE & STEP		100.00	.00	100.00	Automatic Generated Check
	062373	08/08/24	\W011 (WICKHAM, ROBERT & LORELEI		100.00	.00	100.00	Automatic Generated Check
	062374	08/08/24	\W012 (WILLIAMS, ROBERT A		200.00	.00	200.00	Automatic Generated Check
	062375	08/08/24	\W013 (WILLIM, JOSHUA & DORINA		100.00	.00	100.00	Automatic Generated Check
	062376	08/08/24	\W014 (WILLMSCHEN, SARAH MURPHY & S		100.00	.00	100.00	Automatic Generated Check
	062377	08/08/24	\W015 (WILLIAMS, JOHN		100.00	.00	100.00	Automatic Generated Check
	062378	08/08/24	\W016 (WINTERS GATEWAY INC.,		100.00	.00	100.00	Automatic Generated Check
	062379	08/08/24	\W017 (WOODARD, TIMOTHY & KATHLEEN		100.00	.00	100.00	Automatic Generated Check
	062380	08/08/24	\Y001 (YARNES, CHRISTOPHER T. & SHA		100.00	.00	100.00	Automatic Generated Check
	062381	08/08/24	\Y002 (YELTON, ROBIN		100.00	.00	100.00	Automatic Generated Check
	062382	08/08/24	\Y003 (FAIN, MICHELLE		100.00	.00	100.00	Automatic Generated Check
	062383	08/08/24	\Y004 (YOLO PARTNERS LLC,		100.00	.00	100.00	Automatic Generated Check
	062384	08/08/24	\Y005 (YOUNG, WILLIAM D & NANCY B		100.00	.00	100.00	Automatic Generated Check
	062385	08/08/24	\Y006 (YOUNG, MATTHEW & KARIN		100.00	.00	100.00	Automatic Generated Check
	062386	08/08/24	\Y007 (TANG, MICHAEL		100.00	.00	100.00	Automatic Generated Check
	062387	08/08/24	\Y008 (YACOS, SPENCER D.		392.58	.00	392.58	Automatic Generated Check
	062388	08/08/24	\Z001 (ZAKRZEWSKI, GERALD & TAMARA		100.00	.00	100.00	Automatic Generated Check
	062389	08/08/24	\Z002 (ZARAGOZA, EVERARDO		100.00	.00	100.00	Automatic Generated Check
	062390	08/08/24	\Z003 (ZWYNS, NICOLAS		100.00	.00	100.00	Automatic Generated Check
	062391	08/23/24	ABA02 (ASSOCIATION OF BAY AREA GOVE		920.84	.00	920.84	Automatic Generated Check
	062392	08/23/24	AIR01 (AIRGAS-N.CALIF & NEVADA)		67.47	.00	67.47	Automatic Generated Check
	062393	08/23/24	AMA01 (AMAZON CAPITAL SERVICES)		17.47	.00	17.47	Automatic Generated Check
	062394	08/23/24	AME10 (AMERICAN WATER WORKS ASSN)		501.00	.00	501.00	Automatic Generated Check
	062395	08/23/24	AME13 (AMERICAN EXPRESS)		1,573.05	.00	1,573.05	Automatic Generated Check
	062396	08/23/24	AMP01 (AMPLE ELECTRIC INC)		497.13	.00	497.13	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-24	062397	08/23/24	ANA01 (ANA P. CARRILLO)		6,300.00	.00	6,300.00	Automatic Generated Check
	062398	08/23/24	ATT02 (AT&T)		236.85	.00	236.85	Automatic Generated Check
	062399	08/23/24	AUS01 (VESTIS SERVICES,LLC)		249.38	.00	249.38	Automatic Generated Check
	062400	08/23/24	BAK03 (BAKER SUPPLIES & REPAIRS)		398.34	.00	398.34	Automatic Generated Check
	062401	08/23/24	BAY03 (BAY ALARM COMPANY)		360.00	.00	360.00	Automatic Generated Check
	062402	08/23/24	BAY05 (STEVEN RESTIVO)		2,000.00	.00	2,000.00	Automatic Generated Check
	062403	08/23/24	BBK01 (BEST BEST & KRIEGER LLP.)		14,528.05	.00	14,528.05	Automatic Generated Check
	062404	08/23/24	BSK00 (BSK ASSOCIATES)		197.02	.00	197.02	Automatic Generated Check
	062405	08/23/24	CAL49 (CALIFORNIA BUILDING AND)		1,247.02	.00	1,247.02	Automatic Generated Check
	062406	08/23/24	CIN03 (CINTAS CORPORATION #622)		620.45	.00	620.45	Automatic Generated Check
	062407	08/23/24	CLA01 (CLARK PEST CONTROL)		86.00	.00	86.00	Automatic Generated Check
	062408	08/23/24	CON07 (WASHINGTON NATIONAL INS)		214.50	.00	214.50	Automatic Generated Check
	062409	08/23/24	COR01 (CORBIN WILLITS SYSTEMS)		1,200.48	.00	1,200.48	Automatic Generated Check
	062410	08/23/24	CUM03 (CUMMINS SALES AND SERVICE)		1,671.66	.00	1,671.66	Automatic Generated Check
	062411	08/23/24	DIX03 (DIXON LANDSCAPE MATERIALS IN		1,324.79	.00	1,324.79	Automatic Generated Check
	062412	08/23/24	ECS01 (ECS HOUSE INDUSTRIES, INC)		103,520.08	.00	103,520.08	Automatic Generated Check
	062413	08/23/24	GEC01 (TOSHIBA FINANCIAL SERVICES)		3,004.37	.00	3,004.37	Automatic Generated Check
	062414	08/23/24	GRA13 (GRACIELA BORGES)		570.00	.00	570.00	Automatic Generated Check
	062415	08/23/24	GRO01 (FERGUSON WATERWORKS)		174.17	.00	174.17	Automatic Generated Check
	062416	08/23/24	HOL06 (HOLT OF CALIFORNIA)		446.31	.00	446.31	Automatic Generated Check
	062417	08/23/24	HOM01 (HOMEWOOD HOLDINGS, LLC)		.50	.00	.50	Automatic Generated Check
	062418	08/23/24	HOR00 (HORIZON)		386.74	.00	386.74	Automatic Generated Check
	062419	08/23/24	INT03 (INTERSTATE OIL COMPANY)		2,653.30	.00	2,653.30	Automatic Generated Check
	062420	08/23/24	IVA02 (IVAN MARTINEZ)		216.44	.00	216.44	Automatic Generated Check
	062421	08/23/24	LEG01 (LEGALSHIELD)		225.45	.00	225.45	Automatic Generated Check
	062422	08/23/24	MME01 (MME)		1,046.46	.00	1,046.46	Automatic Generated Check
	062423	08/23/24	MUT01 (MUTUAL OF OMAHA)		4,277.41	.00	4,277.41	Automatic Generated Check
	062424	08/23/24	PAY01 (PAYMENTUS CORP)		2,453.26	.00	2,453.26	Automatic Generated Check
	062425	08/23/24	PIS01 (PISANIS AUTO PARTS)		316.89	.00	316.89	Automatic Generated Check
	062426	08/23/24	PIS02 (PISANI'S SERVICE)		2,244.10	.00	2,244.10	Automatic Generated Check
	062427	08/23/24	PRO07 (PROFESSIONAL POOLS)		8,857.50	.00	8,857.50	Automatic Generated Check
	062428	08/23/24	QUI01 (QUILL CORPORATION)		745.01	.00	745.01	Automatic Generated Check
	062429	08/23/24	SHR01 (STERICYCLE INC)		156.21	.00	156.21	Automatic Generated Check
	062430	08/23/24	SIE02 (ALHAMBRA SPRING WATER)		125.37	.00	125.37	Automatic Generated Check
	062431	08/23/24	SIG02 (SIGNS OF OUR TIMES)		324.44	.00	324.44	Automatic Generated Check
	062432	08/23/24	STA22 (STATE WATER RESOURCES CONTRO		60.00	.00	60.00	Automatic Generated Check
	062433	08/23/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	062434	08/23/24	SUI00 (SUISUN VALLEY GROWER)		841.68	.00	841.68	Automatic Generated Check
	062435	08/23/24	VER02 (VERIZON WIRELESS)		2,926.23	.00	2,926.23	Automatic Generated Check
	062436	08/23/24	VIS01 (VISION SERVICE PLAN (CA))		299.21	.00	299.21	Automatic Generated Check
	062437	08/23/24	VUL01 (VULCAN CONSTRUCTION MATERIAL		202.46	.00	202.46	Automatic Generated Check
	062438	08/23/24	WAV01 (WAVE BROADBAND)		4,243.48	.00	4,243.48	Automatic Generated Check
	062439	08/23/24	WIN04 (WINTERS PRINTING)		621.20	.00	621.20	Automatic Generated Check
	062440	08/23/24	WIN09 (WINTERS JOINT UNIFIED)		66,831.84	.00	66,831.84	Automatic Generated Check
	062441	08/23/24	WOO05 (WOOD RODGERS)		21,686.90	.00	21,686.90	Automatic Generated Check
	062442	08/23/24	\B081 (BONNER, SARAH		100.00	.00	100.00	Automatic Generated Check
	062443	08/23/24	\B082 (BURNS, ROBERT J III		100.00	.00	100.00	Automatic Generated Check
	062444	08/23/24	\C062 (CARBAHAL, ERIN		100.00	.00	100.00	Automatic Generated Check
	062445	08/23/24	\G045 (GREEN, CHARLES		197.72	.00	197.72	Automatic Generated Check
	062446	08/23/24	\G046 (GUTIERREZ, RALPH &SHIRLEY		321.93	.00	321.93	Automatic Generated Check
	062447	08/23/24	\G047 (GEERTS, SKYLER & MORGAN BRAC		100.00	.00	100.00	Automatic Generated Check

Period	Check Number	Check Date	Vendor # (Name)	Disc. Terms	Gross Amount	Disc Amount	Net Amount	Check Description
08-24	062448	08/23/24	\H057 (HYER, DAVID		33.41	.00	33.41	Automatic Generated Check
	062449	08/23/24	\K015 (KOROB, HAYDON & AMBER		5.06	.00	5.06	Automatic Generated Check
	062450	08/23/24	\L034 (LUTTIO, ISAAC & ASHLEY		100.00	.00	100.00	Automatic Generated Check
	062451	08/23/24	\M078 (MURDOCK, BLAKELEY		269.24	.00	269.24	Automatic Generated Check
	062452	08/23/24	\U004 (UPPER CRUST BAKING CO INC.,		100.00	.00	100.00	Automatic Generated Check
	062453	08/23/24	\V018 (VUKIC, EDA		100.00	.00	100.00	Automatic Generated Check
	062454	08/29/24	AER01 (AERIAL INSPECTION SERVICES)		328.00	.00	328.00	Automatic Generated Check
	062455	08/29/24	AFL01 (AFLAC)		1,606.56	.00	1,606.56	Automatic Generated Check
	062456	08/29/24	AIR01 (AIRGAS-N.CALIF & NEVADA)		63.44	.00	63.44	Automatic Generated Check
	062457	08/29/24	AK&00 (AK & COMPANY)		2,500.00	.00	2,500.00	Automatic Generated Check
	062458	08/29/24	AUS01 (VESTIS SERVICES,LLC)		143.27	.00	143.27	Automatic Generated Check
	062459	08/29/24	BAY01 (ROADSAFE TRAFFIC SYSTEMS INC		629.69	.00	629.69	Automatic Generated Check
	062460	08/29/24	CLA01 (CLARK PEST CONTROL)		200.00	.00	200.00	Automatic Generated Check
	062461	08/29/24	CUM03 (CUMMINS SALES AND SERVICE)		1,847.50	.00	1,847.50	Automatic Generated Check
	062462	08/29/24	GOL05 (GOLDEN STATE EMERGENCY VEHIC		6,379.10	.00	6,379.10	Automatic Generated Check
	062463	08/29/24	GRO01 (FERGUSON WATERWORKS)		12,051.97	.00	12,051.97	Automatic Generated Check
	062464	08/29/24	HOL06 (HOLT OF CALIFORNIA)		1,603.00	.00	1,603.00	Automatic Generated Check
	062465	08/29/24	INT03 (INTERSTATE OIL COMPANY)		2,031.96	.00	2,031.96	Automatic Generated Check
	062466	08/29/24	IVA02 (IVAN MARTINEZ)		40.00	.00	40.00	Automatic Generated Check
	062467	08/29/24	LEH00 (LEHR AUTO ELECTRIC)		2,055.98	.00	2,055.98	Automatic Generated Check
	062468	08/29/24	LNCUR (LN CURTIS & SONS)		237.37	.00	237.37	Automatic Generated Check
	062469	08/29/24	MOT02 (MOTOROLA)		8,454.90	.00	8,454.90	Automatic Generated Check
	062470	08/29/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	062471	08/29/24	VOID (Voided Check)		.00	.00	.00	Automatic Generated Check
	062472	08/29/24	PAC07 (PACIFIC ACE HARDWARE)		1,384.66	.00	1,384.66	Automatic Generated Check
	062473	08/29/24	PGE00 (PACIFIC GAS & ELECTRIC CO)		26,897.51	.00	26,897.51	Automatic Generated Check
	062474	08/29/24	PIS01 (PISANIS AUTO PARTS)		110.73	.00	110.73	Automatic Generated Check
	062475	08/29/24	PSO01 (PSOMAS)		11,906.71	.00	11,906.71	Automatic Generated Check
	062476	08/29/24	QUI01 (QUILL CORPORATION)		293.26	.00	293.26	Automatic Generated Check
	062477	08/29/24	R&D01 (R&D GUN WORKS,ING.)		1,125.70	.00	1,125.70	Automatic Generated Check
	062478	08/29/24	RAM12 (RAMOS OIL INC.)		5,459.10	.00	5,459.10	Automatic Generated Check
	062479	08/29/24	RON01 (RON DUPRATT FORD, INC.)		343.39	.00	343.39	Automatic Generated Check
	062480	08/29/24	SCI03 (SCI CONSULTING GROUP)		19,952.00	.00	19,952.00	Automatic Generated Check
	062481	08/29/24	SIE02 (ALHAMBRA SPRING WATER)		436.76	.00	436.76	Automatic Generated Check
	062482	08/29/24	SON01 (SONCO HEATING & A/C)		1,220.00	.00	1,220.00	Automatic Generated Check
	062483	08/29/24	WES21 (WESTERN EXTRICATION SPECIALI		1,586.27	.00	1,586.27	Automatic Generated Check
	062484	08/29/24	YOU02 (YOUTH EMPOWERMENT SUMMIT FUN		1,000.00	.00	1,000.00	Automatic Generated Check
	062485	08/29/24	WIN09 (WINTERS JOINT UNIFIED)		318,919.06	.00	318,919.06	Automatic Generated Check
	EFT8-1	08/06/24	PER01 (PERS)		32,902.42	.00	32,902.42	PERS ALLOCATIONS FOR PPE
	EFT8-2	08/21/24	PER01 (PERS)		35,382.75	.00	35,382.75	PPE 08/04/24 PERS ALLOCAT
	EFT8-4	08/27/24	PER01 (PERS)		2,450.00	.00	2,450.00	PERS GASB-68 REPORTS
	EFT8-5	08/27/24	PER01 (PERS)		39,550.28	.00	39,550.28	PERS HEALTH FOR SEPTEMBER
	EFT8-6	08/27/24	THE05 (THE BANK OF NEW YORK MELLON)		718,937.51	.00	718,937.51	WINTERS CDA 2016 TAX ALLO
	EFT8-7	08/27/24	THE05 (THE BANK OF NEW YORK MELLON)		137,771.89	.00	137,771.89	CITY OF WINTERS SEWER REV
	EFT8-8	08/27/24	THE05 (THE BANK OF NEW YORK MELLON)		119,071.89	.00	119,071.89	CITY OF WINTERS WATER REV
			Total for Bank Account 10100 ----->		2,112,351.76	.00	2,112,351.76	
			Grand Total of all Bank Accounts ----->		2,112,351.76	.00	2,112,351.76	

Payroll Totals

Payroll Checks	Check Type	Count	Net Check	Dir Dep Amount	Net Amount		
	Reg	193	4,601.47	374,281.42	378,882.89		
	Totals	**193**	**4,601.47**	**374,281.42**	**378,882.89**	è	**378,882.89**

Third Party Checks	Check Type	Count	Net Check	Dir Dep Amount	Net Amount		
	Agency	22	19,228.62	7,730.00	26,958.62		
	Totals	**22**	**19,228.62**	**7,730.00**	**26,958.62**	è	**26,958.62**
	Total Net Payroll Liability		**23,830.09**	**382,011.42**	**405,841.51**	è	**405,841.51**

Tax Liabilities

CA and Related Taxes	Tax Id	Rate	Frequency	Wages	Cap Wages	EE Amount	ER Amount		
California SITW	698-1462-2		Fed Semi-Weekly	499,752.29	499,752.29	23,106.93			
CA SDI - Employee				210,749.97	210,749.97				
Totals						**23,106.93**		è	**23,106.93**

CASUI and Related Taxes	Tax Id	Rate	Frequency	Wages	Cap Wages	EE Amount	ER Amount		
CA Edu & Training		0.001000		577,103.57	33,093.07		33.09		
California SUI	698-1462-2	0.026000	Quarterly	577,103.57	33,093.07		860.42		
Totals							**893.51**	è	**893.51**

FITW and Related Taxes	Tax Id	Rate	Frequency	Wages	Cap Wages	EE Amount	ER Amount		
Federal Income Tax	94-6000457		Semi-Weekly	499,752.29	499,752.29	57,408.52			
Medicare				577,103.57	577,103.57	8,367.97			
Medicare - Additional				577,103.57	577,103.57				
Medicare - Employer				577,103.57	577,103.57		8,368.01		
OASDI				577,103.57	577,103.57	35,780.49			
OASDI - Employer				577,103.57	577,103.57		35,780.42		
Totals						**101,556.98**	**44,148.43**	è	**145,705.41**

FUTA and Related Taxes	Tax Id	Rate	Frequency	Wages	Cap Wages	EE Amount	ER Amount		
Fed Unemployment	94-6000457		Quarterly	210,749.97	26,906.64				
Totals								è	**0.00**

Total Tax Liability	**124,663.91**	**45,041.94**	è	**169,705.85**
Total Payroll Liability		**575,547.36**	è	**575,547.36**

Payroll Totals

Payroll Checks	Check Type	Count	Net Check	Dir Dep Amount	Net Amount		
	Reg	149	4,076.07	262,639.46	266,715.53		
	Totals	**149**	**4,076.07**	**262,639.46**	**266,715.53**	è	**266,715.53**

Third Party Checks	Check Type	Count	Net Check	Dir Dep Amount	Net Amount		
	Agency	16	14,041.19	5,195.00	19,236.19		
	Totals	**16**	**14,041.19**	**5,195.00**	**19,236.19**	è	**19,236.19**
	Total Net Payroll Liability		**18,117.26**	**267,834.46**	**285,951.72**	è	**285,951.72**

Tax Liabilities

CA and Related Taxes	Tax Id	Rate	Frequency	Wages	Cap Wages	EE Amount	ER Amount		
California SITW	698-1462-2		Fed Semi-Weekly	361,327.21	361,327.21	16,364.02			
CA SDI - Employee				172,919.56	172,919.56				
Totals						**16,364.02**		è	**16,364.02**

CASUI and Related Taxes	Tax Id	Rate	Frequency	Wages	Cap Wages	EE Amount	ER Amount		
CA Edu & Training		0.001000		404,364.19	28,506.18		28.51		
California SUI	698-1462-2	0.026000	Quarterly	404,364.19	28,506.18		741.16		
Totals							**769.67**	è	**769.67**

FITW and Related Taxes	Tax Id	Rate	Frequency	Wages	Cap Wages	EE Amount	ER Amount		
Federal Income Tax	94-6000457		Semi-Weekly	361,327.21	361,327.21	40,618.35			
Medicare				404,364.19	404,364.19	5,863.31			
Medicare - Additional				404,364.19	404,364.19				
Medicare - Employer				404,364.19	404,364.19		5,863.28		
OASDI				404,364.19	404,364.19	25,070.56			
OASDI - Employer				404,364.19	404,364.19		25,070.58		
Totals						**71,552.22**	**30,933.86**	è	**102,486.08**

FUTA and Related Taxes	Tax Id	Rate	Frequency	Wages	Cap Wages	EE Amount	ER Amount		
Fed Unemployment	94-6000457		Quarterly	172,919.56	27,123.22				
Totals								è	**0.00**

Total Tax Liability	**87,916.24**	**31,703.53**	è	**119,619.77**
Total Payroll Liability		**405,571.49**	è	**405,571.49**

Payroll Totals

Payroll Checks	Check Type	Count	Net Check	Dir Dep Amount	Net Amount		
	Reg	155	16,828.85	292,732.56	309,561.41		
	Totals	**155**	**16,828.85**	**292,732.56**	**309,561.41**	è	**309,561.41**

Third Party Checks	Check Type	Count	Net Check	Dir Dep Amount	Net Amount		
	Agency	14	12,270.09	5,220.00	17,490.09		
	Totals	**14**	**12,270.09**	**5,220.00**	**17,490.09**	è	**17,490.09**
	Total Net Payroll Liability		**29,098.94**	**297,952.56**	**327,051.50**	è	**327,051.50**

Tax Liabilities

CA and Related Taxes	Tax Id	Rate	Frequency	Wages	Cap Wages	EE Amount	ER Amount		
California SITW	698-1462-2		Fed Semi-Weekly	429,051.92	429,051.92	22,108.01			
CA SDI - Employee				199,973.43	199,973.43				
Totals						**22,108.01**		è	**22,108.01**

CASUI and Related Taxes	Tax Id	Rate	Frequency	Wages	Cap Wages	EE Amount	ER Amount		
CA Edu & Training		0.001000		472,373.79	50,100.19		50.11		
California SUI	698-1462-2	0.026000	Quarterly	472,373.79	50,100.19		1,302.60		
Totals							**1,352.71**	è	**1,352.71**

FITW and Related Taxes	Tax Id	Rate	Frequency	Wages	Cap Wages	EE Amount	ER Amount		
Federal Income Tax	94-6000457		Semi-Weekly	429,051.92	429,051.92	56,282.13			
Medicare				472,373.79	472,373.79	6,849.42			
Medicare - Additional				472,373.79	472,373.79				
Medicare - Employer				472,373.79	472,373.79		6,849.42		
OASDI				472,373.79	472,373.79	29,287.17			
OASDI - Employer				472,373.79	472,373.79		29,287.17		
Totals						**92,418.72**	**36,136.59**	è	**128,555.31**

FUTA and Related Taxes	Tax Id	Rate	Frequency	Wages	Cap Wages	EE Amount	ER Amount		
Fed Unemployment	94-6000457		Quarterly	199,973.43	49,275.19				
Totals								è	**0.00**

Total Tax Liability	**114,526.73**	**37,489.30**	è	**152,016.03**
Total Payroll Liability		**479,067.53**	è	**479,067.53**

Payroll Totals

Payroll Checks	Check Type	Count	Net Check	Dir Dep Amount	Net Amount		
	*Reg	1		2,742.25	2,742.25		
	Manual	3	3,223.75		3,223.75		
	Reg	151	24,657.99	293,917.43	318,575.42		
	Totals	**155**	**27,881.74**	**296,659.68**	**324,541.42**	è	**324,541.42**

Third Party Checks	Check Type	Count	Net Check	Dir Dep Amount	Net Amount		
	Agency	16	14,420.92	5,000.00	19,420.92		
	Totals	**16**	**14,420.92**	**5,000.00**	**19,420.92**	è	**19,420.92**
	Total Net Payroll Liability		**42,302.66**	**301,659.68**	**343,962.34**	è	**343,962.34**

Tax Liabilities

CA and Related Taxes	Tax Id	Rate	Frequency	Wages	Cap Wages	EE Amount	ER Amount		
California SITW	698-1462-2		Fed Semi-Weekly	451,787.84	451,787.84	23,470.76			
CA SDI - Employee				206,281.71	206,281.71				
Totals						**23,470.76**		è	**23,470.76**

CASUI and Related Taxes	Tax Id	Rate	Frequency	Wages	Cap Wages	EE Amount	ER Amount		
CA Edu & Training		0.001000		495,157.02	39,824.51		39.83		
California SUI	698-1462-2	0.026000	Quarterly	495,157.02	39,824.51		1,035.44		
Totals							**1,075.27**	è	**1,075.27**

FITW and Related Taxes	Tax Id	Rate	Frequency	Wages	Cap Wages	EE Amount	ER Amount		
Federal Income Tax	94-6000457		Semi-Weekly	451,787.84	451,787.84	59,559.91			
Medicare				495,157.02	495,157.02	7,179.76			
Medicare - Additional				495,157.02	495,157.02				
Medicare - Employer				495,157.02	495,157.02		7,179.78		
OASDI				495,157.02	495,157.02	30,699.70			
OASDI - Employer				495,157.02	495,157.02		30,699.73		
Totals						**97,439.37**	**37,879.51**	è	**135,318.88**

FUTA and Related Taxes	Tax Id	Rate	Frequency	Wages	Cap Wages	EE Amount	ER Amount		
Fed Unemployment	94-6000457		Quarterly	206,281.71	32,149.51				
Totals								è	**0.00**

Total Tax Liability	**120,910.13**	**38,954.78**	è	**159,864.91**
Total Payroll Liability		**503,827.25**	è	**503,827.25**

Check Register Totals for Months Ending:

	Accounts Payable	Payroll	Period Total
May 31, 2024	$ 850,024.37	$ 575,547.36	$ 1,425,571.73
June 30, 2024	$ 475,400.53	$ 405,571.49	$ 880,972.02
July 31, 2024	$ 1,831,334.10	$ 479,067.53	$ 2,310,401.63
August 31, 2024	$ 2,112,351.76	$ 503,827.25	$ 2,616,179.01
Grand Total	$ 5,269,110.76	$ 1,964,013.63	$ 7,233,124.39

Prepared by:

Shery Reyes

Shery Reyes, Senior Accountant

Certified by:

Cathy Mathews, Director of Administrative Services

CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers

DATE:November 5, 2024

THROUGH: Jeremy Craig, City Manager

FROM: Eric Lucero, Public Works Director of Operations & Maintenance

SUBJECT: Resolution 2024-67 Approving an Agreement for Well Maintenance Services with Subsurface Technologies, Inc. for Wells 2 and 6 in an Amount Not to Exceed $29,029 Annually

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RECOMMENDATION:
Adopt Resolution No. Resolution 2024-67 Approving an Agreement for Well Maintenance Services with Subsurface Technologies, Inc. for Wells 2 and 6 in an Amount Not to Exceed $23,390 Annually

BACKGROUND:
On April 19, 2016, Council approved a contract with Suez Utility Service Group for well rehab and ongoing annual well maintenance service for wells 2 and 6 in the amount of $13,000 per well per year. In 2022, Suez Utility Service Group was bought out by another company that no longer wanted to provide the ongoing maintenance service. The new owners eliminated this division and asked the City to agree to terminating the ongoing maintenance agreement. The rehabilitation of the two wells was already completed so the city agreed to terminating the agreement as of August 8, 2022.

DISCUSSION:
In October of 2023 the City was contacted by Subsurface Technologies, Inc. a company that was formed to specialize in ongoing preventative well maintenance and employs members of the previous company to run this division. The cost for ongoing maintenance for Well 2 is $13,995 and the cost for Well 6 is $12,395 per year for the same service that was provided by the previous company for an annual base cost of $26,390. However, the base amount will be increased each year by 5% to account for inflation and the annual amount may also fluctuate based on the amount of carbon dioxide needed to service the

well and if repairs are needed.

FISCAL IMPACT:
The total cost for this contract is not to exceed $29,029. Sufficient funds have been budgeted in the FY 2024-25 Operating Budget in Fund 611.

ATTACHMENTS:
1. Resolution No. 2024-67
2. Well Maintenance Agreement with Subsurface Technologies, Inc./Scope of Work

RESOLUTION NO. 2024-67

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS APPROVING AN AGREEMENT FOR WELL MAINTENANCE SERVICES WITH SUBSURFACE TECHNOLOGIES, INC. FOR WELLS 2 AND 6 IN AN AMOUNT NOT TO EXCEED $29,029 ANNUALLY

WHEREAS, the City of Winters ("City") owns Well 2 located at 20 East Street and Well 6 located at 501 East Main St.; and

WHEREAS, the City Council approved a maintenance agreement with Suez Utility Service Group on April 19,2016 to rehab and maintain wells 2 and 6 in the amount of $13,000 per well per year; and

WHEREAS, in 2022 Suez Utility Service Group was bought out by another company that did not offer ongoing well maintenance service and that maintenance agreement was terminated since the initial rehab had already been completed; and

WHEREAS, Subsurface Technologies, Inc., which employs individuals who previously performed well maintenance services for the City, contacted the City to offer the same well maintenance services previously provided; and

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

1. The City Council hereby approves a Well Maintenance Agreement with Subsurface Technologies, Inc. in an amount not to exceed $29,029 annually, in substantially the form attached hereto as Exhibit A and incorporated herein by this reference.

2. The City Manager is hereby authorized to execute said Agreement .

DULY AND REGULARLY ADOPTED this 5th day of November 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

CITY OF WINTERS

_____
Bill Biasi, Mayor

ATTEST:

_____

Jeremy Craig, City Clerk

Exhibit A
Well Maintenance Agreement

CITY OF WINTERS
AGREEMENT FOR WELL MAINTENANCE SERVICES

1. PARTIES AND DATE.

This Agreement for Well Maintenance Services ("Agreement") is made and entered into on November 5, 2024 ("Effective Date"), by and between the City of Winters, a California municipal corporation, with its principal place of business at 318 1st St., Winters, CA 95694 ("City") and Subsurface Technologies, Inc., a New York corporation, with its principal place of business at 40 Stone Castle Road, Rock Tavern, NY 12575 ("Contractor"). City and Contractor are sometimes individually referred to herein as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Contractor.

Contractor desires to perform and assume responsibility for the provision of well maintenance services using its patented Aqua Gard Preventive Well Maintenance Technology, as required by City on the terms and conditions set forth in this Agreement. Contractor represents that it is experienced in providing well maintenance services to public clients, is licensed in the State of California, and is familiar with the plans of City.

2.2 Project.

City desires to engage Contractor to render Aqua Gard well maintenance services in Winters, CA ("Project") as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Contractor promises and agrees to furnish to City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the services for the Project ("Services") and acknowledges that City has provided all necessary and relevant records in its possession to the Contractor for the wells in the Project. The Services are more particularly described in Exhibit "A" attached hereto and incorporated herein by this reference.

3.1.2 License. Contractor shall be granted a revocable license to access the premises of the Project for the duration of this Agreement. Prior to the start of any work for the Project and before accessing the sites of the Project, Contractor shall provide written notice at-least seven (7) days in advance pursuant to Section 3.5.2 to City except in an emergency; in which case, Contractor shall provide notice as soon as practicable to City.

3.1.3 Term. The term of this Agreement shall be from the date first specified above for a period of three (3) years unless earlier terminated as provided herein. Contractor shall complete the Services within the term of this Agreement and shall meet any other established schedules and deadlines. The City may, at its option, renew this agreement, for two additional one-

year periods, by providing written notice to Contractor prior to the expiration of the then-current term.

3.2 Responsibilities of Contractor.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Contractor or under its supervision. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Contractor on an independent contractor basis and not as an employee of City. Contractor retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Contractor shall also not be employees of City and shall at all times be under Contractor's exclusive direction and control. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Contractor shall perform the Services expeditiously, within the term of this Agreement, and on an annual basis on or around November of each year. If Contractor and/or City determines that additional Services are needed, Parties shall modify and agree upon the frequency of Services in a separate writing. Contractor represents that it has the skilled personnel required to perform the Services in conformance with such conditions.

3.2.3 Conformance to Applicable Requirements. All work prepared by Contractor shall be subject to the approval of City.

3.2.4 Substitution of Key Personnel. Contractor has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Contractor may substitute other personnel of at least equal competence and experience upon written approval of City. In the event that City and Contractor cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to City, or who are determined by City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by Contractor at the request of City. The key personnel for performance of this Agreement are as follows: Paul Snelgrove.

3.2.5 City's Representative. City hereby designates Eric Lucero, or his designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of City for all purposes under this Agreement. Contractor shall not accept direction or orders from any person other than City's Representative or his designee.

3.2.6 Contractor's Representative. Contractor hereby designates Chris Catania, or his designee, to act as its representative for the performance of this Agreement ("Contractor's Representative"). Contractor's Representative shall have full authority to represent and act on behalf of Contractor for all purposes under this Agreement. Contractor's Representative shall

supervise and direct the Services, using his or her best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.7 Coordination of Services. Contractor agrees to work closely with City staff in the performance of Services and shall be available to City's staff, contractors and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by contractors in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the calling necessary to perform the Services. Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Contractor represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including any required business license, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Contractor shall perform, at its own cost and expense and without reimbursement from City, any services necessary to correct errors or omissions which are caused by Contractor's failure to comply with the standard of care provided for herein, and shall be fully responsible to City for all damages and other liabilities provided for in the indemnification provisions of this Agreement arising from the Contractor's errors and omissions. Any employee of Contractor or its subcontractors who is determined by City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to City, shall be promptly removed from the Project by Contractor and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with Services. If Contractor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to City, Contractor shall be solely responsible for all costs arising therefrom. Contractor shall defend, indemnify and hold City, its officials, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10 Insurance.

(a) Time for Compliance. Contractor shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Contractor, its agents, representatives, employees or subcontractors. Contractor shall not commence work under this Agreement until it has provided evidence satisfactory to City that it has secured all insurance required under this section. In addition, Contractor shall not allow

any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to City that the subcontractor has secured all insurance required under this section.

(b) Types of Required Coverages. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, Contractor in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance.

(i) Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as the latest version of the Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least $3,000,000 per occurrence. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

(ii) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as the latest version of Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with minimum limits of $1,000,000 each accident.

(iii) Workers' Compensation and Employer's Liability: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than $1,000,000 per accident for bodily injury and disease.

(c) Endorsements.

(i) The policy or policies of insurance required by Section 3.2.10(b) (i) Commercial General Liability and (ii) Automobile Liability Insurance shall be endorsed to provide the following:

(1) Additional Insured: City, its officials, officers, employees and agents shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Endorsements shall be issued on a combination of ISO CG 20 10 and CG 20 37 or exact equivalents. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Contractor; or (4) contain any other exclusions contrary to the Agreement.

(2) Primary Insurance and Non-Contributing Insurance: This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the City, its officials, officers, employees and agents shall not contribute with this primary insurance.

(3) Severability: In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether

named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.

(4) Cancellation: The policy shall not be canceled, or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon City except ten (10) days prior written notice shall be allowed for non-payment of premium.

(5) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the City, its officials, officers, employees, and agents.

(6) Duties: Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the City, its officials, officers, employees and agents.

(7) Applicability: That the coverage provided therein shall apply to the obligations assumed by Contractor under the indemnity provisions of the Agreement unless the policy or policies contain a blanket form of contractual liability coverage.

(ii) The policy or policies of insurance required by Section 3.2.10(b) (iii) Workers' Compensation shall be endorsed, as follows:

(1) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the City, its officials, officers, employees and agents.

(2) Cancellation: The policy shall not be canceled, or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon City except ten (10) days prior written notice shall be allowed for non-payment of premium.

(d) Deductible. Any deductible or self-insured retention must be approved in writing by City and shall protect the City, its officials, officers, employees and agents in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

(e) Evidence of Insurance. Contractor, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by City. The certificates and endorsements for each insurance policy shall be signed by

a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with City. If such coverage is cancelled or reduced, Contractor shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

(f) Failure to Maintain Coverage. Contractor agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to City. City shall have the right to withhold any payment due Contractor until Contractor has fully complied with the insurance provisions of this Agreement.

In the event that Contractor's operations are suspended for failure to maintain required insurance coverage, Contractor shall not be entitled to an extension of time for completion of the work because of production lost during suspension.

(g) Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A-:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

(h) Insurance for Subcontractors. Contractor shall be responsible for causing subcontractors to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding City as an Additional Insured to the subcontractor's policies.

3.2.11 Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life-saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Fees and Payments.

3.3.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit “B”. The well maintenance fees for the first year shall not exceed the amounts specified in Exhibit “B.” For each subsequent year within the term, on the anniversary date of this Agreement, the well maintenance fees and the mobilization fees in Exhibit A shall increase by five percent (5%) annually. Contractor may charge for the increase in cost of carbon dioxide beyond the base rate/per ton by its supplier by providing proof of cost increases for that particular calendar year to the City. As of the Effective Date, the base rate for carbon dioxide per ton is Eight Hundred Dollars ($800)

and the estimated carbon dioxide volume needed to service Wells #2 and #6 are 10,000 pounds, or five (5) tons. Contractor shall furnish proof of increased carbon dioxide costs and the quantity of carbon dioxide used to service Wells #2 and #6. Extra Work may be authorized by mutual agreement by the Parties in writing.

3.3.2 Payment of Compensation. Contractor shall submit to City a statement describing the amount of Services and supplies provided following the completion of annual Services. City shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Contractor shall not be reimbursed for any expenses unless authorized in writing by City.

3.3.4 Extra Work. At any time during the term of this Agreement, City may request that Contractor perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from City's Representative.

3.3.5 "RESERVED"

3.3.6 California Labor Code Requirements

(a) Contractor is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. Contractor shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Contractor and all subcontractors to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

(b) If the Services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Contractor and all subcontractors performing such Services must be registered with the Department of Industrial Relations. Contractor shall maintain registration for the duration of the Project and require the same of any subcontractors, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall

not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

(c) This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Contractor's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor that affect Contractor's performance of Services, including any delay, shall be Contractor's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Contractor caused delay and shall not be compensable by the City. Contractor shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor.

3.4 Accounting Records.

3.4.1 Maintenance and Inspection. Contractor shall maintain complete and accurate records with respect to all costs and expenses incurred and fees charged under this Agreement. All such records shall be clearly identifiable. Contractor shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Contractor shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.5 General Provisions.

3.5.1 Termination of Agreement.

(a) Grounds for Termination.

(i) City may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Contractor shall be compensated only for those services which have been fully and adequately rendered to City through the effective date of the termination, and Contractor shall be entitled to no further compensation.

(ii) Contractor may not terminate this Agreement except for cause. Cause includes but is not limited to: (1) non-payment by City for an invoice for any sum due to Contractor; (2) non-performance by City of any provision of the Agreement; (3) voluntary or involuntary bankruptcy proceedings of either Party. Contractor shall provide at least thirty (30) days' written notice to City before the effective date of such termination with an opportunity to cure within said thirty (30) days. Contractor acknowledges that City shall have the sole discretion to undertake any immediate, necessary steps to abate the safety/emergency concerns, including the removal and destruction of the equipment. City shall have the sole discretion to determine whether a safety/emergency concerns exists. City shall incur no liability or obligations upon exercising any of the termination rights listed herein.

(b) Cure Period. The Parties shall have thirty (30) days to cure any deficiency in the performance of the Agreement from the date that the deficiency is discovered as stated in the written notice. Parties shall give written notice of any deficiency pursuant to Section 3.5.2. In the event of an safety/emergency concern, Parties shall not have the ability to cure; and the provisions pertaining to safety/emergency concerns in Section 3.5.1(a) shall control.

(c) Effect of Termination. If this Agreement is terminated as provided herein, City may require Contractor to provide all finished or unfinished documents and data, and other information of any kind prepared by Contractor in connection with the performance of Services under this Agreement, excluding all data considered proprietary to Contractor, relating to the proprietary know how of its patented technology. Contractor shall be required to provide such document and other information within fifteen (15) days of the request. Contractor shall, at its sole cost and expense, remove any equipment it installed and restore the site of the Project to its original condition within thirty (30) days.

(d) Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Contractor:

Subsurface Technologies, Inc.
40 Stone Castle Road
Rock Tavern, NY 12575
Attn: Chris Catania

City:

City of Winters
318 1st St.
Winters, CA 95694
Attn: Jeremy Craig, City Manager

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.4 Attorneys' Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the

prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all costs of such action.

3.5.5 Indemnification. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold City, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged negligent acts, omissions or willful misconduct of Contractor, its officials, officers, employees, agents, subcontractors and subcontractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages, attorneys' fees and other related costs and expenses. Contractor shall defend, at Contractor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against City, its officials, officers, employees, agents or volunteers. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against City or its officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Contractor shall reimburse City and its officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs, including reasonable attorneys' fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by City or its officials, officers, employees, agents or volunteers. This Section 3.5.5 shall survive any expiration or termination of this Agreement.

3.5.6 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be supplemented, amended or modified by a writing signed by both Parties.

3.5.7 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Yolo County.

3.5.8 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.5.9 City's Right to Employ Other Contractors. City reserves the right to employ other Contractors in connection with this Project.

3.5.10 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

3.5.11 Assignment or Transfer. Contractor shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of City, which shall not be unreasonably withheld. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.12 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be

construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not workdays. All references to Contractor include all personnel, employees, agents, and subcontractors of Contractor, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.5.13 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.5.14 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.5.15 No Third-Party Beneficiaries. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties.

3.5.16 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.17 Prohibited Interests. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.18 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer, and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Contractor shall also comply with all relevant provisions of any minority business enterprise program, affirmative action plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.5.19 Labor Certification. By its signature hereunder, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in

accordance with the provisions of that Code and agrees to comply with such provisions before commencing the performance of the Services.

3.5.20 Intellectual Property; California Public Records Act. City shall not disclose any confidential trade secrets, or any other similar materials that may be included as part of this Agreement. Contractor acknowledges and understands that City is subject to the provisions of the California Public Records Act (California Government Code section 7920.000 *et seq.* (formerly California Government Code section 6250 *et. seq.*)), and City may be required to disclose aforesaid materials upon a public records request. Although the California Public Records Act recognizes that certain confidential trade secrets may be protected from disclosure, City may not be in a position to establish the information that Contractor submits is a trade secret. If a request is made for information marked "Confidential", "Trade Secret," or "Proprietary", City will provide Contractor with reasonable notice to seek protection from disclosure by a court of competent jurisdiction. City is not obligated to attempt to protect aforesaid materials and will merely notify Contractor that a Public Records Act request has been received.

3.5.21 Warranties. The Parties acknowledge, the Services will be performed for Wells #2 and #6, which are equipped with Aqua Gard equipment previously installed by USG as of the Effective Date, and as such Contractor is not responsible, nor assumes any liability related to the current or future condition of said equipment that Contractor did not install. For all new Aqua Gard installations requested by City that Contractor installs, Contractor shall warrant the equipment based on the manufacturer's warranty. Contractor shall also maintain, and repair, any defects in workmanship and installation during the term of the Agreement for all new Aqua Gard installations that Contractor installs at Contractor's expense. However, any repair or defect in workmanship for the Aqua Gard equipment installed in Wells #2 and #6 as of the Effective Date shall be at the City's expense.

3.5.22 Except in the case of emergency, which includes the failure of any well or appurtenance to the well, only Contractor or personnel trained by Contractor shall install, operate maintain, and repair the Aqua Gard equipment and, City shall not permit any of its employees or others under its control, except as authorized by Contractor, to operate the system. City shall notify Contractor immediately of any breakdown, malfunction, or other evidence that the Aqua Gard equipment may need to be serviced.

3.5.23 Authority to Enter Agreement. Contractor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.5.24 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.5.25 Employment Adverse to City. Contractor shall notify City, and shall obtain City's written consent, prior to accepting work to assist with or participate in a third-party lawsuit or other legal or administrative proceeding against City during the term of this Agreement.

3.5.26 Conflict of Employment. Employment by Contractor of personnel currently on the payroll of City shall not be permitted in the performance of this Agreement, even though

such employment may occur outside of the employee's regular working hours or on weekends, holidays or vacation time. Further, the employment by Contractor of personnel who have been on City's payroll within one year prior to the date of execution of this Agreement, where this employment is caused by and or dependent upon Contractor securing this or related Agreements with City, is prohibited.

3.5.27 Survival. All rights and obligations hereunder that by their nature are to continue after any expiration or termination of this Agreement, including, but not limited to, the indemnification and confidentiality obligations, and the obligations related to receipt of subpoenas or court orders, shall survive any such expiration or termination.

3.5.28 Subcontracting. Contractor shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

SIGNATURE PAGE FOR
CITY OF WINTERS
AGREEMENT
FOR WELL MAINTENANCE SERVICES

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

CITY OF WINTERS

Jeremy Craig
City Manager

Approved as to form:

Ethan Walsh, City Attorney

Attest:

Jeremy Craig, City Clerk

SUBSURFACE TECHNOLOGIES, INC.

Chris Catania, President & CEO

Winters Business License No./Exp. Date:

Exhibit "A"
SCOPE OF SERVICES

Water Well Maintenance

1. Contractor will service the wells using the existing Aqua Gard System ("Equipment") installed in Wells # 2 and #6. Well #2 is located at 20 East Street, Winters, CA and Well #6 is located at 501 East Main Street, Winters, CA. A minimum of one well maintenance service for each well shall be performed each calendar year.
2. Contractor will conduct a performance test annually and provide a written report of the findings of the wells and pump performance to the City following each annual test.
3. Contractor will determine whether any future well rehabilitation is needed based on the specific capacity of the wells and communicate that to the City.

Contractor shall provide personnel to respond to any emergency related to Contractor's Equipment on a twenty-four (24) hour basis year-round. Contractor shall undertake best efforts to provide and maintain maximum well yields and efficiencies with the understanding that raw water quality, operating conditions, aquifer limitations and historical maintenance may affect current production rates and efficiency. Contractor shall cooperate with City to achieve maximum well yields and efficiencies and the highest efficiencies at the lowest interval cost to City. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto, if any, and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

EXHIBIT "B"
COMPENSATION

MINIMUM SERVICE

- PARTIES AGREE THAT A MINIMUM OF 1 AQUA GARD SERVICE SHALL BE PERFORMED EACH YEAR FOR WELL #2 AND WELL # 6, RESPECTIVELY.

WELL #2

- ANNUAL MOBILIZATION / DE-MOBILIZATION FEE: $1,995.00
- ANNUAL AQUA GARD MAINTENANCE FEE: $ 12,000.00
- ESTIMATED AQUA GARD CO_2 VOLUME: 6,000 LBS
- CO_2 BASE RATE/TON: $800.00*

WELL #6

- ANNUAL MOBILIZATION / DE-MOBILIZATION FEE: $1,995.00
- AQUA GARD MAINTENANCE FEE: $ 10,400.00
- ESTIMATED AQUA GARD CO_2 VOLUME: 4,000 LBS
- CO_2 BASE RATE/TON: $800.00*

***** Contractor may charge for the increase in cost of carbon dioxide beyond the base rate/per ton by its supplier by providing proof of cost increases for that particular calendar year to the City.

Minutes of the Regular Meeting of the Winters City Council Held October 15, 2024

Mayor Pro Tem Albert Vallecillo Called the meeting to order at 6:32 PM

Present: Council Members Richard Casavecchia, Jesse Loren, Carol Scianna, Mayor Pro Tem Albert Vallecillo

Absent: Mayor Bill Biasi

Staff: City Manager Jeremy Craig, Joanna Gin, Eric Lucero, Cathy Matthews, Fire Chief Jack Snyder, Zorina Treat

PLEDGE OF ALLIEGENCE
Council Member Richard Casavecchia led the Pledge of Allegiance.

APPROVAL OF THE AGENDA
City Manager Jeremy Craig requested item 7B, the Presentation Proclamation for Breast Cancer Awareness Week, be moved ahead of item A, regarding Valley Clean Energy. Additionally, due to a fire in Dixon, item C, which involves a presentation to Fire Captain Matt Schechla, will be moved to the agenda for the following City Council meeting.

Motion by Council Member Loren, seconded by Council Member Casavecchia to approve the agenda as amended. Motion carried with the following vote:

AYES: Council Members Richard Casavecchia, Jesse Loren, Carol Scianna, Mayor Pro Tem Albert Vallecillo

NOES: None

ABSTAIN: None

ABSENT: Mayor Bill Biasi

COUNCIL/STAFF COMMENTS
Verbal updates were provided by Council Members.

PUBLIC COMMENTS
Kate Laddish expressed gratitude to the Winters Fire Department and Police Department for hosting a successful Public Safety Open House. She praised the involvement of various organizations and noted how events like this help strengthen community bonds, build trust, and improve communication. Laddish thanked Fire Chief Jack Snyder and Police Chief John Miller for their leadership and Chief Miller for his 8 years of service with the City of Winters.

CONSENT CALENDAR

6.A. Adopt a Resolution Appointing Joseph Kreins as Interim Chief of Police pursuant to California Government Code Section 21221(h)

6.B. Resolution 2024-66 Approving the License Agreement with Tauzer Apiaries, Inc. for Access to City Property to Host Bees

6.C. Minutes of the Regular Meeting of the Winters City Council Held on October 1, 2024

City Manager Jeremy Craig provided an overview of the consent calendar items.

Motion by Council Member Loren, seconded by Council Member Scianna to approve the consent calendar. Motion carried with the following vote:

AYES: Council Members Richard Casavecchia, Jesse Loren, Carol Scianna, Mayor Pro Tem Albert Vallecillo

NOES: None

ABSTAIN: None

ABSENT: Mayor Bill Biasi

Mayor Pro Tem Vallecillo acknowledged Chief Miller's significant contributions, highlighting how he modernized the police department and strengthened community connections through outreach efforts. While a formal recognition is planned, Vallecillo emphasized that Chief Miller's leadership has had a lasting and positive impact on the city, and his presence will be greatly missed.

PRESENTATIONS

7.B. Presentation and Proclamation Recognizing October 2024 as National Breast Cancer Awareness Month and Acknowledging the Local Efforts of Thriving Pink.

Mayor Pro Tem Albert Vallecillo announced Presentation 7A, recognizing October 2024 as National Breast Cancer Awareness Month. He also acknowledged local efforts to promote the "Thriving in Pink" initiative and requested a motion to approve the Proclamation.

Motion by Council Member Loren, seconded by Scianna to approve recognizing October 2024 as National Breast Cancer Awareness Month. Motion carried with the following vote:

AYES: Council Members Richard Casavecchia, Jesse Loren, Carol Scianna, Mayor Pro Tem Albert Vallecillo

NOES: None

ABSTAIN: None

ABSENT: Mayor Bill Biasi

Leslie Hunter, executive director of Thriving Pink, expressed gratitude for the Council's recognition of Breast Cancer Awareness Month. She highlighted the organization's ongoing efforts in Winters, including participation in local health events and collaborations with Winters Healthcare to support breast cancer patients. Hunter emphasized the importance of providing free programs and services to residents, including Spanish-language education on breast cancer and genetic risks. A breast cancer survivor, Patricia Cisneros, shared her mentorship role within the underserved Spanish-speaking community. High school students Kendra Cabrera and Karen Covarrubias presented their senior project, which focuses on raising breast cancer awareness through bilingual outreach.

7.A. Presentation from Mitch Sears, Valley Clean Energy

Mitch Sears, Executive Officer for Valley Clean Energy (VCE), presented an overview of the Community Choice Aggregation (CCA) program, highlighting VCE's achievements, customer retention strategies, and financial health. VCE manages the generation portion of electricity bills, while PG&E oversees transmission and distribution, with over 90% customer retention across Yolo County. Since its establishment, they have sourced 80% of its energy from renewable sources, saving customers $3.5 million. VCE's programs focus on expanding electric vehicle (EV) charging infrastructure, introducing the Agfit Program to optimize agricultural energy use. Customer engagement efforts are strong; financially, VCE is debt-free, with plans to implement virtual power plants and offer more rate options for customers.

7.C. Presentation of the National Fire Academy Managing Fire Officer Program certificate to Fire Captain Matthew Schechla

Due to Captain Schechla being away, the presentation will be postponed to the next meeting.

DISCUSSION ITEMS

NONE

CITY MANAGER REPORT

City manager Jeremy Craig stated that this weekend, a Public Safety Power Shutoff (PSPS) event is expected; Fire Chief Snyder is working with Yolo County to identify affected addresses. Around 9 locations near Winters, including some outside the city limits, may experience power shutoffs. Updates will be shared on social media as more information becomes available. Starting Thursday, a fire weather warning is also in effect due to high winds, low humidity, and dry conditions. Residents are urged to be cautious with outdoor activities, as fire risk remains high through Saturday.

INFORMATION ONLY

NONE

ADJOURNMENT

Meeting adjourned at 7:36 PM

_____

Albert Vallecillo, MAYOR PRO TEMPORE

ATTEST:

_____

Zorina Treat, Deputy City Clerk

CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers

DATE: November 5, 2024

FROM: Cathy Mathews, Director of Administrative Services

SUBJECT: Receive the Citywide Classification and Compensation Study Report and Proposed Updated Job Descriptions/Classifications.

RECOMMENDATION:

1. Receive the Citywide Classification and Compensation study report provided by Management Strategies Group of Sloan, Sakai, Yeung & Wong LLP, which includes the consultant's findings and recommendations.
2. Receive updated proposed job descriptions/classifications.

SUMMARY

On January 16, 2024, City Council awarded an agreement to Sloan, Sakai, Yeung & Wong LLP for Classification and Compensation Study Services with Resolution 2024-03. This report summarizes the study's findings.

DISCUSSION/ANALYSIS

A classification and compensation plan is the foundation of a Human Resources system. It establishes the framework used for the City's staff positions and includes the creation and maintenance of the classification system, compensation structures and the policies and procedures associated with career development and pay practices. As a best practice, cities regularly engage in classification and compensation studies to address changes in operations, organizational structure, reporting relationships, and staffing, which may have affected the type, scope, level, and classification of work being performed by employees. It is also critical to evaluate compensation to determine a city's competitiveness in the marketplace. The information from both components of the study provides valuable data for classification review and compensation evaluation, which will increase the City's ability to attract and retain a quality labor force.

Prior to commissioning a professional class and compensation study, Human Resources staff worked with Management to review individual classifications and update classification specifications as requested. The City has, over the years, provided compensation adjustments and informal reviews of department compensation have been conducted. However, formal and professional Citywide compensation surveys were not conducted.

The classification study encompassed 25 classes, all City departments, and six employee groups with the following strategies and methodologies: Job analysis to identify the essential duties and responsibilities of each job class which involved a process of reviewing questionnaires completed by incumbents and personal interviews with staff. Data collection from a variety of sources, including employee surveys, interviews with staff, and interviews with supervisors and managers. This data was used to identify the key skills, knowledge, and abilities required for each job class and changes in job duties/responsibilities. Revising class specifications included in the study were re-formatted, modified, re-drafted, and in some cases re-titled based on their duties, responsibilities, skill requirements, and knowledge requirements.

The methodologies for the compensation study are typical of those used throughout the public sector. The comparative cities utilized for the study were Auburn, Davis, Dixon, Galt, Marysville, Oroville, Placerville, Rocklin, Vacaville and West Sacramento as these agencies are already contained in one MOU. Page 7 and 8 of the study identified the classes surveyed and those tied to a surveyed class. The Consultant then reviewed classification plans in comparator agencies and selected the most appropriate matches to survey classes, collect and analyzed salary and benefit data and prepare recommendations. Key findings and observations resulting from the consultant's compensation survey and data analyses are contained in Appendix A. Considerations and recommendations are contained in Appendix B.

The final phase of the study is the update of job descriptions. Many of the City's classes had an undetermined age and visually appear to be more than 20 years old. The consultant has proposed changes to the job descriptions based on their review and the information they were provided during meetings with employees and management. Human Resources frequently updates job descriptions when changes are identified throughout the year (often when a recruitment is being planned); however, job duties and requirements evolve over time due, in part, to changes in the way we do business, updates to technology, or updates to professional certification and license programs and requirements. The goal was to ensure that those changes are reflected so that the

job descriptions keep pace with the essential job functions as they are being performed today. Throughout the process, employees and management have had input. The proposed job description updates (Attachment B, 1-25) will be reviewed with the affected employees, managers, and employee groups (if applicable) prior to returning final proposals to Council for adoption.

SUMMARY OF CLASSES REVIEWED AND RECOMMENDED TITLE.

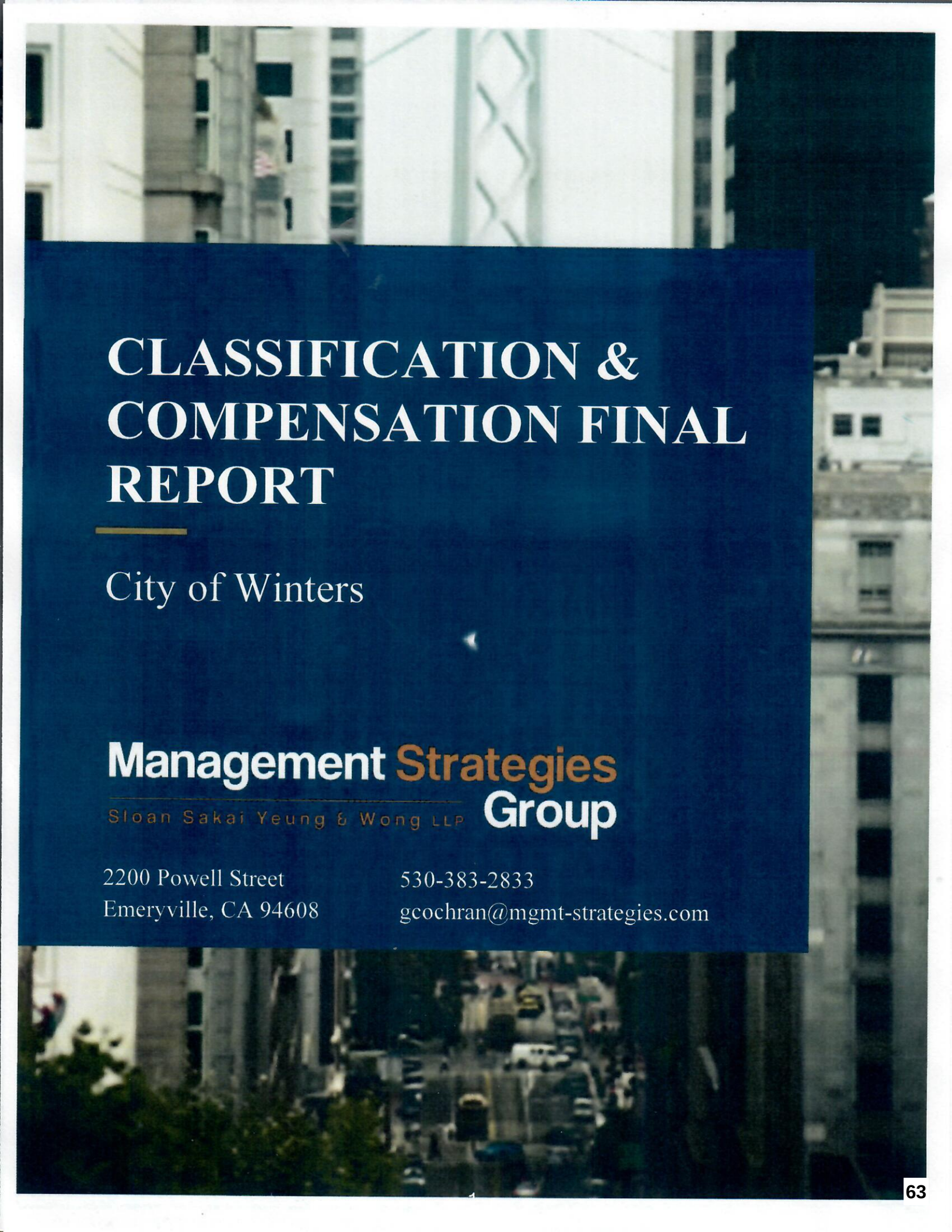
City Class Reviewed	**Recommended Title**
Building Official	Building Official
Development Services Technician I/II	Development Services Technician I/II
Senior Planner	Senior Planner
City Manager	City Manager
Executive Assistant to City Manager/Deputy City Clerk	Executive Assistant to City Manager/Deputy City Clerk
Accountant	Accountant Accounting/Payroll Technician
Records Clerk I/II	Fiscal/Administrative Clerk I/II
Senior Accountant	Senior Accountant
Director of Administrative Services	Director of Administrative Services
Human Resources/Administrative Services Technician	Human Resources Technician
Fire Captain	Fire Captain
Fire Chief	Fire Chief
Fire Engineer	Fire Engineer
Firefighter	Firefighter
Administrative Coordinator – Police Department	Administrative Coordinator – Police Department
Community Services Officer I/II	Community Services Officer I/II
Police Chief	Police Chief
Sergeant	Police Sergeant
Police Officer	Police Officer
Director of Operations & Maintenance	Director of Operations & Maintenance
Facilities Manager	Maintenance Manager
Maintenance Worker II	Maintenance Worker I/II/III
Maintenance Worker III	Maintenance Worker I/II/III
Environmental Services Manager	Environmental Services Analyst

FINANCIAL IMPACT

There is no financial impact associated with receiving this report. There is no financial impact to receiving the proposed classifications. Financial impacts related to implementation of the Classification and Compensation study will be discussed as part of the annual goal setting and budgeting process.

ATTACHMENT(S):

A - Classification and Total Compensation Study Report, Sloan, Sakai, Yeung & Wong LLP
Appendix A
Appendix B
B – Proposed Job Descriptions/Classifications (24)



CLASSIFICATION & COMPENSATION FINAL REPORT

City of Winters

Management Strategies Group

Sloan Sakai Yeung & Wong LLP

2200 Powell Street
Emeryville, CA 94608

530-383-2833
gcochran@mgmt-strategies.com

Management Strategies Group
Sloan Sakai Yeung & Wong LLP

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Classification Study

Introduction

The Management Strategies Group, a division of Sloan Sakai Yeung & Wong LLP ("Sloan Sakai" or "the consultants"), was selected by the City of Winters ("the City") to conduct a classification and compensation study for all city job classifications. This portion of the report presents the results of the classification study, including study steps, methods, and outcomes. The methodologies described in this report are typical of those used throughout the public sector, employing best industry practices informed by our expertise. We view our role as a partner with our clients, with the common objective of ensuring equitable classification and compensation solutions.

The study included the following tasks:

- Finalize work plan and conduct orientation meetings with City.
    - Confirm study objectives and processes, employee questionnaire, classes to be studied, and data gathering methodology.
- Distribute questionnaires to identified staff.
- Review questionnaires from staff, conduct personal interviews with staff as necessary.
- Update class specifications and review with City.
- Finalize class specifications.

Strategies and Methods

The classification study employed the following strategies and methodologies:

1. *Job analysis*: A job analysis was conducted to identify the essential duties and responsibilities of each job class. This involved a process of reviewing questionnaires completed by incumbents and personal interviews with staff.
2. *Data collection*: Data was collected from a variety of sources, including employee surveys, interviews with staff, and interviews with supervisors and managers. This data was used to identify the key skills, knowledge, and abilities required for each job class and changes in job duties/responsibilities.
3. *Revising class specifications*: The City's class specifications included in the study were re-formatted, modified, re-drafted, and in some cases re-titled based on their duties, responsibilities, skill requirements, and knowledge requirements.

Key Objectives

***Fair and Equitable Compensation*:** By grouping jobs into classes based on their relative worth, a classification study establishes a fair and consistent basis for determining employee compensation.

This helps ensure that employees are paid equitably for their work, promoting employee satisfaction, and reducing pay inequities.

***Effective Recruitment and Selection*:** Accurate job classifications provide a clear understanding of the skills, knowledge, and abilities required for each job, enabling the organization to develop targeted recruitment strategies and select the most qualified candidates for each position.

***Sound Career Development*:** A well-defined classification system facilitates career path planning and development. Employees can understand the skills and experience required to advance within their career fields, and the organization can provide targeted training and development opportunities.

***Improved Performance Management*:** Classification studies can identify performance expectations and standards for each job class. This provides a clear framework for performance management, enabling supervisors to provide effective feedback, coaching, and performance appraisals.

***Enhanced Organizational Efficiency*:** By grouping similar jobs into classes, classification studies can streamline administrative processes such as training, payroll, and benefits administration. This can lead to cost savings and improved operational efficiency.

***Legal Compliance*:** Classification studies help organizations comply with labor laws and regulations related to equal pay and non-discrimination. By ensuring that job classifications are based on objective criteria, organizations can minimize the risk of legal challenges.

In summary, classification studies play a crucial role in establishing a fair, equitable, and efficient work environment. They help organizations attract and retain top talent, promote employee satisfaction, and achieve their overall business goals.

Anatomy of the Class Specifications

Typically, class specifications are grouped into sections:

- **Title**
  - A brief description of the class that is consistent with other titles in the same occupational area.

- **Definition**
  - A description of the job which gives an indication of the type of supervision received and/or exercised, the scope and level of the work and anything that is unusual or unique about the work being performed.
- **Supervision Exercised/Received**
  - Which class(es) are supervised by the position, the level of work direction or supervision provided to that class, and the type/level of work direction received by the class.
- **Class Characteristics**
  - Clarifies the most important aspects of the class that distinguish it from the next higher or lower class, or the position of the class within a series.
- **Examples of Important/Essential Duties**
  - A list of the major/typical duties to define the scope and level of the class. This section is illustrative only and should state that the listed duties are not all encompassing, and that management reserves the right to add, modify, change, or delete work assignments of position and that it has the right to make reasonable accommodations as determined necessary.
- **Competencies**
  - The knowledge of and ability needed to perform in the class.
- **Qualifications**
  - The education, experience, certifications, and licenses needed. Often stated as 'equivalent to' to recognize that absent a law or other legal requirement, there are multiple ways to qualify for a position.
- **Physical Demands**
  - The physical abilities required for performing the work, often stated as a broad brush and includes features such as stooping, kneeling, crawling, lifting, pushing, and pulling. In agencies with extremely physical jobs who conduct pre-employment physicals, this is used to assess the ability/limitations of a candidate to perform in the job.
- **Environmental Elements**
  - The working environment (e.g., office/field setting), noise levels, temperatures, and types of people encountered while performing the work.

Classification Study Summary

The City's class system consists of a total of 25 classes. Many of the classes have an undetermined age and visually appear to be more than 20 years old. Others were created/updated in 2023.

The list of classes and the details relating to the study (methodology, outcome, etc.) are included in Appendix A and final draft class specifications are included in a separate zip file. Appendix B includes a discussion of the Accountant, the Environmental Services Manager (Analyst) class, and the Records Clerk I/II (Administrative/Fiscal Clerk I/II) which have unique circumstances and are discussed in Appendix B in detail. Also included in Appendix B are observations and/or recommendations relating to other classes such as Administrative Coordinator and Community Services Officer I/II.

Summary of Classes Reviewed

City Class Reviewed	Recommended Title	Note:
Building Official	Building Official	
Development Services Technician I/II	Development Services Technician I/II	
Senior Planner	Senior Planner	
City Manager	City Manager	
Executive Assistant to City Manager/Deputy City Clerk	Executive Assistant to City Manager/Deputy City Clerk	Discussed in Appendix B
Accountant	Accountant Accounting/Payroll Technician	Discussed in Appendix B
Records Clerk I/II	Fiscal/Administrative Clerk I/II	Discussed in Appendix B
Senior Accountant	Senior Accountant	
Director of Administrative Services	Director of Administrative Services	
Human Resources/Administrative Services Technician	Human Resources Technician	
Fire Captain	Fire Captain	
Fire Chief	Fire Chief	
Fire Engineer	Fire Engineer	
Firefighter	Firefighter	
Administrative Coordinator – Police Department	Administrative Coordinator – Police Department	Discussed in Appendix B
Community Services Officer I/II	Community Services Officer I/II	Discussed in Appendix B

City Class Reviewed	Recommended Title	Note:
Police Chief	Police Chief	
Police Sergeant	Police Sergeant	
Police Officer	Police Officer	
Director of Operations & Maintenance	Director of Operations & Maintenance	Discussed in Appendix B
Facilities Manager	Maintenance Manager	Discussed in Appendix B Combined duties for water, wastewater, storm drains, streets, etc.
Maintenance Worker II	Maintenance Worker I/II/III	Combined I, II, and III levels
Maintenance Worker III	Maintenance Worker I/II/III	Combined I, II, and III levels
Environmental Services Manager	Environmental Services Analyst	Discussed in Appendix B

While an FLSA (Fair Labor Standards Act) review was not a part of the classification study, the current status (exempt/non-exempt) was briefly reviewed to ensure no changes were needed. None of the classes studied appeared to need a FLSA status change.

Compensation Study

Introduction

The Management Strategies Group, a division of Sloan Sakai Yeung & Wong LLP ("Sloan Sakai" or "the consultants"), was selected by the City of Winters ("City") to conduct a classification and compensation study for a number of City job classifications. This report presents the results of the compensation study, including study steps, methods, and outcomes.

The methodologies described in this report are typical of those used throughout the public sector, employing best industry practices informed by our expertise. We view our role as a partner with our clients, with the common objective of ensuring equitable classification and compensation solutions.

The study included the following tasks:

- Meet with City representative to confirm study objectives and processes.
- Confirm survey universe, classes, and data points.
- Review classification plans in comparator agencies and select the most appropriate matches to survey classes.
- Collect and analyze salary and benefit data.
- Prepare and present recommendations.

Compensation Strategies and Methods

Compensation studies are conducted based on three core defining elements:

1. *Definition of the survey universe.*
2. *Identification of the classes to be surveyed.*
3. *Identification of the survey data points.*

Defining the Survey Universe

One of the most important policy components of a compensation plan, and an essential element of the study, involves the identification of the labor market. Ideally, the labor market and comparator agencies include those employers with whom the City directly competes for talent. This usually involves the area in which current employees and prospective applicants live. There are several important criteria which can be utilized in identifying appropriate comparator agencies, including:

- *Past Practice* – It is important to maintain stability in the definition of the labor market. When the identified market is modified substantially for each survey, there is a high likelihood of widely varying outcomes over time. Additionally, unless conditions change dramatically between surveys, or significant problems are identified, there is little rationale for extreme or substantial modification.

- *Geographical Comparability* – All of the most recent survey universe comparators have relied on a combination of factors, including:

- Employers whose services and service models are similar - in this case, all comparator agencies are cities.
- Employers located in the same or nearby service area.
- Employers are located where a substantial percentage of employees and applicants reside.

City staff requested that the following agencies be surveyed as these agencies are already contained in one MOU:

- City of Auburn
- City of Davis
- City of Dixon
- City of Galt
- City of Marysville
- City of Oroville
- City of Placerville
- City of Rocklin
- City of Vacaville
- City of West Sacramento

Survey Classifications

There are three strategies to use when selecting survey classes. Some employers chose to survey all or almost all of their active classifications. Others rely on a limited number of benchmark classes which are chosen to be highly representative of the overall workforce, and generally have counterparts in most survey organizations. Finally, some use a hybrid method wherein certain classes are surveyed as benchmarks along with additional classes for which the employer has some special interest in surveying (e.g., the employer is having recruitment issues with a given class and wants to check on its specific competitiveness). The chart below lists the classes that were surveyed and also the classes that were not surveyed and instead were tied to the surveyed classes.

City Class Surveyed	Related Classes
Building Official	
Development Services Technician I/II	
Senior Planner	
City Manager	
Executive Assistant to City Manager/Deputy City Clerk	
Records Clerk I/II –Fiscal/Administrative Clerk I/II	
Senior Accountant	Accountant Accounting/Payroll Technician
Director of Administrative Services	
Human Resources/Administrative Services Technician	Human Resources Technician
Fire Captain	

City Class Surveyed	Related Classes
Fire Chief	
Fire Engineer	
Firefighter	
Administrative Coordinator – Police Department	
Community Services Officer I/II	
Police Chief	
Police Officer	
Police Sergeant	
Director of Operations & Maintenance	See Appendix B
Facilities Manager	Maintenance Manager; see Appendix B
Maintenance Worker II	Maintenance Worker I/II/III
Environmental Services Manager (Analyst)	Environmental Services Analyst; see Appendix B

Identifying Comparable Classes

Perhaps the most challenging aspect of conducting compensation studies is ensuring that the benchmark classes at survey agencies which are deemed comparable are in fact good matches. While this process is relatively simple for some classes (e.g., Police Officer), it can be more challenging depending on the organization of work, and the organization of the respective classification plans.

Comparability analysis relies, initially, on a review of duties with specific attention to such factors as work orientation, work complexity, education/skill requirements, type and level of decision making, interactions, and scope of supervisory and management duties. While matching is not an exact science, every effort is made to make rational, defensible, and repeatable decisions.

Job matching is never done on the basis of title matching alone. In many cases, the titles of matched positions vary significantly, with duties or qualifications that are the same. In most cases, the matches reported are considered to have a high level of reliability. In a few cases (which would be noted), matches may be less reliable but close enough to base comparability information upon.

Job matches are supported by documentation received from the survey agencies and/or by email or direct conversation with analysts at those agencies. The primary document used in matching is the official job or class description (specification). While these are a necessary baseline for the analysis, they are sometimes out of date, requiring additional research. Other documents such as organizational charts, recruitment bulletins, and budget documents are also used in the analysis. Appendix B provides a discussion of classes which required special consideration.

Survey Data Points

Once the survey agencies have been selected and the comparable classes matched, the final task is to determine the most useful data to load for purposes of determining competitiveness.

Surveys used largely for recruitment purposes tend to focus on base salaries. Salaries come in many different variations, from minimum to midpoint to maximum, and can include control points and bonus pay features. For this survey, the salary data is reported at the monthly maximum. The maximum is usually the salary level that employees reach after years of satisfactory service and is often the one that prospective candidates focus on first. As the City decided to survey some contracted classifications (City Manager, and in some cases, the Department Heads), there were notes made if the incumbents actual salary varied from the top step.

Other forms of cash pay, including longevity at 5 years, and the maximum education or certification pay available to the employee, are also reported. The public safety classes (e.g., Police Officer, Fire Captain) include uniform pay, POST and/or education pay which are common for the industry.

In addition to these forms of 'cash' pay, we also surveyed and reported employer costs related to pension and benefits. For pension, the survey reports the PEPRA (Public Employees' Pension Reform Act) plan employer costs at the normal level, adjusting for any cost sharing implementation. Almost every new employee and a large percentage of current staff receive benefits as allowed under PEPRA (the Public Employee Pension Reform Act). There is a declining group of employees whose retirement benefits predate PEPRA. And, while the benefits of 'Classic' employees do constitute real employer cost, they have virtually no impact on recruitment.

Finally, we surveyed employer contributions towards health, dental, and vision at the family level maximum agency contribution. The value of these benefits varies depending on plan selection and number enrolled. The City has a uniquely generous In-Lieu healthcare benefit, which they elected to include in the survey to help display the impact it has on employees' total compensation. While other benefits are sometimes available to employees, such as life and disability insurance, the costs for these are generally negligible, and thus not included.

Survey Statistics

Surveys generate a wealth of information, but the raw data itself offers little meaning; it is simply a large volume of numbers. Consultants and employers must analyze and organize the data through a statistical lens to offer a clearer picture of and add meaning to the data.

We suggest that a reader use caution as they review the data. It is easy to conclude that the analysis supports a current pay program or proves it is above or below an ideal point. However, this "ideal point" is not an abstract or a specific industry standard. Rather, it should be directly linked to the employer's compensation plan, and especially the preferred market position which the employer has selected. The data and analysis can either confirm the desired market position or demonstrate a deviation. A deviation does not necessarily represent the need for rigid compensation adjustment, rather, it is intended to visualize and compare the employer's current program against their pay objectives, and aid in the decision-making process during negotiations and dispute resolution.

There are three classic statistical measures, generally known as the measures of central tendency: mean, median, and mode. It is by the application of one or both of the first two measures that we are able to access meaning from the data. Mean, or average, is a simple addition of all observations divided by the number of observations. While this measure may be the most familiar, it is sensitive to outliers or extreme data, which can have a disproportionate impact on the results, especially with smaller sample sizes. An unusually high or low salary for a match at one agency can push the average in a direction that obscures the fact that the employer has salaries on par with the rest of their survey universe. Median is the midpoint of the distribution of observations and is much less susceptible to outliers. While there is some debate on which measure yields the most useful and accurate results, median is typically recommended in studies with a smaller number of observations, such as this one.

Besides utilizing one or both of the measures, data may also be presented in a ranked display, showing relative standing. This offers an interesting display but does not illuminate differences between ranks. Additional checks on data can be added, such as evaluating data against a normal distribution or bell curve. In this survey, both mean and median are reported to better evaluate such deviations. The existence of deviation from normal does not demonstrate any flaw in data collection. It simply helps recognize varying outcomes using different measures.

Data Summaries and Meaning

Each position had data analyzed at the salary-only, wages and pension, and total compensation level (both with family level health benefits and in-lieu health pay). It is not always clear how each supports the core recruitment, retention, and reward objectives of the compensation plan. We can conclude that the salary column is most important for initial recruitment, as the most easily accessible metric that applicants have to compare different employers. However, most applicants and current staff are less concerned about the cost of benefits and more about the value to them.

Generally, consultants consider outcomes which are 5% +/- of the market to be competitive and at market. Outcomes which are more than 5% above the market median indicate a highly competitive position. And outcomes which are more than 5% below the median indicate a less competitive position. These statistical outcomes are one factor in the process of compensation management and should not be used as the sole basis for future adjustments.

Compensation Survey Results

Appendix A documents the key findings and observations resulting from the consultant's compensation survey and data analyses. The focus of the compensation analysis is to identify significant differences in the pay practices of the City as compared to the survey agencies. Note that all salary and benefit data is representative of the latter portion of FY 23/24. Appendix B further identifies comparable compensation recommendations for those classes having a lack of matches or inconsistent matches.

Management Strategies Group
Sloan Sakai Yeung & Wong LLP

Appendix A:

Surveys

SloanSakai

Sloan Sakai Yeung & Wong LLP

Survey Agency
Title: Summary
Analysis Date: July 2024

Classification	Variance from TC Median	Variance from TC Average	Variance from TC Med with in-lieu	Variance from TC Avg with in-lieu
Police Officer	-1.68%	-5.85%	0.00%	-0.22%
Police Sergeant	-1.65%	-8.66%	0.00%	-3.95%
Police Chief	-16.70%	-14.14%	-14.26%	-11.44%

SloanSakai

Sloan Sakai Yeung & Wong LLP

Survey Agency
Title: Summary
Analysis Date: July 2024

Classification	Variance from TC Median	Variance from TC Average	Variance from TC Med with in-lieu	Variance from TC Avg with in-lieu
Fire Captain	-1.60%	-3.24%	0.13%	1.35%
Fire Engineer	0.00%	-0.95%	1.26%	3.55%
Fire Chief	-20.36%	-15.68%	-16.73%	-13.79%

SloanSakai

Sloan Sakai Yeung & Wong LLP

Survey Agency
Title: Summary
Analysis Date: July 2024

Classification	Variance from TC Median	Variance from TC Average	Variance from TC Med with in-lieu	Variance from TC Avg with in-lieu
Administrative Coordinator - Police	29.10%	23.59%	38.92%	33.75%
Building Official	-11.76%	-9.58%	-6.53%	-4.98%
City Manager	-8.59%	-13.41%	-5.20%	-10.29%
Community Services Officer	7.11%	9.27%	17.22%	21.26%
Exec. Asst. to CM/Deputy City Clerk	-5.43%	-7.32%	-1.83%	0.20%
Development Services Technician II	2.84%	6.62%	17.75%	18.00%
Director of Admin Services	-11.58%	-16.23%	-7.24%	-13.26%
Director of Operations & Maintenance	-7.19%	-10.17%	-4.24%	-6.94%
Maintenance Manager	0.41%	-3.22%	1.80%	2.95%
HR/Admin. Services Tech	1.40%	1.13%	8.12%	10.45%
Maintenance Worker II	3.37%	3.55%	11.81%	14.85%
Records Clerk II	0.00%	-2.97%	7.88%	7.06%
Senior Accountant	12.46%	21.41%	18.72%	30.69%
Senior Planner	5.77%	5.83%	14.98%	12.53%

Management Strategies Group
Sloan Sakai Yeung & Wong LLP

Appendix B:

Considerations and Recommendations

Appendix B Considerations & Recommendations

Classification Considerations/Recommendations

As part of the classification study of the positions in the City of Winters, there were three (3) classes that the consultant identified as 'of concern' for a variety of reasons. The discussion is below.

Accountant

The City currently employs an individual holding the title of Accountant. The incumbent completed a position description questionnaire (PDQ) which was reviewed by the consultant. Missing from the PDQ was the very essence of the industry standard duties of a professional Accountant. While the Accountant class specification in the City included the responsibility for payroll processing, this is out of sync from industry standards in that the current position enters timesheet data, processes the payroll, and creates and submits required CalPERS reports, payments, etc., however, this work is overseen and reviewed by the Senior Accountant. The incumbent also spends a fair amount of time processing and coding vendor payments similar to an Account Clerk position. There are no other professional accounting duties identified as being performed. The person in this position is not performing the following tasks which encompass the basic expectation of an entry and/or journey level accountant:

- Reconciling and balancing the City's records and ledgers, investigating discrepancies and making appropriate adjustments according to existing policies and regulations governing the agency's fiscal record-keeping system.
- Performing a variety of accounting activities including detailed calculations, record-keeping and reconciliation in various accounting areas. Preparing for approval of standard and adjusting journal entries.
- Performing accurate and timely entry of invoices, including coding, as well as timely payment processing with accurate remittance of payments.

The duties as described by this PDQ and confirmed by the supervisor are indicative of a Payroll or Accounting Technician and not a professional accountant. As such, the consultant has provided a revised job description for a professional accountant and created a job description for a Payroll/Accounting Technician to appropriately capture the work being done by this incumbent and recommends the incumbent be placed in that class.

Records Clerk I/II

Several identified anomalies were identified with this class:

The class title of Records Clerk is one used almost exclusively in police departments throughout the state to reflect the duties of those who are responsible for the

maintenance, storage, and purging of police records. The current class in the City of Winters is part of the Finance/Administration area and not in the Police Department.

The incumbents in this class are both fiscal and program based. One position is almost exclusively handling Utility Billing related transactions and processes. The other position performs a variety of fiscal and program work which includes fiscal data entry and handling matters related to the operation of City programs (lap swim, baseball, and scheduling the use of City facilities). The program work, performed seasonally, is similar to that of a Recreation Specialist in part; however, actual program and/or budget decisions are made by contractors who run the programs, the Senior Accountant or other higher-level staff.

Given that the City is small and has a need for employees to spread themselves broadly, the Records Clerk I/II has been revised and retitled to Administrative/Fiscal Clerk II to more accurately reflect the work being performed.

Environmental Services Manager

The current class specification has been revised slightly to accurately reflect the duties being performed by this position. This is a position responsible for environmental compliance for a variety of public works programs (water, wastewater, storm drainage, etc.). While the position has an important role and the consequence of error is significant (loss of grant funds, regulatory fines, etc.), it does not manage the programs but ensures regulatory compliance. The position also spends a significant amount of time reviewing and coding invoices related to capital projects to ensure that expenditures are appropriately allocated. Given the lack of managerial responsibility, the title has been revised to Environmental Services Analyst. Additionally, given that this position does not oversee or manage staff, it is recommended that when the position is vacated that the job class move to the mid-management unit which is a more appropriate fit for the work being performed.

Community Services Officer I/II

The incumbents in this classification perform tasks in a variety of areas including Records, Property/Evidence, Parking Enforcement, and Code Enforcement. This is atypical for a Community Services Officer class. The incumbents spend approximately seventy percent (70%) of their time handling office related tasks such as Police Records and Property/Evidence as opposed to spending a majority of time in the field as is typical for a Community Services Officer. Given the size of the City staff and the need for employees to cover multiple areas, the class has remained titled as a Community Service Officer. In the past, the City combined work from multiple part time positions to two (2) full time positions. The City would be better served if in the future the work could be separated into part-time positions with a specific focus more in line with industry standard duties. If staffing should increase in the future or incumbents left the City, it is recommended that the functions be split into positions such as Records Clerk, Community Services Officer, and Code Enforcement Officer. Additionally, if the

positions are split in the future, it is recommended that the code enforcement move to the Building/Planning Division as that is the most appropriate oversight department for this type of work.

Administrative Coordinator-Police Department

The class specification for this position needed only minor editing. The consultant reviewed the bargaining unit assignment to determine if the position should remain in the Mid Management group or if it should be moved to the Management group.

This position provides high level support to two department heads, the Police Chief and the Fire Chief. While that is significant, the position oversees two (2) line staff positions. The bargaining unit assignment is not a function of salary, but rather the placement within the organization. Given that this position does not oversee any supervisory or management positions, it is recommended that the position remain in the Mid Management unit. This recommendation is consistent with the placement of the Maintenance Manager positions.

Compensation Considerations/Recommendations

The City of Winters is a very small jurisdiction with relatively few employees, most performing multiple functions. This overlapping of functions and the unique structure of classes often makes class comparison difficult. While all of the City's classes were surveyed, some classes do not have sufficient matches or similar job duties. This makes a straight comparison of classes and corresponding compensation difficult. The classes described below were surveyed, however, the data is not indicative of a good comparator salary. As such, the consultant makes the following recommendations:

Executive Assistant to the City Manager/Deputy City Clerk

While some agencies utilize an Executive Assistant class for administrative support to the City Manager and some agencies use the Deputy City Clerk class, no agencies have a split position similar to what is used in Winters. There are three comparator cities that use both the Executive Assistant class and the Deputy City Clerk class:

- City of Galt
- City of Rocklin
- City of Vacaville

The compensation for these positions varies by agency as shown below:

Agency	Job Title	Mo $	Difference
City of Vacaville	Executive Assistant	6,944.16	
	Deputy City Clerk	7,636.38	10% higher

	Executive Assistant (to Fire/Police Chief)	7,928.25	10% higher
City of Rocklin	Deputy City Clerk	7,182.58	
	Executive Assistant	6,184.53	.15% higher
City of Galt	Deputy City Clerk	6,175.00	

The compensation varies from city to city with respect to whether the Deputy City Clerk is paid higher than the Executive Assistant. The consultant found a mix of Executive Assistant and Deputy City Clerk matches and used both in the compensation survey data (see Appendix A). It is recommended that this mix be a part of the policy consideration for setting the salary of this position.

Director of Operations and Maintenance/Maintenance Manager/Maintenance Positions

The most comparable position for this position *appeared* to be Director of Public Works, which did not prove to be accurate. The City's position has department head responsibility but is not a licensed engineer. The City uses a consultant to perform the professional engineering duties. The position does, however, have significant responsibility for the operation and maintenance of the City's water, wastewater, storm drainage, streets, and parks facilities in addition to coordinating the work of consultants and developing/overseeing the department's budget. The Maintenance Manager position (formerly Facilities Manager) has similar issues with respect to comparable classes for compensation purposes.

Because the classes of the Director and the Manager are difficult to match thus making it difficult to find appropriate compensation comparables, it is recommended that any salaries for these positions be built from the Maintenance Worker series and set at some percentage above the positions that are overseen. The table below is a recommendation for salary spreads for these public works positions based off the data collected from the journey level maintenance worker classes.

Job Title	Current Top Step	Current Salary Spread	Recommended Spread
Maintenance Worker I	3,665		
Maintenance Worker II (surveyed)	4,847	32.3%	25%
Maintenance Worker III	5,890	21.5%	22%
Maintenance Worker IV (not used)	7,165	21.6%	22%
Maintenance Manager	8,581	19.8%	22%

Director of Operations & Maintenance	11,961	39.4%	40%

Environmental Services Manager (Analyst)

This single position class exists only within the City of Winters. While all municipal agencies perform environmental compliance work, none of the comparator agencies have a comparable position; the work is either done by engineers, water, or wastewater professionals. As such, it is recommended that this position be tied internally to the Maintenance Manager position and set between five percent (5%) and ten percent (10%) above the Maintenance Manager.

Accountant and Accounting/Payroll Technician

As recommended in the classification portion of this report, a class specification for an Accounting/Payroll Technician was recommended. The City still wants to maintain the Accountant class for future operational needs. The current salary spread between the Sr. Accountant and the Accountant is approximately 55%, which is somewhat large. Given that small agencies do not always match classes well, the recommendation is to re-set the salary for the Accountant at 25% below the Sr. Accountant and set the salary for the Accounting/Payroll Technician 25% below that of the Accountant. It is recommended that the City set the salary for the new class of Accounting/Payroll Technician at $5,948 which equates to nearly 25% below that of the Accountant.

Job Title	Salary	% spread
Accounting/Payroll Technician	5,948	
Accountant	7,422	25% above lower class
Sr. Accountant	9,278	25% above Accountant

All other compensation data as presented in Appendix A is self-explanatory. The City Council will need to make a policy decision with respect to its desired position in the market.

BUILDING OFFICIAL

DEFINITION

Under general direction, plans, organizes and provides direction and oversight to the Building Division including plan check and inspection services; provides enforcement and interpretations of all state and local building codes and the creation and implementation of policies and procedures; ensures the life, health and safety of the citizens of the City of Winters. Serves as the principal enforcement officer of the building and housing codes of the city. Coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the City Manager and others.

SUPERVISION EXERCISED AND RECEIVED

This position works under the direction of the City Manager and is responsible for supervising and overseeing assigned inspection or other staff assigned to building permit and construction activities.

CLASS CHARACTERISTICS

This is a single position management classification responsible for overseeing daily and long-term operations of the Building Division. This position plays a critical role in the City's overall development services operation and is the City's primary technical expert on building safety. The incumbent is responsible and accountable for the quality of services provided by the Building Division staff.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Manage, oversee, and participate in the development of work plans, assignment of work activities, projects and programs, monitors workflow.
- Provide leadership and enforce all federal, state, and local building regulations.
- Develop, recommend, and implement division goals, objectives, policies and procedures.
- Examine, evaluate, and approve building, plumbing, mechanical, and electrical installations or alterations of buildings; this includes evaluating activities, methods, and procedures and ensuring compliance with seismic standards.
- Inspect, evaluate, and approve construction of structural system fire, life and safety and disability access requirements, on-site grading, landscaping, and related architectural and zoning requirements and improvements.
- Assist the Fire and Police Departments in the investigation of alleged violations of the City of Winters Municipal Code associated with building construction, disability access, housing and site improvements.

- Oversee the compilation of statistical data and report preparation related to building permit activity used by various federal, state and local agencies.
- Supervise, train, and evaluate assigned staff.
- Answer questions, provide information to the public, recommend corrective action; investigate, document, and resolve problems.
- Meet with architects, engineers, developers, contractors, builders, property owners, and other City Departments to identify and resolve issues related to design and construction standards.
- Issue Certificates of Occupancy.
- Ensure safe work environment and safe work practices.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Perform other duties and responsibilities if needed or as delegated.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Approved building construction methods, materials, and proper inspection methods.
- Principles and practices of the adopted Building, Plumbing, Mechanical, Electrical, and Fire Codes and applicable Federal, State and local laws, rules, codes and regulations.
- Building code standards and other regulations that govern the design and occupancy of buildings; accessibility (ADA) standards and requirements.
- Principles and practices of supervision, staff selection, training, and personnel management.
- Methods and techniques of effective technical report preparation and presentation.
- Principles of structural design, engineering, mathematics, and architectural plan review and inspections.
- Safe work practices and related regulations.
- Legal procedures involved in enforcing building regulations.

Ability to:

- Provide assistance in developing and administering budgets
- Interpret, explain and apply building codes, inspection methods, plan check principles, relevant laws, departmental rules and regulations.
- Analyze, interpret and check complex plans, specifications, and calculations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Use computers and needed technology effectively.
- Negotiate alternative means and approvals for projects with practical difficulties.
- Communicate effectively both orally and in writing.

EDUCATION/EXPERIENCE

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

An associate degree from an accredited college or university with significant course work in the areas of structural, mechanical, or civil engineering, architecture or a related field.

And

Eight years of progressively responsible experience in building inspection, construction, or plan review with extensive experience interpreting and enforcing California Building, Plumbing, Mechanical, and Electrical Codes.

Three years of supervisory experience is highly desirable.

License/Certificate

- Current certification as a Building Official by the International Code Council (ICC), California Building Official's (CALBO) Leadership academy or Council of American Building Officials is required.
- ICC or ICBO Certification as a Plans Examiner and Building Inspector
- California Driver's License (Class C)
- Obtain a California Access Specialist Program (CASP) certification within twelve (12) months of hire.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- Incumbents in this class must have the mobility to work in a standard office or field/construction environment, use standard office equipment and attend off-site meetings. Mobility to traverse uneven terrain. Occasional standing for extended periods of time, bending and squatting. Occasional lifting up to 50 pounds. Constant use of overall vision which must be within normal range. Frequent grasping, holding, and reaching. Frequent hearing and talking in person and over the telephone. Frequent coworker contact, occasionally working alone

Work Environment

- Work is generally performed in an office setting, however, occasional field work for inspections or investigations may be necessary to perform complex inspections, evaluate staff or fill in for vacancies. This position may also involve evening meetings, field visits, occasional weekend and holiday work and assignments which extend the hours of work beyond the normal workday/workweek. May be required to participate in after-hours on-call assignments. The work environment is high pressure, fast paced, and demands and involves accommodating a large volume of work, resolving complaints and frequent interruptions.

DEVELOPMENT SERVICES TECHNICIAN I/II

DEFINITION

Under direct or general supervision, this series performs a variety of paraprofessional duties in support of community development programs, activities and functions related to permit processing and inspection and development planning; explains ordinances, zoning requirements, City codes, and department procedures to building contractors, architects, engineers, builders, and the public pertaining to land development processes; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

This is a shared position in support of community development activities, and functional supervision will be provided by either the Building Official or Senior Planner depending upon the assigned tasks. Direct supervision is provided for the entry level Technician I position and more general supervision for the Technician II position.

CLASS CHARACTERISTICS

Development Services Technician I is an entry-level position. Under direct supervision, incumbents learn and perform routine administrative and paraprofessional duties in the areas of application processing, permit issuance, inspection coordination, and plan review. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Development Services Technician II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and/or fits an established structure or pattern.

Exceptions or changes in procedures are explained in detail as they arise. Advancement to the “II” level is based on meeting the qualification standards, performing the full range of journey level duties, demonstrated proficiency in performing the assigned functions, and is at the discretion of management based on organizational need and available resources.

Development Services Technician II is the journey level class within the Development Services Technician series performing a broad range of and the more complex general and specialized technical and paraprofessional duties within the Community Development field with only occasional instruction or assistance. Positions at this level are distinguished from the Community Development Technician I level by the performance of the full range of duties as assigned, working independently, applying well developed program support knowledge, and exercising judgment and initiative. This position is also trained and / or certified to perform field inspection services in the areas of landscape, building elevation, and construction. Assigned work requires the use of judgment in selecting appropriate procedures, conducting transactions with and providing concise and correct information to customers and the public, and solving routine and non-routine problems based on knowledge gained through experience. The Development Services Technician II may also assist in the training of other staff. Positions 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. Work is normally reviewed only on completion and for overall results.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Provide appropriate information regarding zoning, subdivision plans, and building ordinances, procedures, and requirements to the public including, homeowners, developers, contractors, engineers, and architects, in person and over the counter and telephone; assists the public in the application process for building, land use, and engineering permits and other community development processes.
- Perform routine plan check functions for various projects; receive and review, applications for planning permits for accuracy and completeness; routes applications to appropriate staff.
- Process building, land use, and engineering permits following established guidelines; review permit applications, plans, specifications, and supporting documents for completeness; verify contractors' licenses, business licenses, and insurance coverages; calculate permit fees; prepare bills, collect fees, and issue receipts. Notify applicants when plans or permits are ready for delivery or issuance; provide status updates.
- Apply departmental policies and procedures in determining completeness of applications, records, and reports; provide information and forms to the public; process appropriate information.
- Compile information and data for reports; maintain a variety of statistical records; check and tabulate statistical data.
- Contact the public and outside agencies in acquiring and providing information.
- Maintain permit files.
- Schedule inspections in compliance with standardized requirements
- Observe and comply with City and mandated safety rules, regulations, and protocols.
- Prepare public notices, reports presentations, handbooks, brochures, pamphlets, and other manuals.
- Assist with record management and administrative support for the community development team, including but not limited to answering the phone, responding to emails, processing accounts payable, and monitoring department expenditures.
- Perform other duties as assigned.

Development Services Technician II, in addition to those functions listed above:

- Perform field inspections of residential buildings during various stages of construction and remodeling to ensure structures are constructed in accordance with approved plans and specifications.
- Conduct field inspections of landscaping and site layouts for the planning division to compliance with approved plans.
- May assist with monitoring project conditions of approval.
- Assist with and conduct code enforcement inspections, investigations and communication with other staff, agencies, and the public.
- Advise builders of non-compliance and make specific recommendations for improvements to meet standards.

- Issue correction or stop-work notices in cases of non-compliance.
- Provide information and advice on construction methods and new code regulations or changes within assigned area of responsibility.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Positions at the Technician I exercise some of these knowledge and abilities statements. The Technician II is proficient and is certified to provide inspection services at varying levels.

Knowledge of:

- City planning and permitting processes.
- Building principles and practices, and the methods and materials used in construction of buildings and related structures; Uniform or California Building Codes.
- Methods and techniques of reviewing a diverse range of applications for accuracy and completeness.
- Applicable Federal, State, & local laws, rules, regulations, ordinances, & organizational policies / procedures relevant to building, engineering, land use, and/or urban planning, sufficient to answer questions and provide information.
- Applicable zoning and related laws and regulations.
- Business letter and basic report writing.
- Researching and reporting methods, techniques, and procedures.
- Record keeping principles and practices.
- Business mathematics.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The ability to communicate clearly and concisely, both orally and in writing.
- Equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Understand and explain City policies, procedures, fees, and basic planning and building codes and regulations to the general public, permit applicants, and City staff.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Read and interpret plans, specifications, related construction documents, and maps.
- Calculate square footage, fees and/or penalties from plans, and fees for zoning permit applications.
- Perform detailed, technical, and specialized planning and zoning and/or permit support work.
- Perform office and administrative support duties and tasks.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests and interruptions.
- Compose correspondence and reports independently or from brief instructions.
- Maintain accurate logs, records, and written records of work performed.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.

- Make accurate arithmetic, financial, and statistical computations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION/EXPERIENCE

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

Development Services Technician I: Equivalent to completion of the twelfth (12th) grade supplemented by at least one (1) year of specialized training and / or experience in the building trades and / or community development field. Permit Technician Certification from a nationally recognized organization is required to be obtained within six months of employment.

Development Services Technician II: Equivalent to completion of the twelfth (12th) grade and some college level coursework or specialty training related to community development, and two (2) years of increasingly responsible experience within the community development field. Possession of or the ability to obtain certification as an inspector by a nationally recognized organization within six months of employment.

License/Certificate
- A valid class C California driver's license is required upon hire.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements
- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.
- Extended standing and walking may occur.
- Employees will also bend, stoop, kneel, and reach.
- Employees must possess the ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Employees must also be able to navigate construction sites, including exposure to noise, dust, grease, fumes, gases, and inclement weather conditions.
- Employees must be able to climb stairs to the second floor of the historic City Hall building.

Work Environment
- Employees work in an office environment with increasing amount of field work for Technician II.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SENIOR PLANNER

DEFINITION

Under the general direction of the City Manager, the Senior Planner performs and oversees professional planning work in the area of current and long-range planning; provides highly complex assistance in the areas of Planning, Housing and Economic Development; and oversees the City's housing program and consultants. This position is a member of the City's management group.

SUPERVISION EXERCISED AND RECEIVED

Receives direction from the City Manager. Exercises technical and functional supervision or direction over professional personnel as it relates to the Planning functions and directs the work of professional consultants.

CLASS CHARACTERISTICS

This is the advanced journey level class in the professional planning series and performs at level of Division Manager. Positions at this level are distinguished by the independence with which they perform their more difficult and complex duties requiring the application of advanced principles and practice of urban planning and development. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

PLANNING

- Lead planning and policy efforts, focusing on land use, urban design, regulatory issues, and implementation strategies; prepare amendments to zoning ordinances, create new ordinances, design guidelines, and other policy or regulatory documents.
- Make recommendations on development applications including but not limited to, special use permits, variances, tentative subdivision maps, residential planned development permits, other zoning applications, and prepare appropriate reports.
- Analyze proposed development projects and proposed subdivision maps for compliance with adopted planning and zoning regulations.
- Oversee and administer the General Plan, zoning, specific plans, design guidelines and subdivision ordinances.
- Participate in the work of professional and technical employees including data collecting, analysis, plan formulation, and implementation of a wide variety of planning, zoning and environmental review activities.

- Perform responsible and complex professional planning work.
- Oversee, participate in, and coordinate special planning, zoning, and environmental studies; prepare reports and findings.
- Prepare assessment of environmental impact for Environmental Impact Reports and other documents required by California Environmental Quality Act (CEQA) for assigned projects. Including monitoring of contract for compliance with contract provisions.

HOUSING

- Assist in preparation and implementation of housing programs for targeted populations including implementation of the General Plan Housing Element; assist developers with affordable housing components of master planned projects; investigate funding mechanisms and sources for affordable housing including bonds for affordable housing.
- Monitor compliance with the adopted affordable housing programs; assist in preparing an economic analysis of the City's affordable housing program and prepares an amendment to the Housing Element as required by State law.

ECONOMIC DEVELOPMENT

- Maintain detailed socioeconomic data and other relevant statistics.
- Monitor available land for development and / or redevelopment for better or higher use.
- Maintain relationships with the business community, including the Chamber of Commerce and Downtown Business Association.

GENERAL

- Provide information to the public regarding zoning, land use, and the general plan; the City's affordable housing program and Housing Element policies; and opportunities and processes related to economic development.
- Prepare and present staff reports on planning and zoning matters to the City Council, Planning Commission, citizen boards and committees; serve as staff to various citizen boards and committees as necessary; prepare agendas and minutes for various boards and commissions.
- Assist in developing and implementing strategies to streamline the planning process.
- Coordinate planning, housing, and economic development activities with other city community development team members (Engineering and Building) and with outside agencies.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Supervise consultant contracts; inclusive of managing work product, quality control, scope, budget, and schedule.
- Conduct community outreach, including facilitating workshops and forums.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of comprehensive urban planning.
- Recent developments, current literature, and information sources in the field of housing, planning and zoning.
- Research methods and techniques including statistics and statistical analysis.
- Applicable federal, state and local laws, rules and regulations relating to planning and housing activities.
- Principles of organization, administration, budget and personnel management.

- Principles and practices of effective communication, both verbal and written.
- Office methods, electronic filing, and standard software programs, proficient in Word, Excel, PowerPoint, and Outlook. Ability to learn or operate permit software programs.

Ability to:

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.
- Interpret and explain applicable codes and ordinances.
- Prepare, analyze and make recommendations regarding the financing of housing programs, and policy development and implementation.
- Study, analyze and compile technical, statistical and economic information pertaining to housing, zoning and economic development research.
- Supervise professional, technical and clerical staff and consultants.
- Communicate clearly and effectively, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Adapt to a changing environment regarding work priorities and projects.
- Exhibit teamwork through participation in collaborative professional dialogue; carries out policy directions and decisions.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Observe safety principles and work in a safely manner.
- Attend evening meetings as required.
- Represent the City in public events and/or functions.
- Continuously provide and foster an environment that values delivering a high-level of customer services.

EDUCATION/EXPERIENCE

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

- Four years of responsible experience in the field of housing, urban, economic development, and environmental planning, including one year of supervisory experience.
- Three years minimum of urban planning experience is required and may not be substituted with education unless American Institute of Certified Planners (AICP) “certified planner” designation.
- And, Bachelor’s degree from an accredited college or university with major course work in urban planning, regional planning, business or public administration, or a related field.

  A Master’s degree is highly desirable.

License or Certification:

- Possession of or ability to obtain a California Driver’s license Class C upon hire.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements:

- Must possess mobility to work in a standard office setting, use standard office equipment and move between various office locations; strength to lift and carry office materials weighing up to 10

pounds; vision to read printed materials and on the computer; ability to hear and communicate verbally in person and over the telephone.

Work Environment

- Work is performed in a typical indoor office and occasionally an outdoor environment on a year-round basis. Occasional exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other requirements: Evening, weekend, and holiday work may be required.

CITY MANAGER

DEFINITION

To plan, organize, direct and review the overall administrative activities and operations of the City; to advise and assist the City Council; to represent the City's interests with other levels and agencies of government, business interests, and the community at large; and to provide leadership to the City and its staff.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council. Exercises direct and indirect supervision over assigned staff as well as overall responsibility for all City personnel.

CLASS CHARACTERISTICS

This is an exempt executive (at-will) position, appointed by the City Council in accordance with Winters Municipal Code Chapter 2.08. The City Manager exercises the full range of administrative and management responsibilities.

EXAMPLES OFIMPORTANT/ESSENTIAL DUTIES

The duties and responsibilities of the City Manager are outlined in Winters Municipal Code, Section 2.01.010 – Position created – Powers and duties.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of complex municipal administration, departments, organization, and economic development functions and services
- Principles and practices of effective public relations and interrelationships with community groups, agencies, private businesses, and other levels of government
- Principles and practices of leadership, motivation, team building, and conflict resolution
- Pertinent local, state and federal laws, codes and regulations
- Current social, political, and economic trends and operating issues of municipal government
- Organizational management practices as applied to the analysis and evaluation of programs
- Principles and practices of personnel and organizational management
- Principles and practices of budget preparation and administration

Ability to:

- Plan, direct and control the administration and operations of the City
- Prepare, administer, and implement a City-wide budget

- Develop and implement City-wide policies and procedures
- Supervise, evaluate and provide clear direction to staff
- Gain cooperation through discussion and persuasion
- Provide effective leadership and coordinate the activities of the organization
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner
- Serve effectively as the administrative agent of the City Council
- Interpret and apply Federal, state, local, and City policies, procedures, 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.

EDUCATION/EXPERIENCE

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

Equivalent to a Bachelor's Degree from an accredited college or university with major work in public administration or related field (a Master's Degree in public administration or related field is preferred) and five years of increasingly responsible experience in a municipality comparable to the City of Winters at an executive level capacity which involved responsibility for the planning, organizing, implementing and supervising of a wide variety of work programs.

License/Certificate

- This position requires possession of a valid Class C California Driver's License within 30 days of appointment and a satisfactory driving record as a condition of initial and continued employment

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- Work emphasizes speech, hearing, and vision, as well as prolonged sitting, moderate lifting, reaching, stooping, pulling and pushing activities.

Work Environment

- Work is conducted primarily in an office setting. Conditions include frequent attendance at evening meetings and frequent irregular hours as necessary to meet deadlines and achieve objectives.

EXECUTIVE ASSISTANT / DEPUTY CITY CLERK

2021-87

DEFINITION

Under direct supervision from the City Manager, this position provides complex and advanced administrative support to the City Manager, City Clerk is, and City Council; performs or assists in a variety of functions associated with City Clerk duties; assists with clerking Council and Planning Commission meetings; assists with municipal elections; performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the City Manager and does not supervise other staff.

CLASS CHARACTERISTICS

The Deputy City Clerk / Executive Assistant position is a single position classification in the City Manager's Office. The incumbent reports directly to the City Manager.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Perform complex and specialized administrative support and special project assistance for the City Manager, City Clerk, and Director of Administrative Services.
- Prepare drafts and publish legal and public notices in coordination with other departments.
- Compile agenda items for City Council and Planning Commission meetings; prepare and distribute agenda packets; summarize and publish agenda information for public meetings.
- Provide administrative support for City Council and Planning Commission meetings; and facilitate meeting audio visual / streaming technology.
- Perform follow-up activities resulting from Council meetings, including preparing drafts and distributing minutes, ensuring that resolutions and ordinances are in proper format and executed, monitoring agenda preparation and publication for various committees and commissions
- Coordinate and track public records act requests and status of responses?
- Update the City's website and assist with social media postings.

- Serve as lead power user for the agenda management platform by creating meetings and agendas, monitoring staff workflow for agenda items, and closing / publishing meeting packets.
- Schedule use of City Hall facilities and Council Chambers; coordinate City Manager's calendar.
- Assist with maintaining the City's centralized records management system, archives, and records retention program.
- Respond to requests from the City Council, City staff, and the public for research and information regarding City codes, ordinances, and established policies and procedures.
- Index and distribute, files, and certify copies of ordinances, resolutions, official minutes, and other public records.
- Coordinate updates to Winters Municipal Code.
- Provide administrative assistance to the Director of Administrative Services in the areas of human resources and risk management, as directed.
- Assist with coordinating and conducting municipal elections.
- Assist in the budget development and processes invoices and purchase orders for the City Manager's Office.
- Provide Notary Public services for City legal requirements.
- Answer phones, monitor public counters, and provide direct assistance to the public.
- Perform other duties as assigned.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Understanding of organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Basic knowledge of laws and regulations related to City Council agenda and public meetings.
- Proper grammar, spelling, vocabulary, and punctuation; business letter writing and the standard format for reports and correspondence.
- Office management procedures, including filing systems, operations of standard office equipment, and intermediate skills in Microsoft Office Suite products, including Outlook, Work, Excel and PowerPoint.

Ability to:

- Establish, maintain, and foster positive and effective working relationships with staff, elected and appointed officials and the public; effectively communicate in person, over the telephone, and in writing.
- Perform a wide variety of administrative duties in an independent fashion; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Evaluate, recommend and implement goals, objectives, policies, improvements, and practices for providing effective and efficient services.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Locate and assemble data; interpret, organize, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Learn the operation, policies, and procedures of the City Clerk functions, under the supervision of the City Clerk.
- Compose correspondence and reports independently or from brief instructions; operate office equipment and computer applications related to the work.

EDUCATION/EXPERIENCE

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

Equivalent to the completion of the twelfth grade and three (3) or more years of increasingly responsible experience in a professional office environment; public sector experience highly desirable.

Licenses/Certificates

- Notary Public certification (must be obtained within six months of employment and thereafter kept current).
- Possession of a valid California driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.

Work Environment

- Employees work in an office environment with quiet to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

- Attending evening meetings is regularly required and may be required to travel out of the City to attend meetings and/or conferences.

ACCOUNTANT

DEFINTION

Under general supervision, to perform professional accounting duties in the preparation of financial reports and/or statements, in the development, review and maintenance of a department's accounting, cost, and other financial reporting systems that meet Federal, State and local requirements, in the collection and interpretation of financial information, and in the analysis of financial records. May monitor department financial systems to identify problems, recommend changes and take corrective action to maintain the integrity of the department's accounting systems.

Employees in this class are expected to exercise sound professional judgment in the interpretation of Federal, State, local and general accounting policies. Work includes preparing financial statements, reports, audit reviews, reconcile general ledger, and provide information to City staff regarding accounting practices and procedures, review, analysis, and processing of accounts payable, payroll records,, utility billing documents and related materials.

SUPERVISION EXERCISED AND RECEIVED

This position receives supervision from the Senior Accountant and occasionally from the Director of Administrative Services; it is not a supervisory position.

CLASS CHARACTERISTICS

This is a professional journey level accounting classification. It is distinguished from the Accounting/Payroll technician in that this position performs the full range of professional accounting duties and by the responsibility to produce and analyze accounting transactions and research and resolve accounting issues. It is distinguished from the Sr. Accounting Manager by the latter's advanced accounting tasks and supervisory responsibilities.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Reconcile and balance various records and ledgers, investigate discrepancies and make appropriate adjustments according to existing policies and regulations governing the agency's fiscal record-keeping system.
- Perform a variety of accounting activities including detailed calculations, record-keeping and reconciliation in various accounting areas. Prepare for approval of standard and adjusting journal entries.
- Prepare, evaluate, justify and maintain annual budgets; assemble and analyze cost accounting records and other supporting technical and statistical data such as compiling data on Federal

expenditures, preparing cash flow projections, and preparing and reviewing Federal and State claims and cost reports; make adjusting entries and transfers of appropriations.

- Gather and compile a variety of numerical data and prepare statistical and financial reports for distribution internally and to outside agencies such as federal, state, and other local agencies.
- Review and oversee the processing of the City's bi-weekly payroll and perform related activities of subordinates, which include: review and verification of payroll documents, data entry for payroll records and information, maintenance of payroll records, and preparation of various payroll related reports. This classification backs up subordinate positions and will process and produce the City's bi-weekly payroll when necessary due to vacancies or scheduling according to the needs of the City.
- Review, monitor and ensure timely and accurate payment of all mandated state and federal payroll taxes; process bi-weekly payments for automatic deposits, deferred compensation, and other benefit plan payments (e.g. CalPERS 457 contributions).
- Perform related duties assigned.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Generally accepted accounting principles and their application, with experience in governmental accounting principles and procedures.
- Auditing and its application to municipal operations.
- Applicable Federal, State and local laws, regulatory codes, ordinances, and procedures related to fiscal transactions.
- Fair Labor and Standard Act rules and regulations related to payroll.
- Principles and practices of financial reporting and fund accounting.
- Principles of automated information systems and methods, including spreadsheets and other accounting and business software.
- Modern office practices, procedures, methods, and equipment.

Ability to:

- Prepare complex financial and statistical reports; maintain and reconcile financial transactions records, ledgers, and journals and resolve problems.
- Analyze, post, balance and reconcile financial ledgers, reports and accounts.
- Analyze financial data and draw sound conclusions.
- Understand transactions and relationships among accounting documents; detect fiscal record keeping errors rapidly and efficiently.
- Prepare clear, complete, and concise financial statements and business reports and correspondence.
- Perform detailed numerical work with speed and accuracy.
- Work independently with minimal supervision, utilizing sound judgment in the course of work.
- Operate a standard computer with working knowledge of analytical spreadsheets, standard office software and equipment, including Microsoft Excel and 10-key calculator.
- Communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION/EXPERIENCE

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

Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business, public administration, or a related field

And

One year of professional accounting and/or auditing experience.

Payroll experience within an enterprise resource planning system is desirable.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- On a continuous basis, sit at a desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Occasionally stand, kneel, climb and bend; perform simple and power grasping, pushing, pulling, and fine manipulation; write and use a keyboard to communicate. Occasionally lift or carry objects weighing up to 25 pounds.

Work Environment

- Employees work in an indoor office environment.

ACCOUNTING/PAYROLL TECHNICIAN

DEFINTION

Under general supervision, to perform a variety of specialized accounting and payroll functions. This includes entering employee time records, processing payroll and associated reports and preparing required payments as well as processing accounts payable transactions.

SUPERVISION EXERCISED/RECEIVED

This position reports to the Senior Accountant and/or the Director of Administrative Services. It is not a supervisory position.

CLASS CHARACTERISTICS

This class is characterized by the responsibility to perform specialized payroll and accounting tasks and apply knowledge of required recordkeeping procedures as well as to work independently entering employee time and processing payroll for the City using discretion and judgment.

JOB RELATED/ESSENTIAL QUALIFICATIONS

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Enter employee time and process and produce the City's bi-weekly payroll and perform related activities, which include review and verification of payroll documents, data entry for payroll records and information, maintenance of payroll records, and preparation of various payroll related reports.
- Monitor and ensure timely payment of all mandated state and federal payroll taxes; process bi-weekly payments for automatic deposits, deferred compensation, and other benefit plan payments.
- Participate in accounting tasks related to the maintenance of the City's financial record keeping reporting, and control systems including processing accounts payable by reviewing and entering invoices, statements and other billing documents to verify receipt of goods and services, arithmetical accuracy. Process accurate and timely payments.
- Maintain vendor files. Track, prepare and report vendors for 1099. Prepare vendor claims by classifying expenditures noting payee data, recording goods and services received and calculating payment amounts according to established procedures.
- Enter financial transactions to manual and/or accounting systems; examine accounts and correct posting errors, adjust balances and reconcile accounts.
- Gather and compile a variety of numerical data and prepare statistical and financial reports for distribution internally and to outside agencies such as federal, state, and other local agencies.

- Receive and respond to inquiries and complaints from employees, property owners, vendors, and others; research accounting records and provide explanation of procedures and processes.
- Maintain automated, as well as manual files for financial data storage and retrieval.
- Backup for finance front counter customer service inquiries/transactions and assist in answering main phone line and providing assistance to residents.
- Perform related duties as assigned.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Bookkeeping principles, practices, and techniques.
- Integrated automated accounting and payroll systems; information storage and retrieval techniques; record-keeping methods.
- Mathematical calculations including percentages, decimals, ratios, addition/subtraction, multiplication, division, and business statistics.
- Modern office practices and procedures including business correspondence, filing, and standard equipment operations.
- Federal and state wage and labor laws and regulations related to timekeeping, payroll preparation, taxes and deductions as well as reporting requirements.
- Methods and procedures used in processing payroll documents and transactions.
- English composition, spelling, grammar, vocabular, and punctuation for both written and oral communications.

Ability to:

- Learn and apply federal and state wage and labor laws and regulations and governmental requirements related to timekeeping, payroll preparation, tax and deductions, and reporting requirements.
- Work within rigid and conflicting deadlines, time constraints, and changing priorities.
- Perform technical payroll processing utilizing automated payroll and timekeeping systems.
- Maintain accounting, bookkeeping and statistical records ensuring compliance with legal requirements.
- Collect and compile data.
- Maintain accurate records and document actions taken.
- Operate computers and supporting word processing, spreadsheet, and database applications.
- Use initiative and sound judgment within established procedures and guidelines.
- Establish and maintain cooperative working relationships with those contacted during the course of work.
- Maintain confidentiality of records and information.
- Communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION/EXPERIENCE

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

A high school diploma or GED and two (2) years of accounting experience performing bookkeeping financial and statistical recordkeeping; or preparing, reviewing, and processing payroll, benefits using an automated payroll accounting system.

Or

Completion of twelve (12) semester units in accounting or a related field and one (1) year of experience performing bookkeeping financial and statistical recordkeeping; or preparing, reviewing, and processing payroll, benefits using an automated payroll accounting system.

Payroll processing experience within an enterprise resource planning system is desirable.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- On a continuous basis, sit at a desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Occasionally stand, kneel, climb and bend; perform simple and power grasping, pushing, pulling, and fine manipulation; write and use a keyboard to communicate. Occasionally lift or carry weight up to 25 pounds.

Work Environment

- Employees work in an indoor office environment.

FISCAL/ADMINISTRATIVE CLERK I/II

DEFINITION

To perform a variety of responsible fiscal, technical, program, and clerical work involving the processing and maintenance of departmental programs, permanent records, and files, utility billing and fiscal transactions; and to greet and respond to citizens' requests and inquiries at the department's reception counter.

SUPERVISION EXERCISED AND RECEIVED

This is not a supervisory class. These positions receive immediate or general supervision from the Senior Accountant, the Director of Administrative Services, and ultimately from the City Manager.

CLASS CHARACTERISTICS

Fiscal/Administrative Clerk I: This is the entry level class in the series. This class is distinguished from the Fiscal/Administrative Clerk II by the performance of the more routine tasks and duties assigned to positions within the series. Employees at this level are not expected to perform with the same independence of direction and judgement on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Fiscal/Administrative Clerk II: This is a full journey level class within the series. This class is distinguished from Fiscal/Administrative Clerk I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class may be filled by advancement from the I level.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Perform a variety of permanent record keeping, filing, indexing, and other general clerical/fiscal work with correspondence, projects and data.
- Receive telephone, written, and walk-in customer inquiries regarding utility billing; use a computer database, computer printouts, and other documents to determine appropriate actions (start, stop, change).
- Make financial adjustments, or delete account transactions, computing and prorating changes from established rate schedules.

- Explain utility policies and procedures, rules, and regulations governing utility service, billing and collection procedures to customers; respond orally or in writing to inquiries of a routine to moderately difficult nature.
- Maintain files, receive, reconcile and process utility and fee service payments; balance daily collections and prepare bank deposits; batch billing financial documents; process refunds
- Monitor accounts receivable and confer with customers related to delinquents and/or problem accounts; may perform initial collection of delinquent accounts; reviews bankruptcy notices and flies claims for utility billing amounts due; research, records, and removes liens on property. Periodically create lien list of delinquent accounts and mail lien letters.
- Prepare and send business license renewal notices.
- Input and maintain purchase orders.
- Data input & reporting.
- Assist in the preparation of council and commission agenda packets and other reports and/or communication.
- May organize and oversee event activities for the City including planning and implementing programs.
- Prepare written and verbal reports and correspondence.
- Assist with program and/or site-specific budgets.
- Requisition, distribute and inventory supplies/equipment needed for City programs.
- Address general public and customer inquiries and concerns relating to City programs.
- Assist customers with scheduling and reserving City facilities (parks, etc.); determine fees and collect payments.

JOB RELATED/ESSENTIAL QUALIFICATIONS

It is expected that the Fiscal/Administrative Clerk I will have general knowledge of the needs of the position and will progress to have the knowledge and ability needed for the Fiscal/Administrative Clerk II by the completion of the probationary period.

Knowledge of:

- Office Methods and procedures, telephone and receptionist techniques.
- Cash Handling procedures and regulations.
- Correct English usage, spelling, punctuation and grammar.
- Pertinent municipal codes and ordinances.
- The City's networked computerized system and a variety of software applications.
- Work under pressure, exercise good judgement, and make sound decisions.
- Interact with customers in a courteous and professional manner.
- Effectively communicate with and elicit information from upset and irate citizens.
- Type accurately at 45 words per minute.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

Ability to:

- Operate the city's computerized systems.
- Exercise judgement and work with minimum supervision.

- Operate office equipment quickly, accurately and at times concurrently.
- Type accurately at 55 words per minute.

EDUCATION/EXPERIENCE

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

Fiscal/Administrative Clerk I: One year of general office experience including typing and public contact and equivalent to completion of the twelfth grade.

Fiscal/Administrative Clerk II: Two years of experience performing duties comparable to Administrative/Fiscal Clerk I in the City of Winters and completion of the twelfth grade.

License/Certificate
- None

Special Requirements
- None

Bilingual (English/Spanish) is desirable**.**

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements
- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Extended standing and walking may occur. Employees will also bend, stoop, kneel, and reach. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 35 pounds. Employees must be able to use a flight of stairs to reach the second floor of the historic City Hall building.

Work Environment
- Employees typically work in an office environment with occasional off-site work. Employees may interact with upset members of the public and private representatives in interpreting and enforcing City policies and procedures. May be required to work evenings and/or weekends when City programs are on-going.

SENIOR ACCOUNTANT

DEFINITION

The Senior Accountant performs a variety of professional accounting and financial analysis work involving the recording and reporting of financial transactions; to develop fiscal reports according to generally accepted accounting practices (GAAP), maintains record of assets, liabilities, revenue and expense, tax liability, or other financial activities within the organization; reviews work of lower-level staff, reconciles financial records, and completes reports.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Administrative Services, exercises direct supervision over lower-level staff within the Finance Department.

CLASS CHARACTERISTICS

This is an advanced journey level supervisory position. It is distinguished from the journey level Accountant by the performance of the full range of accounting duties and oversight of fiscal operations as assigned with minimal assistance or direction. Incumbents are thoroughly familiar and possess advanced technical expertise related to financial management procedures and perform the most difficult duties including complex technical analysis and the preparation of sophisticated accounting reports.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Analyze financial operations and expenditures; assist in review of expenditure and fund balances in the preparation of the City's annual budget and long-range financial forecasts.
- Serve as a resource for city staff in resolving financial questions and problems.
- Establish / maintain accounting records, post, balance and reconcile general ledger and subsidiary accounts; monitor, control and report on a variety of accounting activities relating to budgets, revenues, city-wide purchasing, asset management, cash management and investments, debt servicing, and financial reporting.
- Perform complex accounting and analytical work in GL management, fund accounting, asset management and preparation of financial statements.
- Analyze, record, and report financial transactions according to GAAP.
- Prepare accounting and management reports; participate in and oversee interim and annual financial reports and statements, including ACFR and State Controller reports, in accordance with GAAP and legal requirements.

- Coordinate with staff to ensure cost accounting and revenue collection systems are consistent with the budget.
- Prepare and audit working papers, financial statements, and reports for internal use, as well as Federal, State and other outside agencies.
- Prepare working papers, financial statements and other reports for internal use, as well as submittal to Federal, State and other outside agencies.
- Maintain records for capital assets, bond disclosures, and compliance with State, Federal, and local financial reporting laws and regulations.
- Conduct research and analysis of financial transactions; reconcile bank statements.
- Maintain confidentiality of records and information
- Plan, prioritize, assign, supervise and review the work of staff involved in a variety of financial related activities, as assigned.
- Schedule, coordinate and oversee audit activities, evaluate financial systems and internal controls to ensure records are accurate and controls are adequate; recommend controls to ensure reliability and integrity of the data.
- Develop recommendations for enhancements, additions, and changes in methods, computerized procedures, and software; oversee the implementation of system modifications.
- Review and maintain chart of accounts
- Navigate and administer financial and transaction software systems

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Generally Accepted Accounting Principles (GAAP) practices, theories and procedures.
- Cost accounting principles and systems.
- Laws, rules and regulations that apply to fiscal operations.
- Accepted methods of business office management.
- Principles and practices of public administration including budgeting, program planning/evaluation and supervision.
- Principles and practices of training and management consulting as applicable to local government.
- Standard office procedures, practices, equipment, personal computers, and software.

Ability to:

- Understand and interpret principles, laws and procedures involved in fiscal record keeping and accounting functions including federal and state laws, recording requirements, bond indentures, development contracts, grants, deeds, city policies, MOU's, contracts, ordinances and resolutions.
- Plan, organize and administer financial programs/services with multiple or complex fiscal streams.
- Analyze fiscal data and draw logical conclusions.
- Identify and resolve problems relating to fiscal and/or administrative operations.
- Prepare fiscal procedures.
- Communicate effectively both verbally and in writing.

- Establish and maintain cooperative working relationships with those encountered within the course of work.
- Understand electronic and manual accounting systems.
- Explain, analyze and apply accounting and auditing principles and procedures.
- Understand and explain complex policies and procedures
- Train others in accepted general governmental accounting principles, procedures, rules and regulations.
- Supervise and coach employees
- Understand program objectives in relation to departmental goals and procedures.
- Collect and analyze data to establish/identify needs and evaluate program effectiveness.
- Perform administrative duties on behalf of a high-level administrator with little or minimal supervision.
- Display situational awareness; draw logical conclusions and make appropriate recommendations.
- Prepare budgets, funding proposals and narrative, presentations, and statistical reports.
- Secure cooperation and teamwork among professional and/or support staff. • Understand and analyze expenditure reports.
- Maintain accurate records and document actions taken.
- Interview people to obtain information needed to investigate/resolve complaints.
- Research regulations, procedures and/or technical reference materials.
- Communicate clearly and concisely, both orally and in writing.
- Maintain confidentiality of information.
- Utilize personal computer using word processing and spreadsheet computer program applications and Federal/State automated accounting and cost reporting systems.
- Use basic office equipment.

EDUCATION/EXPERIENCE

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

A Bachelor's degree from an accredited college or university with major course work in accounting and 3 years of professional accounting and auditing experience; two years in government accounting and one year in a lead or supervisory capacity is desirable.

License/Certificate

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- On a continuous basis, sit at a desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Occasionally stand, kneel, climb and bend; perform simple and power grasping, pushing, pulling, and fine manipulation; write and use a keyboard to communicate. Occasionally lift or carry weight up to 25 pounds.

Work Environment

- Employees work in an indoor office environment.

DIRECTOR OF ADMINISTRATIVE SERVICES

DEFINITION

Under the general direction of the City Manager, this position directs, plans, organizes and supervises the City's financial operation, including accounting, accounts payable, purchasing, accounts receivable, tax and fee collection (business license, utility billing) and all cashiering related functions; information technology applications, systems, and network; human resources, and recreational activities in service to the community.

SUPERVISION EXERCISED AND RECEIVED

The incumbent reports to the City Manager and has responsibility for providing daily supervision and oversight to department staff.

CLASS CHARACTERISTICS

This is a single, department head level position. The Director of Administrative Services is an executive level classification responsible for all operational sections and program areas of the Administrative Services Department.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Oversee and manage all fiscal-related services and activities including general accounting functions, fiscal reporting, accounts payable, accounts receivable, payroll, business licensing, revenue collection, internal accounting controls, external audit coordination, and annual budget preparation and presentation.
- Plan, organize and direct City-wide Human Resource services; ensure compliance with legislative, regulatory and judicial mandates and meets local personnel and human resource needs;
- Direct operational changes to increase program effectiveness and efficiency; formulates, justifies and administers the departmental budget.
- Administer, interpret and explain memoranda of understanding affecting employer-employee relations.
- Directs through subordinate managers and/or compile reports of revenue estimates; establishes accounts for proper budgetary control; make special expenditure and cost analysis and prepare reports of City financial conditions; and to plan and present long-range fiscal planning.
- Serve as City Treasurer and is responsible for the investment of City funds consistent with policies, standards, and Council direction.

- Oversee technology services, systems, hardware, and software application, which are provided by vendors, consultants, and contractors.
- Oversee the delivery of recreational programs to the community, including the Bobbi Greenwood swim center activities, seasonal sports teams and facility allocation, special events, park facility reservations, community center operations, senior center operations, and other community building/qualify of life programming that may be assigned.
- Confer with other departments to resolve recruitment, selection, classification and employee relations problems.
- Provide costing proposals and fiscal impact analysis related to labor relations matters and participate in negotiations with collective bargaining groups.
- Develop, maintain, and manage record-keeping for critical programs and projects related to department operations and services to other City units, consistent with approved retention schedules, and policies and procedures.
- Identify, coordinate, and provide coaching, mentoring and supervision for department staff; oversee consultants and project outcomes. research and prepare technical and administrative reports; prepare written correspondence; compile reports of expenditures and revenues of previous fiscal years for comparative purposes; prepare a variety of financial statements and statistical reports for State and Federal agencies.
- Provide information to the public in answering questions concerning fiscal procedures and financial transactions; resolve complaints from the public concerning City fiscal affairs; provide technical assistance as necessary.
- Represent the department to outside agencies and organizations.
- Make presentations to various groups within the City, including City Council and agencies outside the City.
- Establish and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a government finance program
- Management skills to analyze programs, policies and operational needs
- Principles and practices of program development and administration
- Accounting principles, practices, and methods; governmental accounting and auditing principles
- Modern office practices, procedures and equipment
- Principles of supervision, training and performance evaluations
- State laws, local ordinances and resolutions affecting municipal operations
- Principals and techniques of data processing systems
- Principles of supervision, training, team building and performance evaluation
- Pertinent federal, state and local laws, codes and regulations

Ability to:

- Plan and direct the maintenance of the complete City financial records
- Analyze and interpret fiscal and accounting records and data
- Develop and implement accounting and record keeping procedures
- Prepare accurate financial and statistical reports

- Plan, organize, direct and coordinate the work of staff; select, supervise, train and evaluate staff; delegate authority and responsibility
- Lead and direct operations, services and activities of the department
- Develop and administer department goals, objectives and procedures
- Identify problems, develop solutions, and implement a plan of action
- Prepare and administer budgets
- Prepare clear and concise management reports; Conduct complex presentations using various media sources
- 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

EDUCATION/EXPERIENCE

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

- A Bachelor's Degree from an accredited four-year college or university with major work in accounting, business, public administration, or a closely related field.
- Seven (7) years of increasingly responsible professional accounting or auditing experience, including at least three (3) years of supervisory experience or general administrative experience in public finance.
- Five (5) years of progressive Human Resources Management

License/Certificate

- Possession of or ability to possess a valid California Driver's license upon hire.
- Certified Public Finance Officer, desired
- SHRM-SCP or SPHR, desired

WORK ENVIRONMENT & PHYSICAL DEMANDS

Physical and Sensory Requirements

- Must possess mobility to work in a standard office setting, use standard office equipment and move between various office locations.
- Must be able to lift and carry office materials weighing up to 10 pounds; vision to read printed materials and on the computer; ability to hear and communicate verbally in person and over the telephone.
- Must be able to climb one flight of stairs regularly, to and from office.

Work Environment

- Employees typically work in an office environment with occasional off-site work.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing human resources policies and procedures.
- Some evening work may be required.

HUMAN RESOURCES TECHNICIAN I/II

DEFINITION

Under general direction, provides a variety of responsible, confidential specialized clerical and technical duties in support of administrative services/human resources services and programs; provides information and assistance to employees and the public regarding City programs, services; processes employee payroll and benefits and coordinates and processes recruitment and onboarding activities.

SUPERVISION EXERCISED AND RECEIVED

General direction is provided by the Director of Administrative Services or designee to the Human Resources Technician II and more direct supervision is provided to a Human ResourcesTechnician I.

CLASS CHARACTERISTICS

The Human Resources Technician I is an entry-level position working initially under direct supervision. Incumbents learn and perform routine administrative, clerical, and technical duties in support of human resources and administrative services. As experience is gained, assignments become more varied, complex, and difficult. Positions at this level perform most duties but are not expected to exercise the same level of independent judgment and independence as a more experienced staff member.

The Human Resources Technician II is a journey-level position. Positions at this level perform the full range of duties within the human resources field under general supervision of the Director and take on the more complex assignments. This level works more independently, exercising considerable judgment and initiative.

An incumbent in either position may also be assigned to work in other areas of the department if/when needed.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Provide general assistance, answer questions regarding benefits, payroll, recruitment, onboarding, selection, and related human resources services to City employees and the public; advise applicants regarding recruitment activities and processes, assist employees in completing general human resources forms and documents; process confidential and sensitive personnel data, applicant data, and related information.
- Create, post and track recruitment advertisements or brochures; research costs and receive quotes and bids on ad placement.
- Enter and update employee master data into City's human resources and payroll database system; may review and verify payroll documents and perform employee master data entry for payroll and assist with maintenance of payroll records and preparation of payroll related reports.

- Process new hire and separation benefits and payroll information; prepare personnel files, new hire forms, materials, and data, ensuring accuracy of data entered; coordinate final paycheck data, including timesheet data, applicable deductions, and related payroll information; compile and complete materials and data provided to employees during new hire orientations and exit interviews, including benefits eligibility forms, retiree benefits eligibility forms, and related documents.
- Assist with coordinating benefits activities, including open enrollment benefits and continuation (COBRA); assist employees with completing benefits enrollment and change forms; review and verify data on employee enrollment forms, troubleshoot and coordinate with benefits carriers to ensure employee eligibility and enrollment.
- Prepare communications for recruitment activities by the required deadlines; draft, process and send letters, memos, and related correspondence regarding recruitment activities to applicants, interview panels, and others; notify candidates regarding selection outcomes.
- Receive, input and process employment applications; review and verify application materials submitted; enter applicant information into the applicant tracking database.
- Coordinate leave management programs; advise employees on their rights under Family Medical Leave Act (FMLA), receive and process requests for FMLA, and other leaves; send initial notices; request additional information and prepare other leave-related correspondence.
- Provide general clerical assistance and administrative support to Administrative Services Department; coordinate and prepare materials and set-up meeting sites for HR or Administrative Services events.
- Conduct new employee orientations and processes all documentation for new employees; provide instruction on enrollment forms, review forms for accuracy and completeness, and answer employee questions; process benefit enrollment information; assist in the development of benefits-related communication material.
- Compose a variety of correspondence and documents; research, organize, and compile a variety of data required for preparation of reports
- Coordinate printing of various human resources documents and materials; proof and submit job flyers, open enrollment materials, and related materials; coordinate distribution and mailing of materials.
- Coordinate with temporary and placement agencies as needed; obtain quotes and bids; process agreements.
- Attend and participate in job fairs, assessment testing, open enrollment meetings, and related activities; provide general assistance and information to employees, staff, and the public.
- Receive, screen, and direct calls; provide information regarding Administrative Services and Human Resources services to the public.
- Attend and participate in meetings as required.
- Other duties as assigned.

Human Resources Technician II, in addition to those functions listed above:

- Prepare and process employee injury reports; assist in processing worker's compensation claims.
- Review confidential files and respond to inquiries for the same.
- Assist with classification, compensation, and exam programs.

- Track, coordinate, schedule training sessions and workshops in support of risk management objectives.
- Assist in collection and analysis of labor relations and payroll information.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of human resources administration.
- Principles and procedures of record keeping
- Basic business accounting functions.
- Principles and procedures of data entry.
- Principles and practices of proper phone etiquette and customer service.
- English usage, spelling, grammar and punctuation.

Ability to:

- Maintain confidentiality when working with sensitive information.
- Perform a wide variety of clerical and data management duties in support of human resources activities.
- Respond to requests and inquiries from employees and the general public.
- Type at a speed necessary for successful job performance.
- Maintain accurate records and files.
- Perform data entry and retrieval functions through computerized systems and online databases management systems.
- Multi-task and maintain tact and courtesy in a fast-paced environment.
- Operate office equipment including computers and supporting software applications, copier, 10 key.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION/EXPERIENCE

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

Human ResourcesTechnician I: Equivalent to the completion of the twelfth grade and one year of administrative and human resources related experience. Coursework or training in human resources or a related field desirable.

Human Resources Technician II: Equivalent to the completion of the twelfth grade. Coursework or training in human resources, business administration, public administration, or a related field and two years of human resources administrative experience.

An associate degree from an accredited college desirable.

License/Certificate

- A valid class C California's driver's license is required upon hire.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.
- Extended standing and walking may occur.
- Employees will also bend, stoop, kneel, and reach.
- Employees must possess the ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Employees must be able to use a flight of stairs to reach the second floor of the historic City Hall building.

Work Environment

- Employees typically work in an office environment with occasional off-site work.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing human resources policies and procedures.
- Some evening work may be required.

FIRE CAPTAIN

DEFINITION

Supervises and oversees a fire company including activities involving fire suppression, emergency medical services, emergency rescue and other fire prevention activities, oversees and participates in training, station and equipment maintenance and administration; provides staff assistance to the Fire Chief, represents the Chief, the Department and the City in fire related organizations.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Fire Chief. Exercises direct and indirect supervision over assigned personnel.

CLASS CHARACTERISTICS

The Fire Captain is a supervisory level class. Fire Captain is distinguished from Fire Chief in that the latter has responsibility for the overall activities and operations of the department. This position acts as a chief officer, responsible for directing the day-to-day activities of an entire shift in the department.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Supervises, evaluates, trains, counsels and disciplines employees in the performance of emergency and non-emergency work areas.
- Schedules personnel to maintain staffing levels; plans and coordinates shift activities; coordinates and conducts training, including company drills and safety meetings.
- Responds to and manages activities relating to fire, emergency rescue, medical, hazardous materials and public services calls; provides command and control of emergency incidents in the absence of superiors; performs a variety of fireground and emergency scene tasks; assists paramedics in care and transport of patients; provides emergency medical care to patients within the scope and practice of an EMT-B; may be required to respond to emergency calls during non-duty hours.
- Conducts investigations to determine fire origin and cause.
- Adheres to and enforces department rules, regulations, policies, and procedures.
- Coordinates and participates in daily activities including fire prevention, public education, and vehicle and station maintenance; coordinates special projects as assigned.
- Represents the Fire Chief, the Department and the City at a variety of regional and statewide organizations.

- Prepares and maintains records and reports.
- Coordinates routine purchases of budgeted items.
- implement policies and procedures; prepare reports; maintain records and perform other administrative procedures of the company.
- Assist management in maintaining and improving the operations of the Department.
- Issue correction notices for fire prevention violations.
- May serve as Acting Fire Chief when assigned.
- Participate in the afterhours “on call” duty officer program as needed.
- Attend special training sessions and schooling as directed.
- Perform related duties as assigned.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Modern firefighting and rescue principles, techniques, and procedures, including the operation and maintenance of the various types of fire apparatus and equipment.
- Rules, regulations and operational procedures of the Winters Fire Department.
- Emergency medical technician skills including basic life support CPR, defibrillation, and blood borne pathogens.
- Mechanical, chemical and related characteristics of a wide variety of hazardous materials.
- Building construction; fire codes; hazardous material safety procedures; natural gas and electrical shut off procedures.
- Principles of supervision, training and performance evaluation.
- Local geography, types of building construction, major fire hazards, water supply, fire and building laws and regulations as they related to the City of Winters.
- OSHA, NFPA, SB 198 and Health and Safety Codes that pertain to fire department services and employees.
- Fire training principles, methods, and practices.
- Training and instructing career and volunteer personnel in proper methods and use of equipment.

Ability to:

- Plan, direct and review fire suppression, fire and life safety code compliance and emergency medical service activities, hazardous materials responses, and City-wide disaster preparedness efforts.
- Analyze feasibility of projects and proposed programs; prepare complete and accurate reports.
- Lead and motivate individuals and groups toward the successful accomplishment of assigned projects.
- Operate apparatus and equipment used in modern emergency scene activities. Develop programs through collateral assignments.
- Deal courteously and effectively with the general public.
- Interpret and enforce state and federal codes as well as local codes and ordinances.
- Efficiently operate a personal computer.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

- Perform heavy lifting and physical maneuvering.
- Act calmly and quickly in emergency situations and make effective decisions in such cases.
- Effectively deploy personnel and equipment in fire suppression, rescue, and other emergency operations.
- Tactfully and effectively interact with all people regardless of race, ethnicity, gender, age or economic status.
- Effectively lead, motivate, train and evaluate personnel.

EDUCATION AND EXPERIENCE

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

Education:

- High school diploma or equivalent. An associate degree or higher from an accredited college or university is highly desirable and

Experience:

- Five years of firefighting experience in a governmental fire department providing services similar to those provided by the City of Winters Fire Department. Experience as a Fire Engineer or Acting Fire Engineer is desirable.

License/Certificate

- Possession of a valid California Class C Driver License with Firefighter "F" Endorsement, or a higher-class license is required. A satisfactory driving record is a condition of initial and continued employment.
- Possession of a current, valid appropriate EMT certification.
- Completion of California Fire Training & Education System, Firefighter 1 & Firefighter (or equivalent)
- Completion of California Fire Training & Education System, Driver/Operator 1A & 1B (or equivalent)
- Completion of ICS 100/200/300
- Possession of the California Fire Service Training and Education System (CFSTES) Fire Officer Certificate or CFSTES Company Officer Certificate or Completion of all requirements for CFSTES Company Officer Certification task book, Pro Board certification or equivalent will be considered.

Special Requirements

- Must be at least 21 years of age by the date of appointment.
- Free of felony convictions under California Government Code Section 1029.
- Must be legally authorized to work in the United States.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- Ability to perform tasks requiring: strength and stamina, such as lifting and moving equipment and objects weighing up to 200 pounds; pushing or pulling objects of up to 215 pounds; sitting,

standing, walking on uneven or slippery surfaces, kneeling, bending, twisting, turning, stooping, squatting, grasping and crawling, ascending and descending stairs and ladders; working both inside and outside with exposure to extreme weather conditions, odors, dust, pollen, chemicals, skin irritants, fumes and solvents; hand and finger dexterity sufficient to use tools; visual acuity for reading gauges, documents and street maps; depth perception; verbal communication, including projecting a voice that can be heard in a noisy environment; hearing and distinguishing various sounds, such as alarms, voices of co-workers and warning horns or sirens in both quiet and noisy environments; working odd and irregular hours while maintaining high level cognitive, interpretive and judgment skills. Required personal protective equipment (PPE) appropriate for job assignments.

Work Environment

- Work in an emergency firefighting environment; work in intense life-threatening conditions; exposure to fire, smoke, bodily fluids, and noise; running, walking, crawling, climbing, stooping, and lifting; work in inclement weather conditions; work in an office environment; sustained posture in a seating position for prolonged periods of time; travel to attend a variety of meetings.

FIRE CHIEF

DEFINITION

To plan, direct, supervise and coordinate activities of the Fire Department and Winters Fire Protection District to prevent and extinguish fires, provide emergency medical services, protect life and property; rescue units, volunteer fire personnel and provide highly responsible and technical staff assistance to the City Manager, City Council, and other operating departments. This position concurrently serves as the City's Emergency Manager.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager. Exercises direct and indirect supervision over assigned staff which may include professional, technical, and clerical positions.

CLASS CHARACTERISTICS

This is an executive level department head position. This class differs from the Fire Captain in that the Fire Chief has overall responsibility for the City's Fire Department. It differs from the City Manager in that the Fire Chief's main responsibilities are related to fire suppression and emergency management activities.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Plan, organize and direct the activities of the Fire Department which include formulate departmental policies and procedures
- Formulate, direct and participate in the development implementation of goals, objectives, policies, and priorities for fire department services.
- In consultation with the City Manager and City Council, assure that the department has adequate resources to fulfill its mission through proper budget planning and execution, personnel selection, and training and development.
- Make every reasonable effort to continually improve the way the job is performed and increase the quality of service to the public, direct research of alternative approaches to fire protection and emergency medical services.
- Serve as incident commander of emergency incidents.
- Prepare and present reports to Council; provide technical and professional advice and recommendations related to levels of service and other related matters; coordinate special studies on a variety of complex problems which require a high degree of technical competence and political awareness.
- Assure that positive public relations and effective working relationships are maintained by the

Department with the public, other governmental agencies, the City Council, City departments, and the media.

- Keep records of fire hydrants and have knowledge of water supply and amount of water available at any given location; inspect commercial and residential structures as requested or directed; and enforce the rules and regulations of the adopted fire code for the protection of life and property.
- Issue or cause to be issued all fire permits within the jurisdiction.
- Review work methods and interdepartmental procedures to ensure effective workflow and compliance with established policies and procedures.
- Promote and maintain safety in the workplace.
- Attend emergencies as necessary and exercise overall supervision of fire and emergency medical resources.
- Direct the enforcement of Federal, State, and local fire codes and regulations and the preparation and adoption of appropriate ordinances.
- Direct investigations to determine the cause and origin of fires and assist in the prosecution of arsonists.
- Direct the formulation of in-service training programs for department personnel and see that programs are carried out.
- Represent the department before the City Council, community, outside agencies and at professional meetings as required.
- Supervise fire, rescue, and disaster medical services in the event of a disaster; assist in updating and improving the City's Emergency Plan; coordinate with State and County agencies to ensure plan compliance and approval.
- Work cooperatively with others.
- Perform related duties as assigned.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Advanced methods, practices, and techniques of modern firefighting, fire inspection, fire prevention, fire apparatus and equipment purchasing, hazardous material mitigation, and emergency medical services.
- Laws, ordinances, rules, regulations, and codes affecting the work of the Fire Department.
- Geography, types of building construction, major fire hazards, water supply, fire and building laws and regulations as they relate to the City of Winters.
- Operation of a personal computer and related software.

Ability to:

- Develop and implement fire services which will meet the changing needs of the community; use financial, technological and staff resources effectively for the planning, programming, and promoting of services; set priorities, work well under pressure, and meet deadlines.
- Deal patiently and tactfully with other department directors, elected officials, outside agencies, citizens, and the press.
- Act calmly and quickly in emergency situations and make effective decisions in such cases.

- Interpret, analyze, apply, and articulate relevant laws, rules, contracts, ordinances, regulations, and guidelines.
- Provide effective leadership, team building, conflict resolution and motivation to department personnel.
- Monitor and oversee leadership, team building, conflict resolution and motivation to department personnel.
- Monitor and oversee the expenditures of the department's annual operating budget.
- Analyze feasibility of projects and proposed programs; prepare complete and accurate reports.
- Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives.
- Delegate responsibility; schedule and program work on a long-term basis.
- Efficiently operate a personal computer.
- Plan, direct and review fire suppression, fire and life safety code compliance and emergency medical service activities, hazardous materials responses, and City- wide disaster preparedness efforts.
- Communicate clearly and concisely, both orally and in writing; prepare reports and maintain records.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Meet the physical requirements necessary to perform the assigned duties safely and effectively.

EDUCATION/EXPERIENCE

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

An associate degree from an accredited educational institution in fire science, public administration, business administration or related field is required. (A Bachelor's Degree and/or additional graduate course work in public administration, business administration or personnel management is preferred.)

And

Five years of broad and extensive experience in all major functions of a fire department, including at least five years firefighting experience in a career department.

License/Certificate

- Possession of a valid California driver's license with Firefighter endorsement.
- Possession of Firefighter I and Firefighter II, and Chief Officer certification issued by the State of California Fire Marshal or equivalent.
- Possession of current Emergency Medical Technician (EMT) and CPR certifications.

Special Requirements/Conditions of Employment

- Establish and maintain residency within the fire protection service area of the City of Winters or Winters Fire Protection District.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- Positions in this class typically require: the employee is frequently required to sit and talk or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Incumbent must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position. The employee is occasionally required to stand; walk; use hands to finger, or operate objects, tools, or controls; and reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The incumbent must occasionally lift and/or move up to 100 pounds.

Work Environment

- While performing the duties of this job, the incumbent occasionally works in outside weather conditions. The incumbent is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

FIRE ENGINEER

DEFINITION

Performs advanced firefighting and rescue activities; operates and maintains the entire range of Fire Department vehicles, apparatus, equipment & facilities. Performs related work and other duties as required.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Fire Chief and Fire Captains

CLASS CHARACTERISTICS

The Fire Engineer is distinguished from the Firefighter in that the former has primary responsibility to drive to emergency situations, and to provide the maintenance for a variety of fire apparatus, firefighting and rescue equipment in addition to participating in fire suppression and fire prevention activities. It is distinguished from the Fire Captain in that the Fire Captain has supervisory and oversight responsibilities for a designated shift.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Responds to fires, emergency rescue, first aid, fire alarms, natural and manmade disasters, and public assist service calls.
- Operates pumps, and all apparatus to effectively suppress fires, determining the best location for apparatus; connects and lays hose lines and determines the correct operating pressures and water flows. This person may take charge and lead the work of an apparatus and its crew.
- Assists in holding nozzles to direct streams of water, carries and operates various fire extinguishers and other firefighting appliances.
- Raises, lowers, and climbs various ladders; makes forcible entry into buildings, when necessary, ventilates buildings and searches for victims.
- Assists with the overhaul. Salvage, and clean-up operations at any incident.
- Makes every reasonable effort to continually improve the way the job is performed and to deliver the highest quality of service to the public.
- May supervise subordinate personnel in the absence of the Fire Captain.
- Assist management in maintaining and improving the operations of the Department.
- Issue correction notices for fire prevention violations.

- Serve as Acting Fire Captain when qualified.
- Participate in the afterhours assistance as directed.
- Attend special training sessions and schooling as directed.
- Perform related duties as assigned.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Modern firefighting and rescue principles, techniques, and procedures, including the operation and maintenance of various types of fire apparatus and equipment.
- Rules, regulations and operational procedures of the Winters Fire Department.
- Emergency medical technician skills including basic life support CPR, defibrillation, and blood borne pathogens.
- Mechanical, chemical and related characteristics of a wide variety of hazardous materials.
- Building construction; fire codes; hazardous material safety procedures; natural gas and electrical shut off procedures.
- Local geography, types of building construction, major fire hazards, water supply, fire and building laws and regulations as they related to the City of Winters.
- OSHA, NFPA, SB 198 and Health and Safety Codes that pertain to fire department services and employees.
- Fire training principles, methods and practices.
- Trains and instructs career and volunteer personnel in proper methods and use of equipment.
- The operation and maintenance of firefighting apparatus and related equipment
- Ground hydraulics and principles of fire streams and modern fire prevention techniques.

Ability to:

- Understand and act in accordance with department policies and rules; to demonstrate a high degree of mechanical aptitude as required in the operation and maintenance of firefighting and rescue equipment
- Drive fire and rescue vehicles with care and safety in accordance with traffic laws and ordinances.
- Analyze situations and adopt effective courses of action.
- Think and act quickly and effectively in emergencies
- Administer first aid including CPR
- Direct the activities of firefighting personnel
- Work effectively without direct supervision
- Assist with fire prevention and inspection activities, and to assist with on-going training programs
- Effectively plan, schedule and carry out the equipment maintenance program.
- Keep simple records and prepare reports
- Understand and carry out oral and written instructions
- Meet the physical requirements established by the department
- Analyze feasibility of projects and proposed programs; prepare complete and accurate reports.
- Lead and motivate individuals and groups toward the successful accomplishment of assigned projects.

- Operate apparatus and equipment used in modern emergency scene activities.
- Deal courteously and effectively with the general public.
- Efficiently operate a personal computer.
- Establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties.
- Perform heavy lifting and physical maneuvering.
- Act calmly and quickly in emergency situations and make effective decisions in such cases.
- Effectively deploy personnel and equipment in fire suppression, rescue, and other emergency operations.
- Tactfully and effectively interact with all people regardless of race, ethnicity, sec, age or economic status.
- Effectively motivate, and train personnel.

EDUCATION AND EXPERIENCE

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

High school diploma or equivalent; an associate degree or higher from an accredited college or university is highly desirable.

Two years full-time paid experience in firefighting or two years as a Winters Volunteer/Reserve.

Experience as a Fire Engineer or Acting Fire Engineer is desirable.

License/Certificate

- Possession of a valid California Class C Driver License with Firefighter "F"
- Endorsement, or higher-class license is required.
- A satisfactory driving record is a condition of initial and continued employment.
- Possession of a current, valid appropriate EMT certification.
- Completion of California Fire Training & Education System, Firefighter 1 or equivalent to completion within 12 months if a Winters Volunteer Firefighter for two years
- Completion of California Fire Training & Education System, Driver/Operator 1A & 1B (or equivalent)
- Completion of ICS 100/200
- Completion of a CPAT or passing of the Winters Firefighter candidate physical agility test 4

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- Ability to perform tasks requiring: strength and stamina, such as lifting and moving equipment and objects weighing up to 200 pounds; pushing or pulling objects of up to 215 pounds; sitting, standing, walking on uneven or slippery surfaces, kneeling, bending, twisting, turning, stooping, squatting, grasping and crawling, ascending and descending stairs and ladders; working both inside and outside with exposure to extreme weather conditions, odors, dust, pollen, chemicals, skin irritants, fumes and solvents; hand and finger dexterity sufficient to use tools; visual acuity for reading gauges, documents and street maps; depth perception; verbal communication, including

projecting a voice that can be heard in a noisy environment; hearing and distinguishing various sounds, such as alarms, voices of co-workers and warning horns or sirens in both quiet and noisy environments; working odd and irregular hours while maintaining high level cognitive, interpretive and judgment skills.

- Required personal protective equipment (PPE) appropriate for job assignments.

Work Environment

- Work in an emergency firefighting environment; work in intense life-threatening conditions; exposure to fire, smoke, bodily fluids, and noise; running, walking, crawling, climbing, stooping and lifting; work in inclement weather conditions.

FIREFIGHTER

DEFINITION

To respond to fire alarms, medical emergency, and other emergency activities in the protection of life and property; and to participate in fire prevention, plan checks, training and station and equipment maintenance activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Chief.

CLASS CHARACTERISTICS

The Firefighter is an entry level position. Firefighter is distinguished from Fire Engineer in that the latter has the primary responsibility to drive to emergency situations and provide maintenance to a variety of fire apparatus and equipment in addition to participating in fire suppression and fire prevention activities. It is distinguished from the Captain in that the Captain has responsibility for the oversight and management of a designated shift.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Respond to fire alarms, lay and connect hose lines; hold nozzles and direct water streams; raise and climb ladders.
- Provide basic life support during medical incidents, assessing and initiating patient care until relieved by proper medical personnel.
- Operate all types of portable fire extinguishers, hand tools, hose lined, power tools and appliances, salvage covers, forcible entry tools, emergency medical equipment and other rescue equipment.
- Maintain regular and consistent attendance.
- Promote and maintain safety in the workplace.
- Work cooperatively with others.
- Shut down natural gas and electrical services to structures.
- Respond to hazardous materials incidents.
- Test and maintain fire hoses and hydrants.
- Participate in fire inspection activities and other fire prevention and public education activities as assigned; ensure that businesses are operating in compliance with the fire code.
- Participate in fire drills and attend training sessions.

- Respond to inquiries from the public.
- Assist in investigating fire origin and cause.
- May be requested to respond to fire calls during non-duty hours.
- Participate in the afterhours “on call” duty officer program as directed by the Fire Chief.
- Provide traffic control.
- Inventory supplies; maintain records.
- Maintain fire engines, emergency equipment, clean station quarters and equipment and maintain a clean and orderly condition in and about the firehouse; perform minor building maintenance.
- Operate radio-telephone equipment.
- Perform related duties as assigned.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Rules, regulations and operational procedures of the Fire Department.
- Firefighting methods, techniques, and procedures; operating and mechanical principles involved in the operation of fire apparatus and equipment.
- Dangers and disposition of hazardous materials.
- Emergency medical technician skills including basic life support, CPR, defibrillation, and blood borne pathogens.
- Fire prevention codes and ordinances; building construction; natural gas and electrical shut off procedures.
- Learn firefighting methods and techniques, the operation of firefighting equipment, street location and physical layout of the City, and major fire hazards.
- Demonstrate mechanical aptitude as required in the operation of firefighting equipment.
- Retain presence of mind in emergencies; analyze fire and emergency situations and report to officer.
- Understand and follow oral and written directions promptly and accurately.
- Deal courteously and effectively with the general public.
- Efficiently operate a personal computer.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

- Tactfully and effectively interact with all people regardless of race, ethnicity, sec, age or economic status.
- Perform heavy lifting and physical maneuvering.
- Perform general office and clerical duties in support of assigned activities.
- Communicate effectively, both orally and in writing.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

EDUCATION/EXPERIENCE

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

High school diploma or equivalent. College-level coursework in fire science, general management, or related field and previous firefighting experience is desirable.

License/Certificate

- Possession of a valid Class C California Driver's License, with the ability to obtain a Class B Firefighters Driver's license with air brake and tank endorsements before the completion of the probation period.
- Possession of California Firefighter I Certificate or the equivalent of two years experience as a Winters volunteer or reserve firefighter.
- Possession of Emergency Medical Technician I Certificate
- Possession of a CPR and AED Certificate

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- Ability to perform tasks requiring: strength and stamina, such as lifting and moving equipment and objects weighing up to 200 pounds; pushing or pulling objects of up to 215 pounds; sitting, standing, walking on uneven or slippery surfaces, kneeling, bending, twisting, turning, stooping, squatting, grasping and crawling, ascending and descending stairs and ladders; working both inside and outside with exposure to extreme weather conditions, odors, dust, pollen, chemicals, skin irritants, fumes and solvents; hand and finger dexterity sufficient to use tools; visual acuity for reading gauges, documents and street maps; depth perception; verbal communication, including projecting a voice that can be heard in a noisy environment; hearing and distinguishing various sounds, such as alarms, voices of co-workers and warning horns or sirens in both quiet and noisy environments; working odd and irregular hours while maintaining high level cognitive, interpretive and judgment skills.
- Required personal protective equipment (PPE) appropriate for job assignments.

Work Environment

- Work in an emergency firefighting environment; work in intense life-threatening conditions; exposure to fire, smoke, bodily fluids, and noise; running, walking, crawling, climbing, stooping and lifting; work in inclement weather conditions.

ADMINISTRATIVE COORDINATOR

PURPOSE

To provide administrative support in the public safety environment including management of records, property, and/or evidence; office management; reception; research; document preparation; and supervision.

SUPERVISION EXERCISED AND RECEIVED

This position exercises supervisory responsibility for the work of assigned technical and clerical positions. Supervision of this class is provided by the Chief of Police, Fire Chief or a designee.

CLASS CHARACTERISTICS

This mid-management position is the primary administrative position in the public safety environment, reporting directly to the Chief of Police/Fire Chief. It requires a considerable degree of initiative, independent judgment and tact in dealing with confidential and sensitive matters. The Administrative Coordinator is distinguished from the Police Chief by the latter's safety designation and responsibility for the overall operation of the Police Department. It is distinguished from the technical and clerical classes by its responsibility to provide oversight for all office functions.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Plan, coordinate, supervise and review the work of departmental personnel assigned to public safety administrative support activities. Act as custodian of records. Monitor and oversee the release of information/public records related to public safety incidents, reports and litigation matters, in accordance with all relevant federal, state and local laws.
- Coordinate with other City departments and governmental agencies in the processing of a wide variety of documents.
- Perform administrative office management duties including maintaining departmental calendars and appointment schedules; arranging meetings and training sessions; distributing mail; monitoring and ordering office supplies; ensuring maintenance and repair of office equipment. Initiate and maintain a variety of manual and computerized filing and record keeping systems; gather or trace information for preparation of periodic statistical, financial and operational reports. Maintain manuals and update resource materials.

- Administration of the department budget; prepare budget reports, compile information for annual budget requests; secure cost bids and make budget recommendations; monitor and control expenditures.
- Operate standard office equipment including computer hardware such as hard and floppy disk drives and printers, and software including spreadsheets, data bases, file management, and word processing systems, adding machines, copiers, fax machines, telephone systems, pagers and communications radios.
- Answer multi-line telephone and receive visitors; evaluate needs and direct callers. Respond to inquiries and resolve complaints regarding a wide range of issues related to departmental operations.
- Provide research assistance on a variety of administrative issues; participate in conducting surveys and studies by gathering, compiling, tabulating and reporting data.
- Compose and prepare a wide variety of written documents including confidential and sensitive memos and correspondence, reports, resolutions, contracts, agreements, charts, tables, spreadsheets and press releases. Edit written documents prepared by other departmental personnel for correct format, English usage, grammar, spelling and punctuation.
- Recommend organizational and procedural changes affecting administrative activities of the department.
- Make every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.
- Hire, train and supervise, and evaluate administrative personnel.
- Manage records personnel to ensure compliance with federal, state and local mandates for release of information.
- Management of Live Scan, Cal Photo and Critical Reach programs.
- Act as Agency Terminal Coordinator for Department of Justice information system.
- Liaison for Department of Justice, District Attorney, Probation and Superior and Traffic Courts regarding record administration.
- Oversee and monitor the record keeping, storage, release, and purging of property and evidence in accordance with federal, state and local laws.)
- May serve as department representative at a variety of interdepartmental and/or public meetings. May take notes and transcribe into finished document.
- Oversee preparation of agenda, minutes, development and preparation of resolutions/ordinances, and proper noticing requirements.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, procedures, methods, laws and regulations governing public safety records and evidence management
- Modern office practices, procedures and equipment including computer hardware and software and transcription equipment
- Correct business correspondence formats,
- Correct English usage, spelling, grammar and punctuation
- Filing and indexing and cross-referencing methods
- Principles of supervision, training, and evaluation

Ability to:

- Work independently
- Organize, prioritize, and coordinate work activities
- Supervise, train and evaluate assigned personnel
- Analyze situations accurately and adopt effective courses of action
- Work efficiently under pressure and with frequent interruptions
- Prepare clear and concise written documents
- Compile and maintain accurate records
- Perform moderately complex business math calculations
- Interpret and apply related laws and rules
- Community clearly and concisely both orally and in writing
- Operate keyboard with sufficient speed and accurate to meet the needs of the department
- Establish and maintain effective work relationships with a variety of people contacted in the course of work.

EDUCATION/EXPERIENCE:

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

Equivalent to completion of the twelfth grade supplemented by college level course work in public safety records, supervision or a related field (a bachelor's degree is preferable).

And

Four years of increasingly responsible clerical and administrative experience in a relevant public safety agency. Prior supervisory experience is preferred.

License/Certificate

- Possession of a valid California Driver's License and a satisfactory driving record as a condition of initial and continued employment.

Special Requirements:

- Ability to operate a keyboard with sufficient speed and accuracy to meet the needs of the department (minimum speed 50 wpm net).
- Possession of a Basic Records certificate issued by California Police Officer Standards and Training Commission (POST) is required. Possession of a POST Records Supervisor/Management certificate is desirable if assigned to the Police Department.
- Possession of or ability to obtain CFCA Professional Recognition Program Certification Level I and Level II is desirable if assigned to the Fire Department

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- Work may include prolonged sitting, as well as moderate lifting, carrying reaching, stooping, pulling and pushing activities; manual dexterity; clear speech; and visual and hearing acuity.

Work Environment

- Work is conducted primarily in an office setting. It includes pressure generated by frequent interruptions, deadlines, complaints and volumes of work. Conditions may include occasional attendance at meetings which are conducted in the evening. May also include occasional weekend or irregular hours.

Community Services Officer I/II

DEFINTION

To perform a variety of routine law enforcement and code compliance related office duties and field work. Community Services Officers [CSO] may be assigned to one or more of the following areas: Records, Investigations, Property & Evidence, Crime Prevention, Patrol, Traffic, Crime Analysis, Parking Enforcement, or Code Compliance.

SUPERVISION RECEIVED AND EXERCISED

Community Services Officer I Immediate Supervision is provided by the Administrative Coordinator, or his/her designee, except for Code Compliance, which falls under the Administrative Sergeant. Assignments may include indirect supervision of part-time staff.

Community Services Officer II General Supervision is provided by the Administrative Coordinator, or his/her designee, unless Code Compliance, which is supervised by the Administrative Sergeant. Assignments may include indirect supervision of full- or part-time civilian staff.

CLASS CHARACTERISTICS

Community Services Officer I: This is the entry level class in the Community Services Officer series. This class is distinguished from the Community Services Officer II by the performance of the more routine tasks and duties assigned to workers in this series who will receive more direct supervision and guidance to complete tasks. Employees at this level are not expected to perform with the same level of independence and judgment beyond routine matters with established procedures and guidelines compared to the II level.

Community Services Officer II: This is the journey level class within the Community Services Officer series. Employees at this level receive occasional instruction or assistance as new or unusual situations arise. This level is well versed in the operating procedures and policies within the assigned work unit. Positions in this class are typically filled by advancement from the Community Services Officer I level.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

An incumbent may be assigned to support multiple areas. The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

WHEN ASSIGNED TO RECORDS

- Answer telephones and provide counter assistance to the public; provide a variety of information regarding services, permits, release of records, department policies and procedures, etc. Receive, open and distribute department mail.

- Maintain confidential files, process and file routine reports and correspondences, perform general clerical duties using computers, Microsoft Office, Record Management Systems [RMS], CAD Computers, and other database programs.
- Copy and release requested reports as appropriate in compliance with established confidentiality rules and regulations; collect appropriate fees.
- Research, maintain, and log a variety of documents, statistics and information as required by the City and other government agencies; review crime and arrest reports and other documents and record appropriate information.
- Enter and receive information from California Law Enforcement Telecommunications System (CLETS) in strict compliance with applicable rules, regulations and procedures.
- Process, distribute and file arrest, crime, disposition and other reports/documents as appropriate; accumulate data and prepare monthly statistical reports.
- Distribute, purge and destroy criminal history information using guidelines set by the Department of Justice and the Police Department.
- Process court orders and voluntary bookings. Provide Live Scan fingerprinting to the general public.
- Process and cancel warrants and subpoenas. Run name checks and warrant checks for Officers and other agencies.
- Perform related work for other departments, as assigned.

WHEN ASSIGNED TO PROPERTY & EVIDENCE

- Assist in crime scene identification activities. Perform fingerprinting, photographing, and logging duties.
- Assist in the collection, preservation and transportation of evidence.
- Maintain chain of custody records. Inventory and release evidence and property in accordance with the law.

WHEN ASSIGNED TO CRIME PREVENTION

- Research modern methods of crime prevention as practiced through the law enforcement community. Develop program outlines and materials for presentations to neighborhood and community groups.
- Identify and coordinate various resources on both a statewide and local level. Develop working relationships with other city departments to ensure the department subscribes to the principles of crime prevention through environmental design.
- Work with sworn, civilian, cadet, and volunteer staff to assist with developing program outlines and materials for presentations to neighborhood and community groups and implementation.
- Engage the public through the use of social media, Department web page, and print to disseminate crime prevention strategies and materials

WHEN ASSIGNED TO PATROL

- Respond to criminal calls for service not in progress and suspect(s) is not known.
- Investigate routine crimes and prepare appropriate reports.
- Assist in police officers at scene investigations and evidence collection.
- Perform traffic control at special events or incidents.
- Assist the public to contact the most effective resources for both enforcement resources, criminal questions, and civil law questions.

WHEN ASSIGNED TO CRIME ANALYSIS

- Collect pertinent data from police reports and input data into a computer database or spreadsheet.
- Assist in producing monthly, quarterly and yearly crime statistics reports.
- Assist in analyzing statistical data to develop crime patterns.
- Work with supervisors and investigators to re allocate resources when appropriate.

WHEN ASSIGNED TO PARKING ENFORCEMENT

- Patrol limited-time parking on City streets and parking lots. Issue citations or warning notices for California Vehicle Code or City Ordinance parking violations.
- Assist with abandoned vehicle abatement. Patrol streets for abandoned parked vehicles and mark them as needed. Conduct follow-up to determine additional enforcement needed, including towing of vehicles.

WHEN ASSIGNED TO CODE COMPLIANCE

- Perform the functions of a Code Enforcement Officer as defined by California Penal Code §829.5 to include a variety of field and office work in support of and to enforce the City's local regulations and ordinances including those pertaining to zoning, land use, building codes, health and safety, water waste, fire prevention, business licensing, social nuisances, and other matters of public concern.
- Work with other City departments including Planning, Building, Fire, and Finance to conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.
- Prepare reports and collect evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding Code Compliance activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
- Patrol assigned area to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Community Services Officer I:

Knowledge of:

- Office and telephone procedures and practices.
- Customer relations and service skills.
- Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
- Principles and procedures of record keeping.
- Geographic features and locations within the area served.
- Methods and techniques of business correspondence and technical report preparation.
- Occupational hazards and standard safety practices.
- Procedures involved in the collection and recording of evidence.
- Use and maintenance of a digital camera and related equipment.
- Codes, regulations, policies, and procedures related to the tasks to which assigned.
- If assigned to Code Compliance duties:
- Operations, services, and activities of a municipal code compliance program.
- Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.
- Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.

Ability to:

- Acquire knowledge of contemporary and approved principles, practices, and procedures of police work, state laws, and City ordinances first aid; acquire, through training, knowledge of the geography and demographics of the City and common law enforcement issues.
- Work independently.
- Work flexible shifts based on the staffing needs of the department.
- Learn and strictly follow the regulations, procedures, and policies related to the maintenance, release, and processing of police records and information.
- Learn the proper procedures, rules, and regulations for entering and retrieving information from CLETS.
- Handle numerous activities at once (i.e., phone calls, receive visitors) effectively and pleasantly.
- Perform clerical work involving the use of independent judgment and requiring speed and accuracy. Type accurately at a speed of 40 words per minute.
- Use good written and verbal skills, using good English grammar and diction.
- Compile information and prepare reports accurately and efficiently.
- Use good interpersonal skills, including dealing politely and effectively with citizens who may be emotionally upset, excited, or distraught.
- Think and act quickly, calmly, and appropriately in emergency situations.
- Establish and maintain harmonious working relationships with department personnel, supervisors, other City employees, and the general public.

Community Services Officer II (in addition to those stated for CSO I):

Knowledge of:

- Interactions between municipal law enforcement agency policies, procedures, and practices.
- Effective communication tactics under pressure, especially listening skills, record keeping and report writing; methods of public contact associated with compliance, collections, and investigative work; and of principles of supervision and training.

Ability to:

- Read, comprehend, interpret, explain and apply City Codes and related laws and legal documents; to effectively plan, organize and carry out work independently.
- Use proper judgment in determining the degree of compliance with various laws; to communicate tactfully, diplomatically and firmly with the public in difficult situations.
- Lead direction and training of others.
- Navigate a wide variety of specialized programs.
- Problem solve using a variety of resources and present the best option to supervisors.
- Apply knowledge learned through specialized training programs to a variety of situations.

EDUCATION/EXPERIENCE

Community Services Officer I:
Any combination of experience and education or training that would provide the required knowledge and abilities are qualifying. A typical way to obtain the required knowledge and abilities would be:

Equivalent to graduation from high school.
Clerical, typing, and computer experience as well as bilingual abilities are desirable.

Community Services Officer II:
Two years of experience in the area of assignment equivalent to the Community Services Officer I in the City of Winters or another law enforcement agency.
An Associate Degree in Criminal Justice or a related field is highly desirable.

License/Certificate (both CSO I and CSOII)

- Possession of a valid Class C California Driver's License.
- Possession of or ability to obtain a CLETS certification.

To Conduct Code Compliance duties (both classes)

- Successful completion of P.O.S.T. 832 P.C. course within six months of hire.
- Possession of, or ability to obtain within one year of appointment, certification as a Code Compliance Officer issued by the CACEO.

Community Services Officer II (only):

- Possession of or ability to obtain a Crime Scene Investigator Basic Certificate
- Possession of or ability to obtain a Crime Prevention Officer Basic Certificate
- Possession of or ability to obtain a Property/ Evidence Officer Basic Certificate

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.
- Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information. Must have normal vision to read reports and observe evidence and individuals. Must be able to hear in the normal audio range with or without correction to be able to receive information over the phone and in person.

Work Environment

- Work is performed in both indoor and outdoor environments; incumbents work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments. Night, evening, and weekend work may be required.

POLICE CHIEF

DEFINITION

Under broad general direction of the City Manager, the Police Chief plans, directs, and organizes the activities of the Police Department in law enforcement and crime prevention; plans, directs, reviews, and manages Department activities and operations encompassing a wide range of law enforcement-related functions including community-based policing, patrol services, traffic services, , investigations, crime prevention, emergency preparedness, public information, staff training, and related administrative/technical services; assures Department compliance with and enforcement of applicable Federal, State, and local laws, ordinances, and codes; manages and supervises staff; serves as a member of the City's Executive Team.

SUPERVISION RECEIVED AND EXERCISED

This is an executive level department head position. Broad general direction is provided by the City Manager. The Police Chief has broad supervisory authority over a large and diverse group of management, supervisory, professional, technical, and support positions whose incumbents perform the full range of police service-related activities.

CLASS CHARACTERISTICS

This is a single-position executive management classification. The Police Chief's duties are administrative/managerial in nature, and the incumbent performs work that is very complex, with broad authority for overseeing the day-to-day operations of the Police Department as well as responsibility for Department strategic planning and goal setting. The incumbent has extensive contact with public officials, State/Federal/local agencies, other public/private organizations and the general public, and is responsible for developing, proposing, and implementing programs designed to provide quality police protection services, crime-solving and prevention services and maintain excellent customer service within the Department's jurisdiction. The classification of Police Chief is distinguished from other classes in the department by its level and degree of responsibility for broad oversight of all Department functions.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Plan, organize, manage, lead, and direct the overall operations of the Police Department including, but not limited to, those services related to community-based policing, patrol, traffic, investigations, crime prevention, public information, and staff training, as well as related administrative/technical services.

- Select, assign, train, direct, and evaluate subordinate staff, including subordinate managers, supervisors, sworn professionals and others; assure training and guidance for staff involved in various aspects of police service; oversee and implement disciplinary actions when necessary.
- Develop, plan, and implement Police Department goals and objectives in accordance with the core purpose, mission, vision, and values of the organization; develop, recommend, and administer policies and procedures; establish priorities; monitor the efficiency and effectiveness of Department work products through quality control and related activities.
- Administer, direct, and participate in development of the Police Department budget; analyze budget data to identify and project resource needs; obtain needed resources; develop strategies to increase Department funding; develop and monitor grant-funded programs; monitor and approve budget expenditures.
- Review legislation and ensure Police Department compliance with appropriate law enforcement-related laws, regulations, statutes, and codes.
- Participate as a member of the City's Executive Team; provide assistance, information, and counsel to the City Manager and the City Council on police service-related matters.
- Coordinate assigned activities with City officials, other City departments, and outside agencies as appropriate; maintain effective working relationships with City staff, Federal/State/local agencies, other public/private organizations, and the general public; seek to achieve positive public relations in all Police Department activities; participate on committees and boards and in community activities as assigned; attend meetings, conferences, and workshops as assigned; may testify in court and/or before legislative bodies.
- Coordinate with the Office of Emergency Services to ensure collaboration and joint efforts in planning and community preparedness efforts.
- Constantly strive to improve Police Department operations through training and professional development opportunities for employees and promotes inclusiveness and values diversity throughout the organization.
- Constantly strive to strengthen Police Department relationships within the community and encourage positive relationships with the public and possess a high degree of awareness of and sensitivity to the cultural diversity of the community.
- Prepare complex statistical and narrative reports, correspondence, and other documents.
- May participate in difficult investigations and/or crime scenes as necessary to help manage and/or oversee operations; may perform special projects.
- Serve as the primary Press Information Officer of the Police Department.
- Perform other related duties as assigned.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of modern public administration including planning, organizing, staffing, leading, and controlling.
- Principles and practices of human resources management, supervision, and training.
- Public relations practices and techniques.
- Current principles, practices, methods, and techniques of policing and law enforcement with particular reference to community-based policing including administrative, operational, and investigative services; maintenance and use of modern law enforcement, weapons, and safety equipment.
- Current literature, laws, regulations, and developments, as well as various agencies that impact police-related services.

- Research methods; report writing techniques; statistical concepts and methods; principles and techniques of project management.

Ability to:

- Lead, administer, and oversee a municipal Police Department; make decisions under pressure.
- Supervise subordinate personnel, including managers, supervisors, and sworn professional staff.
- Develop and implement police service-related strategic plans, policies, and procedures.
- Develop, administer, and control budgets.
- Read and interpret complex laws and regulations regarding police-related services.
- Establish effective working relationships with public officials, public/private agencies, and the general public on a variety of issues.
- Prepare complex narrative and statistical reports, correspondence, and other documents.
- Participate in or direct difficult investigations/crime scene activities if required.
- Use of modern office equipment, including computers, computer applications and software.
- Use of modern communication devices including radios and cell phones.
- Use of law enforcement weapons and other equipment.

EDUCATION/EXPERIENCE

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

Possession of a bachelor's degree from an accredited college or university with major work in public/business administration, criminal justice or related field is required. A Master's Degree in public/business administration, criminal justice or a related field is preferred.

Completion of POST Command College, FBI National Academy, or comparable law enforcement executive training is desired.

And

Ten years of increasingly responsible experience in all major phases of municipal police work; at least three years of responsible administrative/management experience in a municipal police department.

Bilingual: Knowledge of a second language is beneficial.

License/Certificate

- Must have and maintain a valid CA POST Basic certificate. A POST Management Certificate and ability to obtain POST Executive Certificate is desirable.
- A California Driver's License, Class C is required

Special Requirements

- Must be at least 21 years of age by the date of appointment.
- Free of felony convictions under California Government Code Section 1029.

- Must be legally authorized to work in the United States under federal law. Must pass a background investigation, which includes a criminal history check for job-related convictions, polygraph Medical/Drug Test/Psychological Test, and credit check.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- Sit for extended periods of time; bend, twist, turn, kneel, squat, climb and reach; lift, carry, push up to 90lbs and pull up to 60lbs. when restraining individuals.
- Ability to maintain physical fitness requirements of the position and to successfully complete: pre-employment physical agility evaluation and a comprehensive psychological and medical examination prior to appointment.
- Hand and finger dexterity sufficient to operate office equipment, non-lethal weapons, and firearms
- Vision and hearing ability to P.O.S.T. standards
- Able to maintain attentiveness and concentration throughout their entire shift
- Of good moral character, as determined by a thorough background investigation
- Found to be free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer.
- Must possess mobility to work in a standard office setting and use standard office equipment; Sit for extended periods of time; Regularly bend, twist, turn, kneel, squat, climb and reach
- 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
- Occasionally climb and balance
- Able to Restrain or subdue individuals; Overcome physical obstacles during the course of work
- Ability to speak well enough to be understood when transmitting information over telephone and radio

Work Environment

- Work is performed in both an indoor and an outdoor setting. Work involves extensive public contact often in high stress and emotionally charged situations. May be exposed to physical and verbal abuse, or combative suspects, where considerable self-control must be exercised. Work may include substantial periods of time exposed to various weather conditions (including extreme heat and rain), irritants and allergens. Must be able to work nights and weekends, subject to callouts.

POLICE SERGEANT

DEFINITION

Under general supervision the Police Sergeant provides supervision over patrol staff, assigned clerical, technical, and professional staff assigned to the services division. The Police Sergeant acts as a mentor, role model, trainer, and supervisor to Community Service Officers and Sworn Officers assigned to the operations division.

SUPERVISION EXERCISED/RECEIVED

The Police Sergeant receives minimal direction from the Chief of Police and provides supervision and oversight to sworn officers and other civilian personnel in the department as assigned.

CLASS CHARACTERISTICS

The Sergeant is distinguished from the Police Officer by its supervisory and leadership responsibilities. It is further distinguished from the Chief of Police by the latter's responsibility for the entire Police Department in the City.

Sergeants are a key element of the Winters Police Department team. Sergeants not only supervise and participate in patrol functions, but Sergeants also have the opportunity to develop themselves by engaging in mid-management functions, such as managing training, fleet services, volunteer services and force options training; supervising and directly participating in investigations; writing and administrating grants; and managing complex projects. Developing professional skill sets is a high priority; as a result, Sergeants may attend the POST Management Course, POST Sherman Block Supervisory Leadership Institute (SBSLI), as well as other advanced training courses.

EXAMPLES OF IMPORTANT/ESSSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Plans, prioritizes, assigns, supervises, and reviews the work of staff assigned to services and operations division. Recommends and assists in the implementation of goals and objectives of the department.
- Answers questions and provides information to the public; investigates complaints and recommends corrective actions as necessary to resolve complaints.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- Investigates crimes such as burglaries, homicides, assaults, and other incidents to find and implicate perpetrators.
- Collects evidence, interviews witnesses, prepares cases, and testifies in court.
- Acts as a back-up patrol officer

- Assures proper flow of cases to authorities and appropriate agencies.
- Acts as supervisor at critical incidents. Acts as an Operations Section Commander under the Incident Command System (ICS), reporting to the Incidents Commander, unless relieved by higher authority in any event initiating the ICS.
- Coordinates with the Records Manager in the development and maintenance of the Records Management System.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for personnel and equipment; monitors and control expenditures.
- Coordinates with the Police Chief in the hiring of new personnel. Conducts "oral boards" and other testing for new hires.
- Assists the Police Chief in the acquisition and maintenance of department and property equipment.
- Acts as the department Training Manager responsible for assigning, scheduling, and monitoring of training to members of the department. Coordinates with the Field Training Program supervisor in the development, review, and implementation of the Field Training Program. Participates in the review of training and development of officers assigned to the FTO program.
- Conduct Internal Affairs investigations assigned by the Police Chief. Acts as the Liaison with outside agencies and other city departments.
- Attends local and regional meetings, as assigned.
- May conduct the important/essential duties of the Police Officer Journey level classification.

JOB RELATED/QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and includes the minimum peace officer selection standards are set forth in Government Code Sections 1029 and 1031.

Knowledge of:

- English usage, grammar, punctuation, and spelling; general practices of basic report writing.
- Principles and practices of law enforcement, crime investigation and prevention, and officer safety
- The functions of and organization of municipal law enforcement agencies
- Pertinent federal, state, and local laws and ordinances
- Principles and practices of providing public services
- Interviewing techniques; techniques for conflict resolution; techniques for effective interpersonal communications
- Modern office procedures and methods including computer keyboard operation
- Safe driving principles and practices; geography and efficient vehicle navigation of local area
- Safe work practices

Ability to:

- Organize, implement, and direct law enforcement operations and activities
- Interpret and explain pertinent City policies and procedures
- Develop and recommend policies and procedures related to assigned operations
- Apply principles of law enforcement
- Understand, interpret, and apply pertinent laws, codes, ordinances, policies and procedures, principles, practices, and methods
- Learn city and department policies and procedures
- Remain calm, make decisions, and take appropriate action in stressful or emergency conditions; diffuse angry or emotional people and mediate conflict
- Work independently for long periods of time

- Drive and handle police vehicles and related equipment; Respond to urgent matters and emergency situations
- Perform multiple tasks concurrently
- Spanish bilingual skills are highly desirable.

Skill in:

- Driving a vehicle under hazardous conditions.
- The use of ancillary police weaponry and weaponless defense.
- The use of first aid, including Cardiopulmonary Resuscitation techniques.

EDUCATION/EXPERIENCE

Any combination of experience and education or training that would provide required knowledge and abilities to qualify:

- Equivalent to graduation from high school plus completion of fifteen (15) semester units from an accredited college or university, or completion of the police academy. College level course work, military service, and/or specialized training in law enforcement, criminal justice, or a related field is highly desirable
- A bachelor's degree highly desirable.
- Must have at least three (3) years' experience as sworn peace officer in the State of California at the time of application. Three (3) years' experience as Corporal and/or Field Training Officer is highly desired.
- P.O.S.T. Intermediate Certificate required.

SPECIAL REQUIREMENTS

- Must be at least 21 years of age by the date of appointment.
- Free of felony convictions under California Government Code Section 1029.
- Must be legally authorized to work in the United States under federal law.
- Must pass a background investigation, which includes a criminal history check for job-related convictions, polygraph Medical/Drug Test/Psychological Test, and credit check.
- Must pass a medical examination and pre-employment drug test.
- Employees must successfully complete a twelve (12) month probationary period.
- Possession of a valid California Class C Driver's License and a satisfactory driving record as a condition of initial and continued employment.

WORK ENVIRONMENT & PHYSICAL DEMANDS

Physical and Sensory Demands

- Ability to maintain physical fitness requirements of the position and to successfully complete: pre-employment physical agility evaluation and a comprehensive psychological and medical examination prior to appointment
- Hand and finger dexterity sufficient to operate office equipment, non-lethal weapons, and firearms
- Vision and hearing ability to P.O.S.T. standards
- Able to maintain attentiveness and concentration throughout their entire shift
- Of good moral character, as determined by a thorough background investigation
- Found to be free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer
- Must possess mobility to work in a standard office setting and use standard office equipment; Sit for extended periods of time; Regularly bend, twist, turn, kneel, squat, climb and reach
- 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
- Occasionally climb and balance
- Able to Restrain or subdue individuals; Overcome physical obstacles during the course of work
- Ability to speak well enough to be understood when transmitting information over telephone and radio

Work Environment

- Work in office, vehicle, and field settings which includes crime and accident scenes.
- Work involves extensive public contact often in high stress and emotionally charged situations. May be exposed to physical and verbal abuse, or combative suspects, where considerable self-control must be exercised.;
- Regular work outdoors, including in inclement weather conditions
- Subject to moderate to loud noise and other environmental factors
- Regular shift schedule is three (3) twelve (12) hour days per week. Must be able to work odd and irregular hours per department needs.

POLICE OFFICER
(Academy Graduates/Lateral Candidates)

DEFINITION

Under general supervision, preserves the peace; provides public assistance; enforces federal, state and municipal laws. Responds to emergency and non-emergency situations; arrests violators of the law; conducts investigations; engages in community-based policing; and performs other related work as required.

SUPERVISION EXERCISED/RECEIVED

Receives general supervision from higher-level sworn personnel.

CLASS CHARACTERISTICS

This is an entry/journey level classification assigned full arrest and citation powers under the California Penal Code. The Academy Graduate (entry level staff) may have limited related experience but are expected to learn the full range of duties and responsibilities, perform duties with minimal direct supervision, and to exercise sound judgment and discretion in making decisions. The journey level Police Officer has full police authority to carry out the enforcement of laws and ordinances. The Police Officer is distinguished from the Police Sergeant classification by its absence of supervisory responsibilities (except for providing leadership and training to new employees) while the Police Sergeant has supervisory responsibility and directs work of subordinate personnel on a regular basis.
Police Officers receive assignments and special instruction from higher-ranking officers who also review the Police Officer's work.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Respond to emergency and non-emergency public service calls and complaints.
- Patrol an assigned area by vehicle, motorcycle, bicycle or foot, leaves assigned area to assist other officers on calls as needed.
- Conduct public assembly checks, building security checks, and checks of other public areas.
- Issue warnings or citations for federal, state and municipal violations.
- Assure safe and competent handling of firearms.
- Preserve the peace in the community including at public and private gatherings.
- Apprehend or make physical arrests of persons suspected of violating the law or wanted by the court; use lethal and non-lethal force when necessary to apprehend and arrest suspects.

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- Perform a wide variety of citizen assistance tasks; answer questions from the public and maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public.
- Assist persons with mental and/or physical disabilities or lost persons in need of police assistance.
- Render assistance or first aid to citizens who are seriously ill or injured, and requests additional emergency medical assistance as necessary.
- Counsel juveniles and adults when necessary and refer them to other persons or agencies for further assistance.
- Develop, promote, and participate in crime prevention, community outreach and public education programs, events, and activities, and act as departmental representative to community organizations.
- Engage in community-based policing and collaborative problem solving.
- Interview and take statements from victims, complainants, suspects, and witnesses.
- Identify, contact and/or interrogate suspicious adults and juveniles.
- Complete detailed reports on activities such as incidents and crimes observed or investigated, contacts and arrests made, traffic accidents and recovery of property.
- Conduct criminal and crime scene investigations, including the collection, processing, preservation, recording and storing of physical and/or digital or computer-based evidence.
- Process crime scenes for latent fingerprints; photographs crime scenes and evidence using still and video cameras, collect photographic film from crime scenes and other sources, and dispense prints to attorneys and outside agencies. Prepare crime scene sketches as necessary. Recognize, identify, and prepare evidence and photographs for use in court and other criminal procedures.
- Make court appearances, testify, and present evidence in court or other proceedings during on duty and off duty hours.
- Perform traffic control duties including initial and follow up traffic collision investigations, vehicle abatement, parking enforcement, and hazard reporting and/or removal.
- Report streetlights and traffic signals out of order and other safety problems.
- Direct traffic at special events, emergencies, or high congestion situations.
- Stop vehicles operating dangerously or illegally and issue citations for vehicle and municipal code violations.
- Search for lost and missing persons, and property.
- Respond to assist the fire department in the evacuation and rescue of persons in immediate danger of fire and suppression of fires.
- Perform inventory searches of seized vehicles, vessels and aircraft. Conduct mechanical, vehicle identification and registration inspections, and conduct correction verifications.
- Coordinate bicycle registration and recover and secure found and stolen bicycles. Guard and transport seized evidence, found and stolen property, victims, witnesses and arrested persons.
- Serve writs, court subpoenas and arrest warrants on officers and employees within the department and on victims, witnesses, suspects and agents of outside agencies.
- Witness blood tests administered to suspects arrested for driving while intoxicated.
- Operate a variety of motor vehicles; services and maintain assigned police vehicle. Operate a wide variety of law enforcement equipment, including radio and communications equipment to transmit to and receive information from Police personnel using a coded response system; and

computer terminals and printers to create and retrieve a wide variety of police reports and records.

- Attend briefings, meetings, seminars, and training activities. Discuss crime problems, administrative issues, and other general information. Review department operating procedures, criminal law changes, crime maps and other related information.
- Participate in inspections of uniforms, equipment, and general appearance.
- Perform special projects and assignments including making public presentations as assigned.
- Serve as a liaison with courts and criminal justice, community, business, and educational agencies.
- Contact and cooperate with other law enforcement agencies in matters relating to police business.
- May be assigned to act as a field training officer for new employees and may work in specialty assignments as assigned.
- Perform related duties as assigned.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of law enforcement, crime investigation and prevention, community-based policing and officer safety.
- The functions of and organization of municipal law enforcement agencies.
- Pertinent federal, state, and local laws and ordinances
- Principles and practices of providing public services
- Interviewing techniques
- Techniques for conflict resolution and collaborative problem solving
- Techniques for effective interpersonal communications
- Modern office procedures and methods including computer keyboard operation
- Safe driving principles and practices; safe work practices
- Geography and efficient vehicle navigation of local area.

Ability to:

- Express themselves in English in a clear, distinct, and understandable manner when speaking to individuals, to people of different socio-economic levels, before various public and community groups, and when testifying in court.
- Write clearly, accurately, concisely, and legibly using correct English, grammatical construction, and spelling.
- Read and interpret complex technical documents in English.
- Understand and carry out oral and written instructions.
- Observe, assimilate recall, and record pertinent facts and details.
- Read maps and mapped information.
- Apply selected knowledge (i.e., laws, statutes, court decisions, department policies, criminal investigation theories, etc.) in collecting, organizing, and analyzing a variety of information in order to decide on an appropriate and reasonable course of action.
- Deal with people of a variety of socio-economic levels without arousing their antagonism.

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- Analyze problems and rationally and calmly take effective action in emergency and stress situations.
- Plan and effectively present material orally to diverse groups. •
- Deal courteously but firmly with the general public.
- Establish and maintain cooperative working relationships with co-workers and other City employees.
- Use firearms safely and accurately.
- Climb barriers, jump obstacles, and perform strenuous physical activities.
- Control resisting subjects with a minimum of force necessary to effect an arrest.

Skill in:
- Driving a vehicle under hazardous conditions.
- The use of ancillary police weaponry and weaponless defense.
- The use of first aid, including Cardiopulmonary Resuscitation techniques.

EDUCATION/EXPERIENCE

Police Officer (both levels)

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

Equivalent to graduation from high school plus completion of fifteen (15) semester units from an accredited college or university, or completion of the police academy. College level course work, military service, and/or specialized training in law enforcement, criminal justice, or a related field is highly desirable; an associate degree is highly desirable.

An A.A. /A.S. degree with major work in police science or a related field is desirable.
Some public contact work experience is required. Community organization or law enforcement experience is desirable.

License/Certificate
- Possession of a valid California Class C Driver's License and a satisfactory driving record as a condition of initial and continued employment.
- Entry Level - Completion of a California Basic Law Enforcement Academy or POST recertification course within the preceding three years is required.
- Journey Level - Possession of or eligibility to possess a POST Basic Certificate or POST .Basic Course Waiver

Additional certifications may be required for specialized assignments.

SPECIAL REQUIREMENTS (both levels)
- Must be at least 21 years of age by the date of appointment.
- Free of felony convictions under California Government Code Section 1029.
- Must be legally authorized to work in the United States under federal law.
- Must pass a background investigation, which includes a criminal history check for job-related convictions, polygraph Medical/Drug Test/Psychological Test, and credit check.

- Must pass a medical examination and pre-employment drug test.
- Employees must successfully complete a probationary period (18 months for Academy Graduates and twelve (12) months for lateral/journey level officers.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- Sit for extended periods of time; bend, twist, turn, kneel, squat, climb and reach; lift, carry, push up to 90lbs and pull up to 60lbs. when restraining individuals.
- Ability to maintain physical fitness requirements of the position and to successfully complete: pre-employment physical agility evaluation and a comprehensive psychological and medical examination prior to appointment.
- Hand and finger dexterity sufficient to operate office equipment, non-lethal weapons, and firearms
- Vision and hearing ability to P.O.S.T. standards
- Able to maintain attentiveness and concentration throughout their entire shift
- Of good moral character, as determined by a thorough background investigation
- Found to be free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer.
- Must possess mobility to work in a standard office setting and use standard office equipment; Sit for extended periods of time; Regularly bend, twist, turn, kneel, squat, climb and reach
- 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
- Occasionally climb and balance
- Able to Restrain or subdue individuals; Overcome physical obstacles during the course of work
- Ability to speak well enough to be understood when transmitting information over telephone and radio

Work Environment

- Work is performed in both an indoor and an outdoor setting. Work involves extensive public contact often in high stress and emotionally charged situations. May be exposed to physical and verbal abuse, or combative suspects, where considerable self-control must be exercised. Work may include substantial periods of time exposed to various weather conditions (including extreme heat and rain), irritants and allergens. Must be able to work nights and weekends, and a 12-hour rotational shift, subject to callouts.

DIRECTOR OF OPERATIONS AND MAINTENANCE

DEFINITION

Under the general direction of the City Manager, the Director of Operations and Maintenance oversees all Public Works operations and maintenance activities of the City of Winters. This position manages, plans, budgets, directs, and reviews activities relating to the operations, maintenance, and repair of the City's water distribution and wastewater systems; streets, sidewalks, and traffic safety devices; drainage collection systems; and parks and facilities. This position also provides complex administrative work related to the overall operation of the department; monitors projects, maintains records, and provides technical expertise; and responds to problems and emergencies related to all divisions of the department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager and has responsibility for providing direct supervision over professional, technical, administrative, and supervisory staff and consultants.

CLASS AND CHARACTERISTICS

This is a single, department head level position. The incumbent reports to the City Manager and has responsibility for providing oversight and management to department staff. The Director of Operations and Maintenance an executive level classification responsible for all operational sections and program areas of the Public Works Department.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Provides long range planning of major maintenance projects involving coordination with other divisions and departments to define, prioritize, budget and schedule maintenance programs related to pavement maintenance, water distribution, sanitary sewer collection, wastewater treatment, drainage conveyance and detention maintenance, park and facility maintenance.
- Plans, schedules, assigns, and supervises daily activities directly and through subordinate supervisors. Is responsible for oversight and outcomes of all Public Works program areas.
- Coordinates work with contractors, private utilities, and other City departments, divisions, and sections for the construction, operation, maintenance and repair of water distribution systems, sewage collection systems, flood control and storm drainage systems, streets and facilities maintenance.
- Reviews Capital Improvement Plan (CIP) and private land development project plans and drawings, confers with engineers, contractors, and City staff regarding projects and project problems; provides technical advice and assistance; and evaluates work and makes change recommendations based on observation and operational problems.

- Ensures that City standards are met; ensures compliance with all federal, state, and local rules and regulations related to infrastructure and utility systems.
- Responds to emergencies such as hazard spills, floods, loss of electrical power; and maintains a variety of records and information on the occurrences.
- Develops, implements, and monitors safe operating procedures and safety programs in the construction, maintenance and operation of the distribution, collection, storm drainage, streets, parks and facilities maintenance; inspects work and directs use of the most efficient methods, interprets, analyzes, and explains policies, procedures and programs.
- Prepares and administers department budget; prepares, reviews, and modifies specifications for specialized equipment and contractual repair services; reviews and approves all orders for necessary maintenance supplies and equipment; and recommends the purchase of major equipment and items routinely used; provides highly responsible and complex administrative support on behalf of the department.
- Supervises handling public complaints and inquiries; represents the department to outside agencies and organizations; participates in outside community and professional groups and committees.
- Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; recommends corrective action and implements discipline procedures as directed; maintains high standards necessary for the efficient, ethical and professional operation of the Department.
- Participates in and assists with supporting multiple community based special events and activities.
- Performs other duties as assigned.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and techniques, methods, tools, supplies, materials, and equipment including machine work applicable to heavy industry used in the construction, maintenance, repair, and replacement of the City's distribution, collection, storm drainage, streets, parks, and facilities maintenance.
- Practices, procedures and operating principles of water distribution and wastewater maintenance and operation to assure water quality, including SCADA systems.
- Principles and practices of organization, administration, budget, and personnel management, including capital planning, public works procurement requirements, and contract management.
- Principles and practices of supervision, training, performance evaluation, and work scheduling.
- Applicable federal, state, and local laws, rules and regulation codes.
- Principles and practices of leadership, motivation, team building and conflict resolution.

Ability to:

- Train, mentor, supervise, evaluate, and discipline subordinate personnel.
- Interpret and work from sketches, plans, diagrams, and blueprints.
- Establish and maintain effective working relationships and realistic goals.
- Provide and manage expectations for the Department.
- Communicate clearly and effectively, verbally and in writing.
- Develop, implement, plan, schedule, and direct construction, repair, and maintenance.
- Monitor and manage the progress of multiple projects simultaneously.
- Observes, anticipate, plan for and problem solve operational, safety and technical policy and

procedures.

- Develop and write clear and concise technical and non-technical reports.
- Current office, SCADA, and maintenance management systems, including Word, Excel, and Outlook.
- Continuously provide and foster an environment that values delivering a high-level of customer service.
- Responds competently, independently, and effectively to emergency situations.
- Ability to keep executive leadership and organization informed of critical information.

EDUCATION/EXPERIENCE

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

Equivalent to completion of a Bachelor's degree from an accredited college or university with major course work in civil engineering, construction management, or a related field.

And

Six (6) years of increasingly responsible experience in the design, construction or maintenance of water distribution, sanitary sewer collection, storm drainage, streets, parks, and facilities maintenance in a municipal public works organization; including a minimum of three (3) years of increasingly responsible experience working in a management capacity.

License/Certificate

- Possession of a Water Distribution Operator Certificate (D3) issued by the California Department of Health Services (DOHS) and/or Collection Systems Maintenance Certificate issued by the California Water Environment Association (CWEA) is desirable.
- A valid class C California driver's license is required upon hire.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical / Sensory Requirements

- Must be able to perform tasks requiring sitting, standing, walking; occasional exposure to chemicals, skin irritants, fumes, and solvents; generally inside work with occasional outside work with exposure to weather, odors, dust and pollen; the use of sense of smell; acute hearing to distinguish audible alarms; finger and hand coordination; use of a computer terminal; and the ability to sit and stand for extended periods of time. The ability to lift 25 pounds such as files, manuals, or small tools and equipment for distances up to 50 feet. Required to wear personal protective equipment (PPE) appropriate for job assignments; must comply with respiratory protection program and Cal OSHA standards.

Work Environment

- Work is performed in chiefly in an indoor environment, however, specific issues may involve outdoor work; incumbents work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments. Night, evening, and weekend work may be required.

MAINTENANCE MANAGER

DEFINITION

Under general direction, manages, plans, organizes, and directs the programs, operations, and work of assigned personnel engaged in semi-skilled and skilled tasks related to the water and wastewater distribution systems (including City wells and the use of the SCADA system), storm drains, streets, parks and buildings. provides support to assigned personnel. Determine priorities, methods, and sequence of work necessary to ensure efficient and safe operations

SUPERVISION EXERCISES/RECEIVED

General direction is provided by the Director of Maintenance and Operations. This position exercises direct and indirect supervision over assigned maintenance personnel.

CLASS CHARACTERISTICS

This is a mid-management position distinguished by the level of responsibility assumed, complexity of duties assigned, and independence of action taken. The Facilities Manager is distinguished from the Director of Maintenance and Operations by the latter's responsibility for the overall management and oversight of the Public Works Department. It is distinguished from the Maintenance Worker class series by its supervisory and oversight responsibilities.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

All positions:

- Plan, organize, direct, supervise, and evaluate the work in the repair and maintenance of City parks, facilities, streets, storm drains, water and wastewater systems.
- Inspect and review City work in progress and upon completion.
- Plan and direct training for employees engaged in maintenance and repair work of City facilities and infrastructure; answer employee questions and provides technical advice.
- Analyze and resolve work issues, recommend and execute personnel actions when necessary.
- Enforce departmental and personnel rules
- Motivate employees and evaluate employee performance
- Ensure that all safety precautions are adhered to by personnel working on assigned tasks and around city facilities, infrastructure, and equipment.
- Instruct staff on the proper and safe use and care of equipment; respond to a variety of complaints and requests for information

- Operate a variety of light and heavy equipment such as pesticide application equipment, tractors, dump trucks, backhoes, and loaders; operate a variety of hand and power tools.
- Assist other departments on emergency calls.
- Assignments in water and wastewater also require management of the SCADA system, day to day reporting and sampling and required compliance reports to the state.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of technical and functional supervision and training
- Advanced uses of general construction and maintenance tools, materials and equipment related to assignment
- Safe working practices
- Basic computer skills related to data entry/retrieval
- Basic principles of record keeping
- Operation of a variety of power and construction equipment
- SCADA system operations

Ability to:

- Provide technical and functional supervision over assigned staff
- Effectively train staff
- Perform the most complex tasks associated with the repair and maintenance of public works facilities
- Understand and carry out oral and written directions
- Maintain a safe working environment
- Establish and maintain cooperative relationships with those contacted in the course of work
- Communicate clearly and concisely, both orally and in writing
- Maintain records
- Safely operate hand and construction tools and equipment.

EDUCATION/EXPERIENCE

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. Typical ways to obtain the knowledge and abilities but not limited to would be:

Education:

- Equivalent to completion of the twelfth grade.

Experience:

- Five years of responsible journey level experience equivalent to a Maintenance Worker IV in the wastewater distribution field

License/Certificate

- This position requires possession of a valid Class C California Driver's License within 30 days of appointment and a satisfactory driving record as a condition of initial and continued employment.

- Depending upon assignment, an incumbent may be required to possess a:
    - Grade II Wastewater Distribution Certificate
    - Grade II Water Distribution Certificate
    - Grade II Water Treatment Certificate
    - California Pesticide Applicator's Certification

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- Moderate to heavy lifting (up to 50 pounds); prolonged periods of standing, stooping, reaching, crawling, climbing, pushing/pulling, and positioning of tools and equipment, hear motors and alarms; discern smells; discriminate among colors. Wear personal protective equipment (PPE) and safety equipment appropriate for job assignments; comply with Cal OSHA standards.

Work Environment

- Work is performed predominantly outdoors and includes exposure to various weather conditions, hazardous materials, noxious odors, confined spaces, airborne particles, noise, and traffic hazards. Night and evening work may be required.

MAINTENANCE WORKER I/II/III

DEFINITION

Under general and direct supervision, perform a variety of semi-skilled and skilled tasks related to the maintenance and repair of the City's parks, buildings, streets, storm drains, water and wastewater system; perform related duties as assigned.

SUPERVISION EXERCISED/RECEIVED

Maintenance Worker I Receives direct supervision from an assigned supervisor; may receive technical and functional supervision from a Maintenance Worker III.

Maintenance Worker II Receives general supervision from an assigned supervisor; may receive technical and functional supervision from a Maintenance Worker III.

Maintenance Worker III Receives general supervision from a Facilities Manager or other designated manager. May act as a lead worker on assigned jobs . May provide technical and functional supervision of Maintenance Worker I / II on assigned jobs.

CLASS CHARACTERISTICS

Maintenance Worker I – This is the entry level class in the Maintenance Worker series. Positions at this level typically have little or no directly related work experience. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned. class is distinguished from the Maintenance Worker II in that the latter performs at the journey level by virtue of having more experience and less direct supervision.

Maintenance Worker II – This is the journey level class in the series. Positions at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise and are fully aware of operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level. However, based on scope and complexity of work and level of independence, some positions may be permanently allocated to the I level at management discretion. This class is distinguished from the Maintenance Worker III in that the latter is the advanced journey level class in the series where incumbents perform the most complex duties with greater independence and exercise technical and functional supervision over other maintenance staff.

Maintenance Worker III – This is the advanced level in the series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of

duties assigned to classes within the series, which may include providing technical and functional supervision over other personnel on assigned jobs.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

WHEN ASSIGNED TO BUILDINGS

- Perform carpentry, plumbing, painting, HVAC, and electrical work necessary to maintain and repair City facilities.
- Install pipes, fixtures, traps, fittings, and sewer lines; repair and maintain plumbing fixtures including sinks, toilets, faucets and pipes; clear obstructions from on-site water and sewer lines.
- Install, maintain, and repair electrical systems and fixtures including lights, switches, plugs, and breakers; run conduit; maintain automatic emergency power generators.
- Perform carpentry work including the inspection, construction, installation, remodeling and repairing of cabinets, partitions, walls, windows, doors, roofs, foundations, and other carpentry work.
- Hang and tape sheetrock and prepare surfaces for painting; apply primer and finished paint.
- Make periodic inspections and perform maintenance on structures and equipment in City parks and at the beach.
- Install and remove equipment; conduct inspections to determine the need for maintenance work.
- Read and interpret sketches, diagrams, and blueprints.
- Clean and sanitize City facilities and restroom facilities and fixtures including sinks, urinals, and toilets; replenishes supplies in restrooms.
- Perform mechanical servicing tasks such as greasing, oiling, and replacing worn or defective equipment parts.
- Operate a variety of equipment and tools used in the maintenance and repair of City facilities including but not limited to power saws, power sanders, drills, doweling jigs, air compressors, paint sprayers, sewer augers, and various hand and power tools required for carpentry, plumbing, electrical, and maintenance work.

WHEN ASSIGNED TO STREETS AND STORM DRAINS

- Perform skilled and semi-skilled maintenance and repair work on streets, sidewalks and storm drains.
- Remove damaged paving; compact, fill, repave, and repair paved surfaces with asphalt, concrete, decomposed granite, brick, and interlocking pavers; make periodic inspections and perform maintenance on structures and equipment.
- Install and clean storm drains, catch basins and culverts.
- Perform flagging or other traffic control duties during maintenance projects and in emergency situations; assist Police and Fire Departments in containing and cleaning hazardous materials spills in the public rights-of-way.
- Assist in trash and debris control activities such as picking up of litter and other street maintenance activities as required or when weather does not permit sweeping operations.
- Prepare and clean surfaces for painting; lay out stencils to outline markings; paint center lines, cross walks, parking designations, and curb zone markings.

- Repair damaged signs and posts; fabricate new posts; install traffic control and directional signs.
- Install and maintain street signs including stop, street name, parking, warning, crosswalk and speed limit signs, guardrails, and barricades.
- Repair sidewalks, curbing, and streets using blacktop, stone, brick, and concrete; set, cut, and fit materials; construct rock walls; install drainage culverts.
- Mix and pour concrete; finish using smooth, rough, or pebbly techniques.
- Prepare asphalt and other street repair materials; pave roadways, driveways, walkways and potholes; rake, smooth and tamp repaired patches; place lanterns and barricades.
- Remove weeds and trim other plant growth along streets, sidewalks, and rights-of-way to ensure access, draining, and vehicle sight distance requirements; remove debris from gutters, drop inlets, culverts, and manholes.
- Operate a variety of light and heavy-duty construction equipment including backhoe, front-end loaders, single and dual axle trucks, wheel loaders, push rollers, jack hammers, compressors, and sand blasters.
- Operate a variety of equipment and tools used in painting and surface preparation including sand blasters, air compressors, generators, paint guns, and stripers.

WHEN ASSIGNED TO PARKS

- Perform skilled and semi-skilled repair, maintenance and landscaping tasks involving City parks including irrigation system installation and maintenance.
- Clean and maintain park facilities, buildings, and associated facilities.
- Plant, water, fertilize and maintain landscaped areas including bushes, trees, flowers, and shrubs. Prepare planting area (to include digging holes with a power auger, rototilling and grading), plant, transplant, remove, grind stumps, and fertilize trees, shrubs and other plants in parks or City right of way.
- Aerate, thatch, seed, fertilize, and grade lawns.
- Diagnose and treat plant diseases and nutrient deficiencies and apply the appropriate pesticide, herbicide, and fertilizer using chemical sprayers and spreaders.
- Install, maintain and repair landscape irrigation and drainage systems using electronic water controllers, electric valves, spray and drip sprinklers, etc.
- Inspect sprinklers to ensure lawns and landscaped areas are receiving the appropriate amount of water and programs irrigation systems using computerized irrigation software.
- Perform general grounds clean up, including removing litter and debris, including fecal matter, and cleaning paths and walkways.
- Perform swimming pool maintenance and graffiti removal.
- Transport landscape and other related debris to applicable disposal locations.
- Inspect City grounds including parks, roadways, playground equipment, and park signs; perform corrective safety and other actions.

WHEN ASSIGNED TO WATER

- Perform a variety of skilled maintenance and repair on the City's water distribution system which includes, but is not limited to wells, main lines, laterals, water meters, hydrants, valves and SCADA system.
- Install, test, read, and repair meters using a variety of equipment.
- Diagnose operating problems and take appropriate corrective action.

- Assist contractors and representatives of other utilities with the location of distribution pipelines, marks utilities for USA tickets.
- Respond to customers regarding high or low pressure, water quality, high bills, and meter questions.
- Exercise vales and hydrants; flush pipelines pursuant to City policy/guidelines.
- Collect water quality samples and may assist with laboratory testing.
- Perform accurate basic math calculations.
- Perform trench excavation, backfill, compacting, and paving related to lateral and main line repairs.
- May perform pesticide, herbicide and fungicide spraying.
- Operate equipment including, but not limited to, mowers, spray rigs, electric, air and hydraulic powered hand tools, hedge-shears, blowers, weed eaters, chain saws, tractors, backhoe and crane truck.
- Perform swimming pool maintenance; clean and maintains well sites and facilities.
- Perform work outside of normal work hours including overtime as needed and is available for on-call duties as assigned.

WHEN ASSIGNED TO WASTEWATER

- Perform a variety of skilled and semi-skilled construction, repair and maintenance work related to wastewater collection systems including mainlines and lateral connections.
- Read and interpret work orders, maps, schematics, and specifications.
- Perform pesticide, herbicide and fungicide spraying; clean and maintain buildings and associated facilities.
- Inspect and determine problems and needed materials for repair
- Operate equipment including, but not limited to, mowers, spray rigs, electric, air and hydraulic powered hand tools, hedge-shears, blowers, weed eaters, chain saws, tractors, backhoes, and crane trucks.
- Respond to emergencies during evenings, weekends, and holidays.

ALL ASSIGNMENTS

- Make every reasonable effort to continually improve the way the job is performed and increase the quality of service to the public.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

Maintenance Worker I

- Use and purpose of general construction and maintenance tools, materials and equipment, safe working practices

Maintenance Worker II (in addition to those for Maintenance Worker I)

- Operation of a variety of power and construction equipment including, but not limited to, trucks, loaders and related equipment

- Tools, methods and materials used in street and storm drain, parks, and building repair and maintenance

Maintenance Worker III (in addition to those for Maintenance Worker I and II)

- Principles and practices of technical and functional supervision and training
- Advanced uses of general construction and maintenance tools
- Materials and equipment related to work assignment
- Basic computer skills related to data entry/retrieval
- Basic principles of record keeping
- Regulations regarding storm and water quality
- Pesticide/herbicide/fungicide use
- Water conservation principles and methods

Ability to:

Maintenance Worker I

- Learn to perform semi-skilled and skilled tasks involving the maintenance and repair of public works facilities
- Learn to safely operate hand and construction tools and equipment
- Perform heavy manual labor
- Maintain a safe working environment
- Understand and carry out oral and written directions
- Establish and maintain cooperative relationships with those contacted in the course of work
- Communicate clearly and concisely, both orally and in writing

Maintenance Worker II (in addition to those for Maintenance Worker I)

- Independently perform semi-skilled and skilled duties related to the maintenance and repair of public works facilities
- Maintain records
- Safely operate hand and construction tools and equipment

Maintenance Worker III (in addition to those for Maintenance Worker I and II)

- Provide technical and functional supervision over assigned staff
- Effectively train staff
- Perform the most complex tasks associated with the repair and maintenance of public works facilities

EDUCATION/EXPERIENCE

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying.

Education: Equivalent to completion of the twelfth grade (all positions).

Experience:

Maintenance Worker I: None required; experience performing repair and maintenance tasks related to assignment is highly desirable.

Maintenance Worker II: Two years of increasingly responsible experience equivalent to Maintenance Worker I.
Maintenance Worker III: Two years of responsible journey level experience equivalent to a Maintenance Worker II.

License/Certificate

- All positions require possession of a valid Class C California Driver's License and a satisfactory driving record as a condition of initial and continued employment.

Maintenance Worker I, II and III

- Some positions may require possession of, or ability to obtain, a valid California Pesticide Applicator's Certification and/or Certified Pool/Spa Operator Certification within 6 months, based on assignment.
- Some positions may require the ability to obtain a Class B or A Driver's License within one year, as designated by management.
- Positions in Water require possession of (or ability to obtain within one-year) a valid Water Distribution Grade I Certificate.
- Positions in Wastewater require possession of (or ability to obtain within one year) a valid Wastewater Treatment Grade 1 Certificate.

Maintenance Worker III (in addition to those listed above)

- Possession of a valid Water Distribution Grade 2 Certificate (when assigned to Water).
- Possession of a valid Wastewater Treatment Grade 2 Certificate (when assigned to Wastewater).

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- Moderate to heavy lifting (up to 50 pounds); prolonged periods of standing, stooping, reaching, crawling, climbing, pushing/pulling, and positioning of tools and equipment, hear motors and alarms; discern smells; discriminate among colors. Wear personal protective equipment (PPE) and safety equipment appropriate for job assignments; comply with Cal OSHA standards.

Working Conditions

- Work is performed predominantly outdoors and includes exposure to various weather conditions, hazardous materials, noxious odors, confined spaces, airborne particles, noise, and traffic hazards. Night and evening work may be required.

ENVIRONMENTAL SERVICES ANALYST

DEFINITION

Under direction of the City Manager and/or Public Works Director, plans, organizes and provides direction and oversight for a variety of public works functions and activities, to include areas such as water distribution, wastewater collection, city environmental programs, storm drain maintenance, storm water pollution prevention, water conservation, and solid waste reduction; provide highly responsible and complex support to upper management. Responsible for regulatory compliance with Local, State, Federal and other agencies regarding all public works departments. Work alongside and in partnership with all Departments to assist in matters and issues and their relationship with the Public Works Department.

CLASS CHARACTERISTICS

This classification provides program management and support. The Environmental Services Analyst works with significant independent authority to perform difficult and complex work in the areas of water, wastewater, parks, streets, roads and facilities. Incumbents are responsible for assisting with the development, recommendation, and implementation of goals, objectives, policies, and procedures, and work extensively with Public Works staff, other City employees, various public/private organizations, and the general public.

EXAMPLES OF IMPORTANT/ESSENTIAL DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

- Maintain the City's regulatory compliance with all appropriate agencies regarding water, wastewater, storm water, parks, streets, facilities, air quality, and solid waste reduction and other environmental issues as needed.
- Manage assigned services, activities and contracts related to water distribution, wastewater collection, streets and storm drain maintenance, storm water pollution prevention, water conservation, solid waste reduction, and other assigned public works functional areas.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned areas.
- Develop and submit key water, wastewater, integrated waste, air quality and other reports to local, state and other governmental agencies.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Participate in the development and administration of the annual budget forecast funds needed for staffing, equipment, regulatory fees, permits, monitor and approve expenditures; make adjustments as necessary.

- Serve as liaison regarding regulatory and contract services functions with City and outside agencies.
- Serve on a variety of committees, teams, boards, and other formal bodies.
- Prepare and present staff reports and other related correspondence.
- Establish, ensure compliance, and enforce safety requirements; coordinate and participate in safety training for staff.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to assigned areas, policies, and procedures.
- Attend and participate in professional group meetings; stay abreast of new regulations, trends and innovations in the public works field.
- Respond to and resolve difficult and sensitive inquiries and complaints. Service in various emergency response roles as required.
- Schedule quarterly and annual testing of drinking water system.
- Oversee annual backflow testing and reporting.
- Schedule and attend annual inspections with Local, State and Federal agencies and manage new regulatory requirements.
- Complete and file annual Local, State and Federal regulatory reports.
- Investigate grant opportunities, apply for beneficial grants to improve City and Public Works opportunities for improvement, manage grant spending and reporting.
- Serve as Project Manager for assigned engineering and capital projects; monitor for quality of work and adherence to contract terms and conditions.
- Code Public Works purchases, service contracts and capital project related progress billings including issuance of purchase orders, check requests; track Public Works staff certifications and reimbursements. Review plans and specifications for various projects as assigned.
- Perform related duties as assigned.

JOB RELATED/ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operational and maintenance services and activities in the assigned areas. Water, wastewater, parks, streets, and facilities.
- Regulations and monitoring requirements for the City related to Public Works Departments.
- Public Works operational methods, materials, and engineering specifications.
- Principles and practices of public agency administration and management.
- Principles and practices of municipal budget preparation, monitoring, and administration.
- Principles of supervision, training, and performance management.
- Pertinent federal, state, and local laws, codes, and regulations.
- Ability to:
- Complete and file necessary regulatory reports as needed on a timely basis.
- Assist in giving direction regarding the operations, services, and activities of assigned public works functional areas.
- Develop and administer department goals, objectives, policies, and procedures.
- Administer and oversee a variety of construction projects.
- Prepare and administer large and complex budgets.
- Prepare clear, concise, and effective administration and financial reports.

- Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement recommendations.
- Research, analyze and evaluate new service delivery methods and techniques.
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships and with the public.
- Interpret and develop policies and procedures based on State and Federal regulations.

EDUCATION/EXPERIENCE

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

A bachelor's degree from an accredited college or university with a major in engineering, geology, construction management, business administration, or public administration is desirable.

Five years of progressively responsible supervisory or management experience in the maintenance and operation of a variety of public works facilities and projects.

Note: Additional qualifying experience may substitute for the education on a year-for year basis.

License/Certificate

- Possession of a valid California Class C Driver's License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.
- A Water Distribution D-1 certificate is desirable.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical and Sensory Requirements

- Occasional standing for long periods of time, bending and squatting. Occasional lifting up to 50 pounds; constant use of overall vision which must be within normal range. Frequent grasping, holding, and reaching. Frequent hearing and talking in person and over the telephone. Frequent coworker contact, occasionally working alone

Work Environment

- Work is performed in a typical indoor office and outdoor environment on a year-round basis. Occasional exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other requirements: Evening, weekend, and holiday work may be required.

CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers

DATE: November 5, 2024

FROM: Jeremy Craig, City Manager

SUBJECT: Resolution 2024-68 of the City Council of the City of Winters authorizing the City to join the Statewide Community Infrastructure Program (SCIP); authorizing the California Statewide Communities Development Authority (CSCDA) to accept applications from property owners, conduct special assessment proceedings and levy assessments and special taxes and to form assessment districts and community facility districts within the territory of the City of Winters; embodying a joint community facilities agreement setting forth the terms and conditions of community facilities districts financings; approving form of acquisition agreement for use when applicable; and authorizing related actions.

RECOMMENDATION:

After City Council discussion and questions, open the public hearing to order and invite any interested members of the public to provide testimony regarding SCIP and the proposed action. Upon the close of the hearing, if the City Council wishes to join SCIP and become a participating member City in this program, it should adopt the proposed Resolution 2024-68. The resolution requires only a simple majority vote.

BACKGROUND:

CSCDA is a joint powers authority sponsored by the League of California Cities and the California State Association of Counties. 530 cities, counties and special districts throughout California are members of CSCDA, including the City of Winters. SCIP was instituted by CSCDA in 2002 to allow owners of property in participating cities and counties to finance the development related fees that would be payable by property owners upon receiving development entitlements or building permits through a pooled special assessment districts program. SCIP was expanded to include financing of public capital improvements directly in addition to just fees and has now been further expanded to include community facilities districts ("CFDs") and an option to finance public services in respect of stand-alone bond issues, necessary to support development in the City, as provided for in the proposed SCIP resolution. Since its inception SCIP has issued over

$1 billion in land secured special assessment and CFD bonds for development projects in California.

If a property owner applies to participate in SCIP, and the City approves the application, the selected public capital improvements, facilities and/or development related fees owed to the City will be financed by the issuance of bonds by CSCDA. Property owners, in consultation with the City and the SCIP team, can opt to have CSCDA form either an assessment district or a community facilities district. CSCDA determines whether the project will be included in the SCIP pool program (where no one developer within the SCIP pool is responsible for the payment related to any other project) or, depending on the projected bond sizing and other factors, implemented as a stand-alone financing. In either case, CSCDA will form the appropriate district and impose an assessment or special tax, as applicable, on the owner's property to repay the portion of the bonds issued to finance public capital improvements, facilities and/or development related fees.

With respect to the financing of development related fees, the property owner will either pay the development fees at the time of permit issuance and will be reimbursed from the SCIP bond proceeds when the SCIP bonds are issued, or the fees will be funded directly from the proceeds of the SCIP bonds. In both cases, the fees are subject to requisition by the City at any time to make authorized fee expenditures, and the City is never at risk for payment of its fees. If the property owner is required to construct improvements to be dedicated to the City, the proposed SCIP resolution includes a form of acquisition agreement to be used when such improvements are funded with SCIP bond proceeds, which outlines how a developer will be reimbursed for improvements as they are certified complete by the City.

The benefits of SCIP to the property owner include:

- Only property owners who choose to participate in the program will have assessments or special taxes imposed on their property.

- Instead of paying cash for public capital improvements and/or development related fees, the property owner receives low-cost, long-term tax-exempt financing of those fees, freeing up capital for other purposes.

- The property owner can choose to pay off the assessments or special taxes at any time.

- For home buyers, paying for the costs of public infrastructure through an assessment or special tax is superior to having those costs "rolled" into the cost of the home. Although the tax bill is higher, the amount of the mortgage is smaller, making it easier to qualify. Moreover, because the assessment/special tax financing is at tax-exempt rates, it typically comes at lower cost than mortgage rates.

- Owners of smaller projects, both residential and commercial, can have access to tax-exempt financing of infrastructure. Before the inception of SCIP, only projects large enough to justify the formation of an assessment or community facilities district had

access to tax-exempt financing. SCIP can finance projects as low as $500,000, which would not be economical on a stand-alone basis.

The benefits of SCIP to the City include:

- As in conventional assessment district and CFD financing, the City is not liable to repay the bonds issued by CSCDA or the assessments or special taxes, as applicable, imposed on the participating properties.

- CSCDA handles all district formation, district administration, bond issuance and bond administration functions. A participating city, county or special district can provide tax-exempt financing to property owners through SCIP while committing virtually no staff time to administer the program.

- Providing tax-exempt financing helps participating cities and counties cushion the impact of rising public capital improvements costs and development related fees on new development. Many developers rely on assessment district or CFD financing through SCIP in making the decision to purchase land, thereby improving the City's competitive advantage in attracting new development.

- The availability of financing will encourage developers to pull permits and pay fees in larger blocks, giving the participating city, county or special district immediate access to revenues for public infrastructure, rather than receiving a trickle of revenues stretched out over time. As part of the entitlement negotiation process, the possibility of tax-exempt financing of fees can be used to encourage a developer to pay fees up front.

- In some cases, the assessments or special taxes on successful projects can be refinanced through refunding bonds. Savings achieved through a refinancing may be directed to lower property taxes subject to applicable federal tax limitations.

The proposed SCIP resolution authorizes CSCDA to accept applications from owners of property within our planning jurisdiction to apply for tax-exempt financing of public capital improvements and development related fees through SCIP. It also authorizes CSCDA to form assessment districts and community facilities districts within our city's boundaries, conduct assessment and special tax proceedings and levy assessments and special taxes against the property of participating owners. It approves the form of an acquisition agreement, attached to the SCIP resolution as Exhibit B, to be entered into between the City and the participating property owner/developer, if applicable, to provide the terms and conditions under which financing for public capital improvements will be provided and to establish the procedure for disbursement of bond proceeds to pay for completed facilities. It also authorizes miscellaneous related actions and makes certain findings and determinations required by law.

In addition to the funding of public capital improvements and development related fees, the proposed SCIP resolution authorizes CSCDA to form community facilities districts within our city's boundaries to levy special taxes to fund public services necessitated by new development projects, if approved by the participating property owner. Similar to the

funding of public capital improvements and development related fees, once an application is received by the participating property owner and approved by the City, CSCDA handles all district formation and district administration. CSCDA will coordinate with the city annually to prepare the budget for the levy, and will levy and collect the special taxes for disbursement to the City when collected. Public services will only be included in a community facilities district formed for a stand-alone project.

Recommended Action: After City Council discussion and questions, open the public hearing to order and invite any interested members of the public to provide testimony regarding SCIP and the proposed action. Upon the close of the hearing, if the City Council wishes to join SCIP and become a participating member City in this program, it should adopt the proposed resolution. The resolution requires only a simple majority vote. If the resolution is approved, the City Clerk should forward a certified copy to SCIP, c/o Tricia Aguirre, Orrick, Herrington & Sutcliffe LLP, 400 Capitol Mall, Suite 3000, Sacramento, CA 95814.

FISCAL IMPACT:

There are no costs to the city for joining the SCIP program, however, participation in the program may accelerate future development impact fee collections to the City.

ATTACHMENTS:

1. Resolution 2024-68

RESOLUTION NO. 2024-68

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS AUTHORIZING THE CITY TO JOIN THE STATEWIDE COMMUNITY INFRASTRUCTURE PROGRAM; AUTHORIZING THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY TO ACCEPT APPLICATIONS FROM PROPERTY OWNERS, CONDUCT SPECIAL ASSESSMENT PROCEEDINGS AND LEVY ASSESSMENTS AND SPECIAL TAXES AND TO FORM ASSESSMENT DISTRICTS AND COMMUNITY FACILITIES DISTRICTS WITHIN THE TERRITORY OF THE CITY OF WINTERS; EMBODYING A JOINT COMMUNITY FACILITIES AGREEMENT SETTING FORTH THE TERMS AND CONDITIONS OF COMMUNITY FACILITIES DISTRICT FINANCINGS; APPROVING FORM OF ACQUISITION AGREEMENT FOR USE WHEN APPLICABLE; AND AUTHORIZING RELATED ACTIONS

WHEREAS, the California Statewide Communities Development Authority (the "Authority") is a joint exercise of powers authority, lawfully formed and operating within the State pursuant to an agreement (the "Joint Powers Agreement") entered into as of June 1, 1988 under the authority of Title 1, Division 7, Chapter 5 (commencing with Section 6500) of the California Government Code (the "JPA Law"), the members of which include numerous cities, counties and local agencies in the State of California, including the City of Winters (the "Agency"); and

WHEREAS, the Joint Powers Agreement authorizes the Authority to undertake financing programs under any applicable provisions of State law to promote economic development, the stimulation of economic activity, and the increase of the tax base within the jurisdictional boundaries of its members (such members, the "Program Participants"); and

WHEREAS, as one of the Programs under the Joint Powers Agreement, the Authority has established the Statewide Community Infrastructure Program ("SCIP") to allow the financing of certain public capital improvements to be constructed by or on behalf of property owners for acquisition by the Agency or another public agency (the "Improvements") and improvements eligible for funding from certain development impact fees, capacity fees and/or other development related charges (the "Fees") levied in accordance with the Mitigation Fee Act (California Government Code Sections 66000 and following) and other authority providing for the levy of fees on new development to pay for public capital improvements (collectively, the "Fee Act") through the levy of special assessments pursuant to the Municipal Improvement Act of 1913 (Streets and Highways Code Sections 10000 and following) (the "1913 Act") and the issuance of improvement bonds (the "Improvement Bonds") under the Improvement Bond Act of 1915 (Streets and Highways Code Sections 8500 and following) (the "1915 Act") upon the security of the unpaid special assessments; and

WHEREAS, the "Mello-Roos Community Facilities Act of 1982," being Chapter 2.5, Part 1, Division 2, Title 5 (beginning with Section 53311) of the Government Code of the State (the "Mello-Roos Act") is an applicable provision of State law available to, among other things, finance public improvements and public services ("Services")

necessary to meet increased demands placed upon local agencies as a result of development; and

WHEREAS, the Authority also uses SCIP to allow the financing of Fees and Improvements through the levy of special taxes and the issuance of special tax bonds (the "Special Tax Bonds" and, together with the Improvement Bonds, the "Local Obligations") under the Mello-Roos Act upon the security of the special taxes and to allow the financing of Services through the levy of special taxes under the Mello Roos Act; and

WHEREAS, the Agency desires to allow the owners of property being developed within its jurisdiction ("Participating Developers") to participate in SCIP and to allow the Authority to conduct proceedings and to form community facilities districts ("CFDs") and to issue Local Obligations under the Mello-Roos Act, as well as to conduct assessment proceedings to form assessment districts ("Assessment Districts") under the 1913 Act and to issue Local Obligations under the 1915 Act, to finance Fees levied on such properties and Improvements, provided that such Participating Developers voluntarily agree to participate and consent to the levy of the assessments or special taxes, as applicable; and

WHEREAS, the Agency desires to allow the Participating Developers to participate in SCIP and to allow the Authority to conduct proceedings and to form CFDs to levy special taxes to finance Services, provided that such Participating Developers voluntarily agree to participate and consent to the levy of such special taxes and that such CFDs are not pooled together with projects in other jurisdictions; and

WHEREAS, from time to time when eligible property owners within the jurisdiction of the Agency elect to be Participating Developers, the Authority will conduct proceedings under the 1913 Act and the Mello-Roos Act and issue Local Obligations under the 1915 Act and the Mello-Roos Act to finance Fees and Improvements and, at the conclusion of such proceedings, will levy assessments or special taxes, as applicable on such property within the territory of the Agency; and

WHEREAS, both the Authority and the Agency are "local agencies" under the Mello-Roos Act; and

WHEREAS, the Mello-Roos Act permits two or more local agencies to enter into a joint community facilities agreement to exercise any power authorized by the Mello-Roos Act; and

WHEREAS, the Agency desires to enter into such an agreement with the Authority to authorize the Authority to form CFDs from time to time within the territorial limits of the Agency to finance Fees, Improvements and Services necessitated by new development; and

WHEREAS, there has been presented to this meeting a proposed form of Resolution of Intention to be adopted by the Authority in connection with assessment proceedings (the "ROI"), a copy of which is attached hereto as Exhibit A, and the territory within which assessments may be levied for SCIP (provided that each Participating

Developer consents to such assessment) shall be coterminous with the Agency's official boundaries of record at the time of adoption of such ROI, and reference is hereby made to such boundaries for the plat or map required to be included in this Resolution pursuant to Section 10104 of the Streets and Highways Code; and

WHEREAS, there has also been presented to this meeting a proposed form of Acquisition Agreement (the "Acquisition Agreement"), a copy of which is attached hereto as Exhibit B, to be approved as to form for use with respect to any Improvements to be constructed and installed by a Participating Developer and for which the Participating Developer requests acquisition financing as part of its SCIP application; and

WHEREAS, the Agency will not be responsible for the conduct of any proceedings; the levy or collection of assessments or special taxes or any required remedial action in the case of delinquencies in such assessment or special tax payments; or the issuance, sale or administration of the Local Obligations or any other bonds issued in connection with SCIP; and

WHEREAS, the Authority periodically issues Local Obligations on behalf of the local agency participants in SCIP to provide financing for the Fees and Improvements; and

WHEREAS, where the Authority determines a project is eligible for a SCIP pooled issuance, the Authority issues revenue bonds pursuant to the Marks-Roos Local Bond Pooling Act of 1985, consisting of Article 4 (commencing with Section 6584) of Chapter 5, Division 7, Title 1 of the California Government Code (the "Marks-Roos Act") concurrently with the issuance of Local Obligations, the proceeds of which are used to purchase the Local Obligations; and

WHEREAS, pursuant to Government Code Section 6586.5, notice was published at least five days prior to the adoption of this resolution at a public hearing, which was duly conducted by this City Council concerning the significant public benefits of SCIP and the financing of the Improvements and the public capital improvements to be paid for with the proceeds of the Fees;

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

Section 1. This resolution shall constitute full "local approval," under Section 9 of the Joint Powers Agreement, for the issuance of bonds by the Authority in accordance herewith.

Section 2. Agency hereby consents to the conduct of proceedings by the Authority under the Mello Roos Act to form CFDs with boundaries that shall be coterminous with the Agency's official boundaries of record at the time of such proceedings or any portion thereof (the "Proposed Boundaries"), and to authorize a special tax and to issue bonds with respect thereto; provided that the Participating Developers, who shall be the legal owners of such property at the time of formation of the CFD, execute a written consent to the levy of special tax in connection with SCIP by the

Authority and execute a ballot in favor of the formation of such CFD and the Mello-Roos Act.

Section 3. The Agency hereby consents to the conduct of special assessment proceedings by the Authority in connection with SCIP pursuant to the 1913 Act and the issuance of Local Obligations under the 1915 Act on any property within the Proposed Boundaries; provided, that:

(1) Such proceedings are conducted pursuant to one or more Resolutions of Intention in substantially the form of the ROI; and

(2) The Participating Developers, who shall be the legal owners of such property at the time of the formation of the Assessment District, execute a written consent to the levy of assessments in connection with SCIP by the Authority and execute an assessment ballot in favor of such assessment in compliance with the requirements of Section 4 of Article XIII D of the State Constitution.

Section 4. This resolution sets forth the terms of a "joint community facilities agreement" (as defined in Section 53316.2 of the Mello Roos Act) between the Agency and the Authority. Adoption by the Commission of the Authority of each Resolution of Intention to form a CFD under the Mello-Roos Act to finance Agency Improvements, Agency Fees or Agency Services shall constitute acceptance of the terms hereof by the Authority with respect to such CFD. This Resolution and the Authority's Resolution of Intention for the respective CFDs shall together embody a separate and independent joint community facilities agreement, or a joint agreement to fund services, for each CFD formed by the Authority (the "Joint Agreement").

Section 5. The City Council hereby finds and determines that this resolution and the Joint Agreement are beneficial to the residents/customers of the Agency and are in the best interests of the residents of the Agency, and of the future residents of the area within the proposed CFDs and Assessment Districts. The Agency hereby finds and declares that the issuance of revenue bonds by the Authority to purchase Local Obligations in connection with SCIP will provide significant public benefits, including without limitation, savings in effective interest rate, bond preparation, bond underwriting and bond issuance costs, and the more efficient delivery of local agency services to residential and commercial development within the Agency.

Section 6. The Authority has adopted Local Goals and Policies as required by Section 53312.7 of the Mello-Roos Act. The Agency approves the use of those Local Goals and Policies in connection with the formation of CFDs. The Agency hereby agrees that the Authority may act in lieu of the Agency under those Local Goals and Policies in forming and administering the CFDs.

Section 7. The Authority has prepared and will update from time to time the "SCIP Manual of Procedures" (the "Manual"), and the Agency will handle Fee revenues and funds for Improvements for properties participating in SCIP in accordance with the procedures set forth in the Manual.

Section 8. Pursuant to the Mello-Roos Act and this resolution, the Authority may conduct proceedings under the Mello-Roos Act to form the CFDs and to have such CFDs authorize the financing of (i) any or all of the facilities and Fees set forth on Exhibit C, attached hereto and (ii) any or all the Services set forth on Exhibit D, attached hereto. All of the facilities, whether to be financed directly or through Fees, shall be facilities that have an expected useful life of five years or longer and are facilities that the Agency or other local public agencies, as the case may be, are authorized by law to construct, own or operate, or to which they may contribute revenue. The appropriate officials and staff of the Agency are hereby authorized and directed to cooperate with the Authority and the Authority's special tax consultant and other consultants to calculate the appropriate level of the special tax to fund the Services for each CFD in connection with initial formation and in connection with the annual levy. Exhibit C and Exhibit D may be modified from time to time by written agreement between an authorized representative of the Authority and of the Agency. The facilities are referred to herein as the "Improvements," and the Improvements to be owned by the Agency are referred to as the "Agency Improvements." The Fees paid or to be paid to the Agency are referred to as the "Agency Fees". The Services funded are referred to as the "Agency Services". The financing of the Agency Services shall only be authorized for stand-alone development projects and Local Obligations may not be issued to fund Services.

Section 9. For Improvements, Fees or Services to be owned, used or provided by another local agency (a "Third Party Local Agency"), the Authority will separately identify them in its proceedings and will enter into a joint community facilities agreement with such Third Party Local Agency as required by the Mello-Roos Act. Each joint community facilities agreement with each Third Party Local Agency will contain a provision that the Third Party Local Agency will provide indemnification to the Agency to the same extent that the Agency provides indemnification to the Third Party Local Agency under the terms of this resolution.

Section 10. The Agency acknowledges that Improvements and Fees will be funded through a CFD only if they are necessary to meet increased demands placed upon the Agency as a result of development occurring or expected to occur within the proposed CFD and Services will be funded through a CFD only if they are in addition to those provided in the territory of the CFD before the CFD was created and will not supplant existing services. In connection with the formation of each CFD, as may be required by the Authority's procedures, the Agency shall certify that such requirements are satisfied in form and substance satisfactory to the Authority.

Section 11. The Authority shall promptly transfer special tax collections for Agency Services, after payment of its own reasonable administrative costs incurred in the administration of the CFDs, to the Agency. The Authority will apply the other special tax collections initially as required by the documents under which any Local Obligations are issued; and thereafter, to the extent not provided in the Local Obligations documents, may pay its own reasonable administrative costs. The Authority will remit any special tax revenues from any particular CFD remaining after the final retirement of all related Local Obligations to the Agency and to the other local agencies in the proportions specified in the Authority's proceedings. The Agency will apply any such special tax revenues it

receives for authorized Agency Improvements, Agency Fees and/or Agency Services, as applicable, and its own administrative costs only as permitted by respective CFD proceedings and by the Mello-Roos Act. The joint community facilities agreements with each Third Party Local Agency must require the Third Party Local Agency to apply the special tax revenues they receive for their authorized Improvements, Fees and/or Services under the CFDs and for their own related administrative costs only as permitted by the Mello-Roos Act.

Section 12. The Authority will administer the CFDs, including employing and paying all consultants, annually levying the special tax and all aspects of paying and administering the Local Obligations, and complying with all State and Federal requirements appertaining to the proceedings, including the requirements of the United States Internal Revenue Code. The Agency will cooperate fully with the Authority in respect of the requirements of the Internal Revenue Code and to the extent information is required of the Agency to enable the Authority to perform its disclosure and continuing disclosure obligations with respect to the Local Obligations and any revenue bonds, although the Agency will not participate in nor be considered to be a participant in the proceedings respecting the CFDs (other than as a party to the agreement embodied by this resolution) nor will the Agency be or be considered to be an issuer of the Local Obligations nor any revenue bonds. The Authority is required to obtain a provision equivalent to this paragraph in all joint community facilities agreements with each Third Party Local Agency.

Section 13. In the event the Authority completes issuance and sale of Local Obligations, and Local Obligation proceeds become available to finance the Improvements, the Authority shall establish and maintain a special fund for each development project (the "Acquisition and Construction Fund"). The portion of Local Obligation proceeds which is intended to be utilized to finance the Improvements and Fees shall be deposited in the Acquisition and Construction Fund. The Acquisition and Construction Fund will be available both for Agency Improvements and Agency Fees and for the Improvements and Fees pertaining to each Third Party Local Agency. Subaccounts shall be created as necessary.

Section 14. As respects the Authority and each Third Party Local Agency, the Agency agrees to fully administer, and to take full governmental responsibility for, the construction or acquisition of the Agency Improvements and for the administration and expenditure of the Agency Fees, as applicable, including but not limited to environmental review, approval of plans and specifications, bid requirements, performance and payment bond requirements, insurance requirements, contract and construction administration, staking, inspection, acquisition of necessary property interests in real or personal property, the holding back and administration of retention payments, punch list administration, and the Authority and each Third Party Local Agency shall have no responsibility in that regard. The Agency reserves the right, as respects each Participating Developer, to require the Participating Developer to contract with the Agency to assume any portion or all of this responsibility. The Authority is required to obtain provisions equivalent to this paragraph in the joint community facilities agreement with each Third Party Local Agency.

Section 15. The Agency agrees to indemnify and to hold the Authority, its other members, and its other members' officers, agents and employees, and each Third Party Local Agency and their officers, agents and employees (collectively, the "Indemnified Parties") harmless from any and all claims, suits and damages (including costs and reasonable attorneys' fees) arising out of the design, engineering, construction and installation of the Agency Improvements and the improvements to be financed or acquired with the Agency Fees. The Agency reserves the right, as respects each Participating Developer, to require the Participating Developer to assume by contract with the Agency any portion or all of this responsibility. The Authority is required to obtain a provision equivalent to this paragraph in all joint community facilities agreements with each Third Party Local Agency naming the Agency and its officers, agents and employees as Indemnified Parties with respect to each Third Party Local Agency's respective Improvements and the improvements to be constructed or acquired with each Third Party Local Agency's Fees.

Section 16. As respects the Authority and each Third Party Local Agency, the Agency agrees – once the Agency Improvements are constructed according to the approved plans and specifications, and the Agency and the Participating Developer have put in place their agreed arrangements for the funding of maintenance of the Agency Improvements – to accept ownership of the Agency Improvements, to take maintenance responsibility for the Agency Improvements, and to indemnify and hold harmless the Indemnified Parties to the extent provided in the preceding paragraph from any and all claims, etc., arising out of the use and maintenance of the Agency Improvements. The Agency reserves the right, as respects the Participating Developer, to require the Participating Developer by contract with the Agency to assume any portion or all of this responsibility. The Authority is required to obtain a provision equivalent to this paragraph in all joint community facilities agreements with each Third Party Local Agency naming the Agency and its officers, agents and employees as Indemnified Parties.

Section 17. The Agency acknowledges the requirement of the Mello-Roos Act that if the Agency Improvements are not completed prior to the adoption by the Commission of the Authority of the Resolution of Formation of the CFD for each respective development project, the Agency Improvements must be constructed as if they had been constructed under the direction and supervision, or under the authority of, the Agency. The Agency acknowledges that this means all Agency Improvements must be constructed under contracts that require the payment of prevailing wages as required by Section 1720 and following of the Labor Code of the State of California. The Authority makes no representation that this requirement is the only applicable legal requirement in this regard. The Agency reserves the right, as respects the Participating Developer, to assign appropriate responsibility for compliance with this paragraph to the Participating Developer.

Section 18. The form of the Acquisition Agreement attached hereto as Exhibit B is hereby approved, and the City Manager or such officer's designee (each, an "Authorized Officer") is authorized to execute, and deliver to the Participating Developer, the Acquisition Agreement on behalf of the Agency in substantially that form, with such changes as shall be approved by the Authorized Officer after consultation with

the Agency Attorney and the Authority's bond counsel, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 19. After completion of the Agency Improvements and appropriate arrangements for the maintenance of the Agency Improvements, or any discrete portion thereof as provided in Section 53313.51 of the Mello-Roos Act and in the Acquisition Agreement, to the satisfaction of the Agency, and in conjunction with the Agency's acceptance thereof, acquisition of the Agency Improvements shall be undertaken as provided in the Acquisition Agreement.

Section 20. The Agency hereby consents to the formation of the CFDs in accordance with this resolution and consents to the assumption of jurisdiction by the Authority for the proceedings respecting the CFDs with the understanding that the Authority will hereafter take each and every step required for or suitable for consummation of the proceedings, the levy, collection and enforcement of the special tax, and the issuance, sale, delivery and administration of the Local Obligations, all at no cost to the Agency and without binding or obligating the Agency's general fund or taxing authority.

Section 21. The terms of the Agreement embodied by this resolution may be amended by a writing duly authorized, executed and delivered by the Agency and the Authority, except that no amendment may be made after the issuance of the Local Obligations by the Authority that would be detrimental to the interests of the bondholders without complying with all of the bondholder consent provisions for the amendment of the bond resolutions, bond indentures or like instruments governing the issuance, delivery and administration of all outstanding Local Obligations.

Section 22. Except to the extent of the indemnifications extended to each Third Party Local Agency in the Agreement embodied by this resolution, and the Agency's agreement to take responsibility for and ownership of the Agency Improvements, no person or entity, including the Participating Developer, shall be deemed to be a third party beneficiary of this resolution, and nothing in this resolution (either express or implied) is intended to confer upon any person or entity other than the Authority and the Agency (and their respective successors and assigns) any rights, remedies, obligations or liabilities under or by reason of this resolution.

Section 23. The Agency shall be identified as a third-party beneficiary of all joint community facilities agreements between the Authority and each Third Party Local Agency to the extent of the indemnification provisions and the provisions whereby each Third Party Local Agency agrees to take responsibility for and ownership of their Improvements.

Section 24. The appropriate officials and staff of the Agency are hereby authorized and directed to make SCIP applications available to all property owners who are subject to Fees for new development within the Agency and/or who are conditioned to install Improvements and/or whose plans for new development within the Agency necessitate new or increased levels of Services and to inform such owners of their option to participate in SCIP; provided, that the Authority shall be responsible for providing such

applications and related materials at its own expense. The Agency shall designate appropriate staff who shall be responsible for coordination with the Authority, and shall provide the appropriate contact information to the Authority from time to time.

Section 25. The appropriate officials and staff of the Agency are hereby authorized and directed to execute and deliver such closing certificates, requisitions, agreements and related documents, including but not limited to such documents as may be required by bond counsel in connection with the participation in SCIP of any districts, authorities or other third-party entities entitled to own Improvements and/or to levy and collect Fees on new development to pay for public capital improvements within the jurisdiction of the Agency, as are reasonably required by the Authority in accordance with the Manual to implement SCIP and to evidence compliance with the requirements of federal and state law in connection with the issuance by the Authority of the Local Obligations and any other bonds for SCIP.

Section 26. This Resolution shall take effect immediately upon its adoption. The City Clerk of the City of Winters is hereby authorized and directed to transmit a certified copy of this resolution to the Secretary of the Authority. This resolution shall remain in force with respect to any Assessment District and CFD formed until all Local Obligations have been retired and the authority to levy the special tax conferred by any CFD proceedings and to levy the assessment conferred by any assessment proceedings has ended or is otherwise terminated.

* * *

PASSED AND ADOPTED by the City Council of the City of Winters at its meeting held on November 5, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Bill Biasi, Mayor

ATTEST:

_____

Jeremy Craig, City Clerk

EXHIBIT A TO THE RESOLUTION

FORM OF RESOLUTION OF INTENTION
TO BE ADOPTED BY CSCDA

For Assessment Districts Only

RESOLUTION NO. __SCIP-

RESOLUTION OF INTENTION OF THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY TO FINANCE CAPITAL IMPROVEMENTS AND/OR THE PAYMENT OF DEVELOPMENT RELATED FEES FOR PUBLIC CAPITAL IMPROVEMENTS IN THE PROPOSED STATEWIDE COMMUNITY INFRASTRUCTURE PROGRAM ASSESSMENT DISTRICT NO. ___ ([*NAME OF PROJECT*]) CITY OF WINTERS, APPROVING A PROPOSED BOUNDARY MAP, MAKING CERTAIN DECLARATIONS, FINDINGS AND DETERMINATIONS CONCERNING RELATED MATTERS, AND AUTHORIZING RELATED ACTIONS IN CONNECTION THEREWITH

WHEREAS, under the authority of the Municipal Improvement Act of 1913 (the "1913 Act"), being Division 12 (commencing with Sections 10000 and following) of the California Streets and Highways Code (the "Code"), the Commission (the "Commission") of the California Statewide Communities Development Authority (the "Authority") intends to finance, through its Statewide Community Infrastructure Program, the payment of certain development impact fees, capacity fees and/or other development related charges for public improvements (the "Improvement Fees") and/or to finance certain public capital improvements to be constructed by or on behalf of the property owner(s) and to be acquired by the [City/County of __] or another local agency (the "Improvements") as described in Exhibit A attached hereto and by this reference incorporated herein, all of which are of benefit to the property within the proposed Statewide Community Infrastructure Program Assessment District No. ___ ([*name of project*]) City of Winters (the "Assessment District");

WHEREAS, the Commission finds that the land specially benefited by the Improvements and/or the Improvement Fees is shown within the boundaries of the map entitled "Proposed Boundaries of California Statewide Communities Development Authority Statewide Community Infrastructure Program Assessment District No. ___ ([*name of project*]) City of Winters, State of California," a copy of which map is on file with the Secretary and presented to this Commission meeting, and determines that the land within the exterior boundaries shown on the map shall be designated "Statewide Community Infrastructure Program Assessment District No. ___ ([*name of project*]) City of Winters, State of California";

WHEREAS, the City of Winters is a member of the Authority and has approved the adoption on its behalf of this Resolution of Intention and has consented to the levy of the assessments in the Assessment District;

NOW, THEREFORE, BE IT RESOLVED that the Commission of the California Statewide Communities Development Authority hereby finds, determines and resolves as follows:

Section 1. The above recitals are true and correct.

Section 2. Pursuant to Section 2961 of the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 (the "1931 Act"), being Division 4 (commencing with Section 2800) of the Code, the Commission hereby declares its intent to comply with the requirements of the 1931 Act by complying with Part 7.5 thereof.

Section 3. The Commission has designated a registered, professional engineer as Engineer of Work for this project, and hereby directs said firm to prepare the report containing the matters required by Sections 2961(b) and 10204 of the Code, as supplemented by Section 4 of Article XIIID of the California Constitution.

Section 4. The proposed boundary map of the Assessment District is hereby approved and adopted. Pursuant to Section 3111 of the Code, the Secretary of the Authority is directed to file a copy of the map in the office of the County Recorder of the [County of _____] within fifteen (15) days of the adoption of this resolution.

Section 5. The Commission determines that the cost of financing the Improvements and/or the payment of the Improvement Fees shall be specially assessed against the lots, pieces or parcels of land within the Assessment District benefiting from the financing of the Improvements and/or the payment of the Improvement Fees. The Commission intends to levy a special assessment upon such lots, pieces or parcels in accordance with the special benefit to be received by each such lot, piece or parcel of land, respectively, from the financing of the Improvements and/or the payment of the Improvement Fees.

Section 6. The Commission intends, pursuant to subparagraph (f) of Section 10204 of the Code, to provide for an annual assessment upon each of the parcels of land in the proposed Assessment District to pay various costs and expenses incurred from time to time by the Authority and not otherwise reimbursed to the Authority which result from the administration and collection of assessment installments or from the administration or registration of the improvement bonds and the various funds and accounts pertaining thereto.

Section 7. Bonds representing unpaid assessments, and bearing interest at a rate not to exceed twelve percent (12%) per annum, will be issued in the manner provided by the Improvement Bond Act of 1915 (Division 10 of the Code), and the last installment of the bonds shall mature not to exceed twenty-nine (29) years from the second day of September next succeeding twelve (12) months from their date.

Section 8. The procedure for the collection of assessments and advance retirement of bonds under the Improvement Bond Act of 1915 shall be as provided in Part 11.1 thereof.

Section 9. Neither the Authority nor any member agency thereof will obligate itself to advance available funds from its or their own funds or otherwise to cure any deficiency which may occur in the bond redemption fund. A determination not to obligate itself shall not prevent the Authority or any such member agency from, in its sole discretion, so advancing funds.

Section 10. The amount of any surplus remaining in the improvement fund after acquisition of the Improvements and/or payment of Improvement Fees and all other claims shall be distributed in accordance with the provisions of Section 10427.1 of the Code.

Section 11. To the extent any Improvement Fees are paid to the Authority in cash with respect to property within the proposed Assessment District prior to the date of issuance of the bonds, the amounts so paid shall be reimbursed from the proceeds of the bonds to the property owner or developer that made the payment.

PASSED AND ADOPTED by the California Statewide Communities Development Authority this ___ day of _____, 20__.

I, the undersigned, an Authorized Signatory of the California Statewide Communities Development Authority, DO HEREBY CERTIFY that the foregoing resolution was duly adopted by the Commission of the Authority at a duly called meeting of the Commission of the Authority held in accordance with law on _____ __ , 20__.

By _____
Authorized Signatory
California Statewide
Communities
Development Authority

EXHIBIT A TO THE RESOLUTION OF INTENTION

DESCRIPTION OF WORK

The payment of development impact fees, capacity fees and/or other development related charges levied within the Assessment District and/or public capital improvements to be acquired and owned by the City of Winters or another local agency upon or for the benefit of parcels within the Assessment District, for the project known as [*Project Name*], which are authorized to be financed pursuant to the Municipal Improvement Act of 1913 and as to which the owners of the applicable parcels within the Assessment District have applied for participation in SCIP, as more particularly described below.

PAYMENT OF IMPACT FEES, CAPACITY FEES AND/OR OTHER DEVELOPMENT RELATED CHARGES

CAPITAL IMPROVEMENTS*

**Capital improvements includes funding for incidental costs associated with the capital improvements, including but not limited to, contingency, design, engineering, and construction management*

[*End of Form of Resolution of Intention*]

EXHIBIT B TO THE RESOLUTION

FORM OF ACQUISITION AGREEMENT

CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY

STATEWIDE COMMUNITY INFRASTRUCTURE PROGRAM

ACQUISITION AGREEMENT

BY AND BETWEEN

CITY OF WINTERS

AND

[DEVELOPER]

Dated as of _____, 20__

ACQUISITION AGREEMENT

Recitals

A. The parties to this Acquisition Agreement (the "Agreement") are the CITY OF WINTERS, (the "Local Agency"), and [DEVELOPER], a [*indicate type of legal entity*] (the "Developer").

B. The effective date of this Agreement is _____, 20__.

C. The Developer has applied for the financing of, among other things, certain public capital improvements to be owned by the Local Agency (collectively, the "Acquisition Improvements") through the California Statewide Communities Development Authority (the "Authority") and its Statewide Community Infrastructure Program ("SCIP"). [*For CFDS*:][The Acquisition Improvements are to be owned and operated by the Local Agency, and the financing is to be accomplished through a community facilities district which will be administered by the Authority under and pursuant to the Mello-Roos Community Facilities Act of 1982 – California Government Code Sections 53311 and following (the "Act"). On [_____], 20[_], the Local Agency entered into a Joint Community Facilities Agreement authorizing the Authority to form a community facilities district (the "District") within the territorial limits of the Local Agency to finance, among other things, the Acquisition Improvements. On [_____], 20[_], the Authority formed the District and, on the same date, a landowner election was conducted in which all of the votes were cast unanimously in favor of conferring the District authority on the Authority Commission.] [*For Assessment Districts*:][The Acquisition Improvements are to be owned and operated by the Local Agency, and the financing is to be accomplished through an assessment district (the "District") which will be administered by the Authority under and pursuant to Municipal Improvement Act of 1913 (Streets and Highways Code Sections 10000 and following) (the "1913 Act") and the issuance of improvement bonds (the "Local Obligations") under the Improvement Bond Act of 1915 (Streets and Highways Code Sections 8500 and following) (the "1915 Act" and, together with the "1913 Act" the "Act").]

D. The administration, payment and reimbursement of the capital facilities fees is agreed to be governed by the provisions of the SCIP Manual of Procedures as it may be amended from time to time. The administration, payment and reimbursement of the Acquisition Improvements shall be as provided herein.

E. Under SCIP, the Authority intends to levy [assessments] [special taxes] and issue bonds, in one or more series, to fund, among other things, all or a portion of the costs of the Acquisition Improvements. The portion of the proceeds of the [special taxes and] bonds allocable to the cost of the Acquisition Improvements, together with interest earned thereon, is referred to herein as the "Available Amount".

F. The Authority will provide financing for the acquisition by the Local Agency of the Acquisition Improvements and the payment of the Acquisition Price (as defined herein) of the Acquisition Improvements from the Available Amount. Attached hereto as

Exhibit A is a description of the Acquisition Improvements, which includes authorized discrete and usable portions, if any, of the public capital improvements, [pursuant to Section 53313.51 of the Act,] to be acquired from the Developer.

G. The parties anticipate that, upon completion of the Acquisition Improvements and subject to the terms and conditions of this Agreement, the Local Agency will acquire such completed Acquisition Improvements with the Available Amount.

H. Any and all monetary obligations of the Local Agency arising out of this Agreement are the special and limited obligations of the Local Agency payable only from the Available Amount, and no other funds whatsoever of the Local Agency shall be obligated therefor.

I. Attached to this Agreement are Exhibit A (*Acquisition Improvements and the Eligible Portions thereof*) and Exhibit B (*Form of Requisition*), which are incorporated into this Agreement for all purposes.

In consideration of Recitals A through I, inclusive, and the mutual covenants, undertakings and obligations set forth below, the Local Agency and the Developer agree as stated below.

Agreement

ARTICLE I

DEFINITIONS; DISTRICT FORMATION AND FINANCING PLAN

Section 1.01. Definitions. As used herein, the following capitalized terms shall have the meanings ascribed to them below:

"Acceptable Title" means free and clear of all monetary liens, encumbrances, assessments, whether any such item is recorded or unrecorded, and taxes, except those items which are reasonably determined by the Local Agency Engineer not to interfere with the intended use and therefore are not required to be cleared from the title.

"Acquisition and Construction Fund" means the "City of Winters Acquisition and Construction Fund" established by the Authority pursuant to Section 1.03 hereof for the purpose of paying the Acquisition Price of the Acquisition Improvements and which fund may be held as a subaccount within a fund established under the Authority Trust Agreement and may be commingled with acquisition and construction fund monies available for other public capital improvements.

"Acquisition Improvement" shall have the meaning assigned to such term in the recitals and are further described in Exhibit A.

"Acquisition Price" means the total amount eligible to be paid to the Developer upon acquisition of an Acquisition Improvement as provided in Section 2.03 not to exceed

the Actual Cost of the Acquisition Improvement.

"Act" has the meaning ascribed thereto in Recital C.

"Actual Cost" means the total cost of an Acquisition Improvement, as documented by the Developer to the satisfaction of the Local Agency and as certified by the Local Agency Engineer in an Actual Cost Certificate including, without limitation, (a) the Developer's cost of constructing such Acquisition Improvement including grading, labor, material and equipment costs, (b) the Developer's cost of designing and engineering the Acquisition Improvement, preparing the plans and specifications and bid documents for such Acquisition Improvement, and the costs of inspection, materials testing and construction staking for such Acquisition Improvement, (c) the Developer's cost of any performance, payment and maintenance bonds and insurance, including title insurance, required hereby for such Acquisition Improvement, (d) the Developer's cost of any real property or interest therein that is either necessary for the construction of such Acquisition Improvement (e.g., temporary construction easements, haul roads, etc.), or is required to be conveyed with such Acquisition Improvement in order to convey Acceptable Title thereto to the Local Agency or its designee, (e) the Developer's cost of environmental evaluation or mitigation required for such Acquisition Improvement, (f) the amount of any fees actually paid by the Developer to governmental agencies in order to obtain permits, licenses or other necessary governmental approvals and reviews for such Acquisition Improvement, (g) the Developer's cost for construction and project management, administration and supervision services for such Acquisition Improvement, (h) the Developer's cost for professional services related to such Acquisition Improvement, including engineering, accounting, legal, financial, appraisal and similar professional services, and (i) the costs of construction financing incurred by the Developer with respect to such Acquisition Improvement.

"Actual Cost Certificate" means a certificate prepared by the Developer detailing the Actual Cost of an Acquisition Improvement, or an Eligible Portion thereof, to be acquired hereunder, as may be revised by the Local Agency Engineer pursuant to Section 2.03.

"Agreement" means this Acquisition Agreement, dated as of [_____], 20[_].

"Authority" means the California Statewide Communities Development Authority.

"Authority Trust Agreement" means a Trust Agreement entered into by the Authority and an Authority Trustee in connection with the issuance of bonds.

"Authority Trustee" means the financial institution identified as trustee in an Authority Trust Agreement.

"Available Amount" shall have the meaning assigned to the term in Recital E.

"Bonds" means bonds or other indebtedness issued by the Authority as tax-exempt or taxable bonds or other indebtedness, in one or more series, that is to be repaid by the

District.

"Code" means the Streets and Highways Code or the Government Code of the State of California, as applicable.

"Developer" means [*Developer*], its successors and assigns.

"Disbursement Request Form" means a requisition for payment of funds from the Acquisition and Construction Fund for an Acquisition Improvement, or an Eligible Portion thereof in substantially the form contained in Exhibit B hereto.

"District" shall have the meaning assigned to the term in Recital C.

"Eligible Portion" shall have the meaning ascribed to it in Section 2.03 below.

"Installment Payment" means an amount equal to ninety percent (90%) of the Actual Cost of an Eligible Portion.

"Local Agency" means the City of Winters.

"Local Agency Engineer" means the Engineer of the Local Agency or his/her designee who will be responsible for administering the acquisition of the Acquisition Improvements hereunder.

"Project" means the Developer's development of the property in the District, including the design and construction of the Acquisition Improvements and the other public and private improvements to be constructed by the Developer within the District.

["Special Taxes" means annual special taxes, and prepayments thereof, authorized by the District to be levied by the Commission of the Authority.]

"Title Documents" means, for each Acquisition Improvement acquired hereunder, a grant deed or similar instrument necessary to transfer title to any real property or interests therein (including easements), or an irrevocable offer of dedication of such real property with interests therein necessary to the operation, maintenance, rehabilitation and improvement by the Local Agency of the Acquisition Improvement (including, if necessary, easements for ingress and egress) and a bill of sale or similar instrument evidencing transfer of title to the Acquisition Improvement (other than said real property interests) to the Local Agency, where applicable.

Section 1.02. Participation in SCIP. The Local Agency has adopted a resolution authorizing the Authority to accept applications from time to time of developers within the Local Agency's jurisdictional boundaries. Developer has applied for financing through SCIP of the Acquisition Improvements, and such application has been approved by the Local Agency. [*For CFDs:*][The terms of a joint community facilities agreement identifying the Acquisition Improvements and the terms and conditions for the District were embodied within the Local Agency Resolution and were accepted by the Authority with respect to the District.] Developer and Local Agency agree that until and unless such

financing is completed by the Authority and the Available Amount is deposited in the Acquisition and Construction Fund (as defined in Section 1.03 below), neither the Developer nor the Local Agency shall have any obligations under this Agreement. Developer agrees to cooperate with the Local Agency and the Authority in the completion of SCIP financing for the Acquisition Improvements.

Section 1.03. Deposit and Use of Available Amount.

(a) Upon completion of the SCIP financing, the Available Amount will be deposited by the Authority in the Acquisition and Construction Fund.

(b) The Authority will cause the Authority Trustee to establish and maintain an account (the "Acquisition and Construction Fund") for the purpose of holding all funds for the Acquisition Improvements. All earnings on amounts in the Acquisition and Construction Fund shall remain in the Acquisition and Construction Fund for use as provided herein and pursuant to the Authority Trust Agreement. Money in the Acquisition and Construction Fund shall be available to respond to delivery of a Disbursement Request Form and to be paid to the Developer or its designee to pay the Acquisition Price of the Acquisition Improvements, as specified in Article II hereof. Upon completion of all of the Acquisition Improvements and the payment of all costs thereof, any remaining funds in the Acquisition and Construction Fund (less any amount determined by the Local Agency as necessary to reserve for claims against the account) (i) shall be applied to pay the costs of any additional Acquisition Improvements eligible for acquisition with respect to the Project as approved by the Authority and, to the extent not so used, (ii) shall be applied by the Authority [to call Bonds or to reduce Special Taxes as the Authority shall determine][as provided in Section 10427.1 of the Code to pay a portion of the assessments levied on the Project property in the District].

Section 1.04. No Local Agency Liability; Local Agency Discretion; No Effect on Other Agreements. In no event shall any actual or alleged act by the Local Agency or any actual or alleged omission or failure to act by the Local Agency with respect to SCIP subject the Local Agency to monetary liability therefor. Further, nothing in this Agreement shall be construed as affecting the Developer's or the Local Agency's duty to perform their respective obligations under any other agreements, public improvement standards, land use regulations or subdivision requirements related to the Project, which obligations are and shall remain independent of the Developer's and the Local Agency's rights and obligations under this Agreement.

ARTICLE II

DESIGN, CONSTRUCTION AND ACQUISITION OF ACQUISITION IMPROVEMENTS

Section 2.01. Letting and Administering Design Contracts. The parties presently anticipate that the Developer has awarded and administered or will award and administer engineering design contracts for the Acquisition Improvements to be acquired from Developer. All eligible expenditures of the Developer for design engineering and related costs in connection with the Acquisition Improvements (whether as an advance to

the Local Agency or directly to the design consultant) shall be reimbursed at the time of acquisition of such Acquisition Improvements. The Developer shall be entitled to reimbursement for any design costs of the Acquisition Improvements only out of the Acquisition Price as provided in Section 2.03 and shall not be entitled to any payment for design costs independent of or prior to the acquisition of Acquisition Improvements.

Section 2.02. Letting and Administration of Construction Contracts; Indemnification. State law requires that all Acquisition Improvements not completed prior to the formation of the District shall be constructed as if they were constructed under the direction and supervision, or under the authority, of the Local Agency. In order to assure compliance with those provisions, except for any contracts entered into prior to the date hereof, Developer agrees to comply with any applicable requirements of the Local Agency with respect to the bidding and contracting for the construction of the Acquisition Improvements. The Developer agrees that all the contracts shall call for payment of prevailing wages as required by the Labor Code of the State of California. The Developer's indemnification obligation set forth in Section 3.01 of this Agreement shall also apply to any alleged failure to comply with the requirements of this Section, and/or applicable State laws regarding public contracting and prevailing wages.

Section 2.03. Sale of Acquisition Improvements. The Developer agrees to sell to the Local Agency each Acquisition Improvement to be constructed by Developer (including any rights-of-way or other easements necessary for the Acquisition Improvements, to the extent not already publicly owned), when the Acquisition Improvement has been constructed and is complete to the satisfaction of the Local Agency for an amount not to exceed the lesser of (i) the Available Amount or (ii) the Actual Cost of the Acquisition Improvement. Exhibit A, attached hereto and incorporated herein, contains a list of the Acquisition Improvements. Portions of an Acquisition Improvement eligible for Installment Payments prior to completion of the entire Acquisition Improvement are described as eligible, discrete and usable portions in Exhibit A (each, an "Eligible Portion"). At the time of completion of each Acquisition Improvement, or Eligible Portion thereof, the Developer shall deliver to the Local Agency Engineer a written request for acquisition, accompanied by an Actual Cost Certificate, and by executed Title Documents for the transfer of the Acquisition Improvement where necessary. In the event that the Local Agency Engineer finds that the supporting paperwork submitted by the Developer fails to demonstrate the required relationship between the subject Actual Cost and eligible work, the Local Agency Engineer shall advise the Developer that the determination of the Actual Cost (or the ineligible portion thereof) has been disallowed and shall request further documentation from the Developer. If the further documentation is still not adequate, the Local Agency Engineer may revise the Actual Cost Certificate to delete any disallowed items and the determination shall be final and conclusive.

Certain soft costs for the Acquisition Improvements, such as civil engineering, may have been incurred pursuant to single contracts that include work relating also to the private portions of the Project. In those instances, the total costs under such contracts will be allocated to each Acquisition Improvement as approved by the Local Agency Engineer. Where a specific contract has been awarded for design or engineering work relating solely to an Acquisition Improvement, one hundred percent (100%) of the costs

under the contract will be allocated to that Acquisition Improvement. Amounts allocated to an Acquisition Improvement will be further allocated among the Eligible Portions of that Acquisition Improvement, if any, in the same proportion as the amount to be reimbursed for hard costs for each Eligible Portion bears to the amount to be reimbursed for hard costs for the entire Acquisition Improvement. Costs will be allocated to each Acquisition Improvement as approved by the Local Agency Engineer. The costs of certain environmental mitigation required to mitigate impacts of the public and private portions of the Project will be allocated to each Acquisition Improvement as approved by the Local Agency Engineer.

In the event that the Actual Cost is in excess of the Available Amount, the Local Agency shall withdraw the Available Amount from the Acquisition and Construction Fund and transfer said amount to the Developer. In the event that the Actual Cost is less than the Available Amount, the Local Agency shall withdraw an amount from the Acquisition and Construction Fund equal to the Actual Cost, and shall transfer said amount to the Developer. Any amounts then remaining in the Acquisition and Construction Fund shall be applied as provided in Section 1.03.

In no event shall the Local Agency be required to pay the Developer more than the amount on deposit in the Acquisition and Construction Fund at the time such payment is requested.

Section 2.04. Conditions Precedent to Payment of Acquisition Price. Payment to the Developer or its designee of the Acquisition Price for an Acquisition Improvement from the Acquisition and Construction Fund shall in every case be conditioned first upon the determination of the Local Agency Engineer, pursuant to Section 2.03, that the Acquisition Improvement satisfies all Local Agency regulations and ordinances and is otherwise complete and ready for acceptance by the Local Agency, and shall be further conditioned upon satisfaction of the following additional conditions precedent:

(a) The Developer shall have provided the Local Agency with lien releases or other similar documentation satisfactory to the Local Agency Engineer as evidence that none of the property (including any rights-of-way or other easements necessary for the operation and maintenance of the Acquisition Improvement, to the extent not already publicly owned) comprising the Acquisition Improvement, and the property which is subject to the [assessments/Special Taxes] of the District, is not subject to any prospective mechanics lien claim respecting the Acquisition Improvements.

(b) All due and payable property taxes, and installments of [assessments/Special Taxes] shall be current on property owned by the Developer or under option to the Developer that is subject to the lien of the District.

(c) The Developer shall certify that it is not in default with respect to any loan secured by any interest in the Project.

(d) The Developer shall have provided the Local Agency with Title Documents needed to provide the Local Agency with title to the site, right-of-way, or easement upon which the subject Acquisition Improvements are situated. All such Title Documents shall be in a form acceptable to the Local Agency (or applicable governmental agency) and shall convey Acceptable Title. The Developer shall provide a policy of title insurance as of the date of transfer in a form acceptable to the Local Agency Engineer insuring the Local Agency as to the interests acquired in connection with the acquisition of any interest for which such a policy of title insurance is not required by another agreement between the Local Agency and the Developer. Each title insurance policy required hereunder shall be in the amount equal to or greater than the Acquisition Price.

Section 2.05. SCIP Requisition. Upon a determination by the Local Agency Engineer to pay the Acquisition Price of the Acquisition Improvements pursuant to Section 2.04, the Local Agency Engineer shall cause a SCIP Requisition to be submitted to the Program Administrator. The Program Administrator will review the SCIP Requisition and forward it with instructions to the Authority Trustee and the Authority Trustee shall make payment directly to the Developer of such amount pursuant to the Authority Trust Agreement. The Local Agency and the Developer acknowledge and agree that the Authority Trustee shall make payment strictly in accordance with the SCIP Requisition and shall not be required to determine whether or not the Acquisition Improvements have been completed or what the Actual Costs may be with respect to such Acquisition Improvements. The Authority Trustee shall be entitled to rely on the SCIP Requisition on its face without any further duty of investigation.

ARTICLE III

MISCELLANEOUS

Section 3.01. Indemnification and Hold Harmless. The Developer hereby assumes the defense of, and indemnifies and saves harmless the Local Agency, the Authority, and each of its respective officers, directors, employees and agents, from and against all actions, damages, claims, losses or expenses of every type and description to which they may be subjected or put, by reason of, or resulting from or alleged to have resulted from the acts or omissions of the Developer or its agents and employees in the performance of this Agreement, or arising out of any contract for the design, engineering and construction of the Acquisition Improvements or arising out of any alleged misstatements of fact or alleged omission of a material fact made by the Developer, its officers, directors, employees or agents to the Authority's underwriter, financial advisor, appraiser, district engineer or bond counsel or regarding the Developer, its proposed developments, its property ownership and its contractual arrangements contained in the official statement relating to the SCIP financing (provided that the Developer shall have been furnished a copy of such official statement and shall not have objected thereto); and provided, further, that nothing in this Section 3.01 shall limit in any manner the Local Agency's rights against any of the Developer's architects, engineers, contractors or other consultants. Except as set forth in this Section 3.01, no provision of this Agreement shall in any way limit the extent of the responsibility of the Developer for payment of damages resulting from the operations of the Developer, its agents and employees. Nothing in this

Section 3.01 shall be understood or construed to mean that the Developer agrees to indemnify the Local Agency, the Authority or any of its respective officers, directors, employees or agents, for any negligent or wrongful acts or omissions to act of the Local Agency, Authority, its officers, employees, agents or any consultants or contractors.

Section 3.02. Audit. The Local Agency shall have the right, during normal business hours and upon the giving of ten days' written notice to the Developer, to review all books and records of the Developer pertaining to costs and expenses incurred by the Developer (for which the Developer seeks reimbursement) in constructing the Acquisition Improvements.

Section 3.03. Cooperation. The Local Agency and the Developer agree to cooperate with respect to the completion of the SCIP financing for the Acquisition Improvements. The Local Agency and the Developer agree to meet in good faith to resolve any differences on future matters which are not specifically covered by this Agreement.

Section 3.04. General Standard of Reasonableness. Any provision of this Agreement which requires the consent, approval or acceptance of either party hereto or any of their respective employees, officers or agents shall be deemed to require that such consent, approval or acceptance not be unreasonably withheld or delayed, unless such provision expressly incorporates a different standard. The foregoing provision shall not apply to provisions in the Agreement which provide for decisions to be in the sole discretion of the party making the decision.

Section 3.05. Third Party Beneficiaries. The Authority and its officers, employees, agents or any consultants or contractors are expressly deemed third party beneficiaries of this Agreement with respect to the provisions of Section 3.01. It is expressly agreed that, except for the Authority with respect to the provisions of Section 3.01, there are no third party beneficiaries of this Agreement, including without limitation any owners of bonds, any of the Local Agency's or the Developer's contractors for the Acquisition Improvements and any of the Local Agency's, the Authority's or the Developer's agents and employees.

Section 3.06. Conflict with Other Agreements. Nothing contained herein shall be construed as releasing the Developer or the Local Agency from any condition of development or requirement imposed by any other agreement between the Local Agency and the Developer, and, in the event of a conflicting provision, such other agreement shall prevail unless such conflicting provision is specifically waived or modified in writing by the Local Agency and the Developer.

Section 3.07. Notices. All invoices for payment, reports, other communication and notices relating to this Agreement shall be delivered (via mail or electronic mail) to:

If to the Local Agency:

City of Winters
[*Address to come*]
[*Email to come*]

If to the Developer:

[Developer]
[*Address to come*]
[*Email to come*]

Either party may change its address by giving notice in writing to the other party.

Section 3.08. Severability. If any part of this Agreement is held to be illegal or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall be given effect to the fullest extent reasonably possible.

Section 3.09. Governing Law. This Agreement and any dispute arising hereunder shall be governed by and interpreted in accordance with the laws of the State of California.

Section 3.10. Waiver. Failure by a party to insist upon the strict performance of any of the provisions of this Agreement by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Agreement.

Section 3.11. Singular and Plural; Gender. As used herein, the singular of any word includes the plural, and terms in the masculine gender shall include the feminine.

Section 3.12. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original.

Section 3.13. Successors and Assigns. This Agreement is binding upon the heirs, assigns and successors-in-interest of the parties hereto. The Developer may not assign its rights or obligations hereunder, except to successors-in-interest to the property within the District, without the prior written consent of the Local Agency.

Section 3.14. Remedies in General. It is acknowledged by the parties that the Local Agency would not have entered into this Agreement if it were to be liable in damages under or with respect to this Agreement or the application thereof, other than for the payment to the Developer of any (i) moneys owing to the Developer hereunder, or (ii) moneys paid by the Developer pursuant to the provisions hereof which are misappropriated or improperly obtained, withheld or applied by the Local Agency.

In general, each of the parties hereto may pursue any remedy at law or equity

available for the breach of any provision of this Agreement, except that the Local Agency shall not be liable in damages to the Developer, or to any assignee or transferee of the Developer other than for the payments to the Developer specified in the preceding paragraph. Subject to the foregoing, the Developer covenants not to sue for or claim any damages for any alleged breach of, or dispute which arises out of, this Agreement.

[*The remainder of this page intentionally left blank*]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year written above.

CITY OF WINTERS

By: _____
Authorized Officer

[DEVELOPER],
a [here indicate type of legal entity]

By: _____
Signature

_____
Print Name

Exhibit A to the Acquisition Agreement

DESCRIPTION OF ACQUISITION IMPROVEMENTS AND BUDGETED AMOUNTS

[*To be completed based on Final Engineer's Report/developer's budget and cash flows*]

Funding includes amounts for incidental costs associated with the capital improvements, including, but not limited to, contingency, design, engineering, and construction management.

ACQUISITION IMPROVEMENTS	TOTAL AMOUNT*
[_].....	$[_]
[_].....	$[_]

* Estimated. Acquisition Price will be determined based on Actual Cost as further described in this Acquisition Agreement.

Exhibit B to the Acquisition Agreement

FORM OF SCIP REQUISITION

To: BLX Group LLC
SCIP Program Administrator
355 South Grand Avenue, Suite 2700
Los Angeles, California 90071
Attention: Vo Nguyen
Fax: 213-612-2499

Re: Statewide Community Infrastructure Program

The undersigned, a duly authorized officer of the CITY OF WINTERS hereby requests a withdrawal from the [DEVELOPER] ACQUISITION AND CONSTRUCTION FUND, as follows:

Request Date: [Insert Date of Request]

Name of Developer: [Developer]

Withdrawal Amount: [Insert Acquisition Price]

Acquisition Improvements: [Insert Description of Acquisition Improvement(s) from Ex. A]

Payment Instructions: [Insert Wire Instructions or Payment Address for Developer]

The undersigned hereby certifies as follows:

1. The Withdrawal is being made in accordance with a permitted use of such monies pursuant to the Acquisition Agreement, and the Withdrawal is not being made for the purpose of reinvestment.

2. None of the items for which payment is requested have been reimbursed previously from other sources of funds.

3. If the Withdrawal Amount is greater than the funds held in the Acquisition and Construction Fund, the SCIP Program Administrator is authorized to amend the amount requested to be equal to the amount of such funds.

CITY OF WINTERS

By: _____

Title: _____

EXHIBIT C TO THE RESOLUTION

ELIGIBLE FACILITIES AND FEES

Eligible facilities and fees that may be financed by a CFD formed by CSCDA through SCIP include all improvements and fees authorized under the Mello-Roos Act, including but not limited to the following:

Transportation Improvements

Eligible roadway improvements include, but are not limited to: acquisition of land and easements; roadway design; project management; bridge crossings and culverts; clearing, grubbing, and demolition; grading, soil import/export, paving (including slurry seal), and decorative/enhanced pavement concrete and/or pavers; joint trenches, underground utilities and undergrounding of existing utilities; dry utilities and appurtenances; curbs, gutters, sidewalks, bike trails (including onsite and off-site), enhanced fencing, and access ramps; street lights, signalization, and traffic signal control systems; bus turnouts; signs and striping; erosion control; median and parkway landscaping and irrigation; entry monumentation; bus shelters, bus and transit improvements including transfer stations and regional public transit improvements; masonry walls; traffic control and agency fees; and other improvements related thereto. Eligible improvements for the roads listed herein also include any and all necessary underground potable and recycled water, sanitary sewer, and storm drainage system improvements.

Water System Improvements

Authorized facilities include any and all water facilities designed to meet the needs of development within the CFD. These facilities include, but may not be limited to: water storage, treatment and distribution facilities including waterlines and appurtenances, gate valves, pressure reducing stations, flow meters, fire hydrants, and other improvements related thereto such as site clearing, grading and paving; curbs and gutters; booster pump stations & power; stand-by generators; site lighting, drainage, sanitary sewer, and water service; landscaping and irrigation; access gates, and fencing; and striping and signage.

Recycled Water System Improvements

Authorized facilities include any and all recycled water system facilities designed to meet the needs of development within the CFD. These facilities include, but may not be limited to: treatment and distribution facilities including pipelines and appurtenances, gate valves, flow meters, booster pump pressurization system, and other improvements related thereto - such as site clearing, grading and paving; curbs and gutters; booster pump stations; stand-by generators; site lighting, drainage, sanitary sewer, and water service; landscaping and irrigation; access gates, and fencing; and striping and signage.

Drainage System Improvements

Authorized facilities include any and all drainage and storm drain improvements designed to meet the needs of development within the CFD. These facilities include, but may not be limited to: excavation and grading, pipelines and appurtenances, outfalls and

water quality measures, detention/retention basins, drainage pretreatment facilities, drainage ways/channels, pump stations, landscaping and irrigation; access roads, gates, and fencing; and striping and signage and other improvements related thereto.

Wastewater System Improvements

Authorized facilities include any and all wastewater facilities designed to meet the needs of development within the CFD. These facilities include, but may not be limited to, pipelines and all appurtenances thereto; manholes; tie-in to existing main lines; force mains; lift stations; upgrades to existing lift stations; odor-control facilities; and permitting related thereto; and related sewer system improvements.

Park, Parkway and Open Space Improvements

Authorized facilities include any and all improvements to parks, parkways and open space required for development within the CFD. These facilities include, but may not be limited to: grading, turf, shrubs and trees, landscaping irrigation, site lighting, drainage, sanitary sewer and water service, pedestrian and bicycle trails, protective fencing (including soundwalls), pedestrian/bicycle bridges, storm drain crossings, wetland mitigation, hawk mitigation for authorized facilities herein, access gates and fencing and related open space improvements. Authorized facilities include acquisition of any and all parkland as well as open space/bike trail/public access easements required for development within the CFD.

Electrical System Improvements

Authorized facilities include any and all electrical supply and distribution facilities designed to meet the needs of development within the CFD. These facilities include, but may not be limited to: design, distribution lines, vaults, conduit, trenching, transformers and installation of cabling.

School and Educational Facilities

Authorized facilities include classroom renovation, updates to school safety and security systems, technology improvements, energy efficiency improvements, school modernization and retrofitting, and new classroom and school construction as required for development within the CFD.

Other Public Improvements

Authorized facilities include any and all public facilities and infrastructure designed to meet the needs of development within the CFD. These facilities include, but may not be limited to: community center facilities, library facilities, police facilities, fire suppression and response facilities, other public safety facilities, corporation yards, municipal service centers, public parking garages, and other public buildings.

Fees and Charges

Authorized facilities include the direct funding of any of the above referenced facility types for which the Local Agency collects a development impact fee, capacity

charge, fair share contribution, or other development-related fee.

Other Incidental Expenses and Bond Issuance Costs

In addition to the above facilities, other incidental expenses as authorized by the Mello-Roos Community Facilities Act of 1982, including, but not limited to, the cost of planning and designing the facilities (including the cost of environmental evaluation, remediation and mitigation); engineering and surveying; construction staking; utility relocation and demolition costs incidental to the construction of the public facilities; costs of project/construction management; costs (including the costs of legal services) associated with the formation of the CFD; issuance of bonds (if any); determination of the amount of taxes; collection of taxes; payment of taxes; costs of calculating and providing reimbursements from one-time special tax payments; or costs otherwise incurred in order to carry out the authorized purposes of the CFD; and any other expenses incidental to the formation and implementation of the CFD and to the construction, completion, inspection and acquisition of the authorized facilities.

EXHIBIT D TO THE RESOLUTION

ELIGIBLE SERVICES

Services to be funded, in whole or in part, by any CFD formed by the Authority for Agency Services shall include all direct and incidental costs related to providing for the funding of public safety services, including, but not limited to, police and fire safety, emergency response, and similar services, as well as the funding of services for the maintenance of public improvements. The CFDs may fund services relating to obtaining, constructing, furnishing, operating and maintaining equipment, apparatus or facilities related to providing the services and/or equipment, apparatus, facilities or fixtures in areas to be maintained, paying the salaries and benefits of personnel necessary or convenient to provide the services, payment of insurance costs and other related expenses and the provision of reserves for repairs and replacements and for the future provisions of services. The Services may be provided by the Agency directly with its own employees or by contract with third parties, or any combination thereof.

Services to be financed by a CFD shall be limited to Services that are in addition to those provided in the territory of the CFD prior to the date of creation of the CFD and shall not supplant services already available within that territory when the CFD is created.

CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers

DATE: November 5, 2024

FROM: Jeremy Craig, City Manager

SUBJECT: Resolution 2024-69 of the City Council of the City of Winters committing development impact fee funds in the amount of $1.5 million for funding for the Senior Center Construction Project.

RECOMMENDATION:
The City Council Adopts Resolution 2024-69 designating $1.5 development impact fee funds towards the Senior Center Construction Project

BACKGROUND:
In April of 2024, City Council approved the preparation of architectural drawings for a Senior Center and the submission of an application for Community Development Block Grant (CDBG) Funds to assist in funding such a center. In June 2024, the architect contract was awarded, and design work was completed. In October 2024, the city has prepared the CDBG application seeking the funding of the Senior Center Construction Project. The architects estimate of construction costs exceeds the total proposed CDBG funding by approximately $1.5 million. It is important to note that the final costs of construction will be determined when the project moves forward, and a formal bid process is completed.

DISCUSSION:
In preparation of the CDBG application, one requirement is for the City to identify the all other funding necessary to complete the project should the City be awarded the grant funds. While it is the intent of the city to seek financing alternatives to spread the costs of the $1.5 million gap amount over a period of years, the preliminary nature of the current status of the project makes securing such outside funding infeasible. Financing agencies want a final cost of an awarded project with all financing in place. Since the project is dependent on the CDBG funding as gap funding, we cannot provide those requirements at this time. However, the City maintains sufficient cash balances in its Development Impact Fee accounts to provide an internal source of funding for the Senior Center Project in the

interim basis until the project is far enough along to consider outside financing. As of August 2024, the Recreation and Facilities impact fee accounts had fund reserves totaling $2.77 million.

Staff is recommending designating $1.5 million from those impact fee accounts and to seek other financing opportunities when the project moves forward, and a formal bid process is completed for construction. At that time, we will be seeking both outside contributions and complimentary grants, as well as financing tools, to spread the costs over a period of years to lessen the cash flow impact to city finances.

FISCAL IMPACT:

To the extent that other revenue sources are not identified, the fiscal impact of $1.5 million will be needed from a blend of development impact fee and general fund sources.

ATTACHMENTS:

1. Resolution 2024-69

RESOLUTION NO. 2024-69

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINTERS, CALIFORNIA DESIGNATING $1.5 MILLION FROM DEVELOPMENT IMPACT FEES FOR SENIOR CENTER CONSTRUCTION PROJECT

WHEREAS, the City of Winters ("City") has designated construction of a senior center as one of its top priorities; and

WHEREAS, the City is applying for a Community Development Block Grant to provide funding to complete a Senior Center construction; and

WHEREAS, the Community Development Block Grant requires the City to identify dedicated sources of funding for the estimated costs of construction for the project, prior to use of the Community Development Block Grant; and

WHEREAS, the City has adequate reserves in the Parks and Facilities impact fees to provide that source of funding unless and until any other sources are identified and secured.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINTERS, that the City Council designates $1.5 million of development impact fees reserves for the completion of the Senior Center Construction Project and directs staff to seek alternative financing resources when the project moves forward, and other alternatives are viable.

PASSED AND ADOPTED by the City Council of the City of Winters this 5th day of November 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
BILL BIASI,
MAYOR

ATTEST:

_____
JEREMY CRAIG, CITY CLERK