City Council , Public Financing Authority and Successor Agency to the Turlock Redevelopment Agency Joint Meeting Agenda

December 9, 2025
6:00 PM
City of Turlock Yosemite Room
156 S. Broadway, Turlock, California

Mayor
Amy Bublak

Council Members
Kevin Bixel
Cassandra Abram
Erika Phillips
Rebecka Monez
(Vice Mayor)

Interim City Manager
Sue Borrego
City Clerk
Nichole Fiez
City Attorney
George A. Petrulakis

SPEAKER CARDS: To accommodate those wishing to address the Council and allow for staff follow-up, speaker cards are available for any agendized topic or any other topic delivered under Public Comment. Please fill out and provide the Comment Card to the City Clerk or Police Officer.

NOTICE REGARDING NON-ENGLISH SPEAKERS: The Turlock City Council meetings are conducted in English and translation to other languages is not provided. Please make arrangements for an interpreter if necessary.

EQUAL ACCESS POLICY: If you have a disability which affects your access to public facilities or services, please contact the City Clerk's Office at (209) 668-5540. The City is committed to taking all reasonable measures to provide access to its facilities and services. Please allow sufficient time for the City to process and respond to your request.

NOTICE: Pursuant to California Government Code Section 54954.3, any member of the public may directly address the City Council on any item appearing on the agenda, including Consent Calendar and Public Hearing items, before or during the City Council's consideration of the item. Members of the public will be allowed three (3) minutes for comments.

AGENDA PACKETS: Prior to the City Council meeting, a complete Agenda Packet is available for review on the City's website at www.cityofturlock.org and in the City Clerk's Office at 156 S. Broadway, Suite 230, Turlock, during normal business hours. Materials related to an item on this Agenda submitted to the Council after distribution of the Agenda Packet are also available for public inspection in the City Clerk's Office. Such documents may be available on the City's website subject to staff's ability to post the documents before the meeting.

1. **CALL TO ORDER**

2. **SALUTE TO THE FLAG**

3. **ROLL CALL AND DECLARATION OF CONFLICTS**

4. APPROVAL OF AGENDA AS POSTED OR AMENDED

This is the time for the City Council to remove items from the agenda or to change the order of the agenda. Matters may be taken up out of order of the established agenda by a four-fifths vote of the City Council.

5. PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, ANNOUNCEMENTS, PRESENTATIONS, AND BRIEFINGS

A. Turlock Police Department Animal Services - Adoptable Pets

B. Recognition: Stanislaus State Men's Soccer Team 2025

C. Appointment: Measure L Citizens Oversight Committee, Parks, Art & Recreation Commission, Community Block Grant Selection Committee, and Planning Commission - Community Members

6. PUBLIC PARTICIPATION

Pursuant to California Government Code Section 54954.3(a), this portion of the meeting is set aside for members of the public to address the City Council on matters that are not listed on tonight's agenda but are within the subject matter jurisdiction of the City Council. Speakers will be allowed up to three (3) minutes for their comments. Speakers who wish to address a matter listed later on the agenda may be asked to wait until that item is heard. Comments on matters outside the Council's subject matter jurisdiction may be ruled out of order by the presiding officer and not permitted to continue. Pursuant to Government Code Section 54954.2(a)(3), the City Council may not take action or engage in substantive discussion on items not listed on the posted agenda. However, the Council or staff may briefly respond to public comments, refer matters to staff, or request that a topic be placed on a future agenda.

7. CITY MANAGER REPORTS/UPDATES

City Manager reports/updates are provided for informational purposes only and no action or discussion may be undertaken. The City Manager may direct department heads to provide reports/updates at the City Manager's request.

A. Monthly Department Reports

8. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine and will be enacted by one motion with no separate discussion. Any item may be removed from the Consent Calendar and considered separately at the request of the Mayor or any Councilmember. Prior to Council action, members of the public may address the Council on the Consent Calendar. If during their Consent Calendar comments, a member of the public requests removal of an item for separate consideration, the Mayor or a Councilmember may do so. Public comment on the Consent Calendar is limited to one (1) minute per speaker, regardless of the number of items addressed by the speaker.

A. Accepting the weekly demands of November 7, 2025 through November 27, 2025 in the amount of $4,617,630.15

B. Accepting the Minutes of the November 18, 2025 Regular City Council Meeting

C. Approving the City Council Meeting Calendar for 2026

D. Accepting improvements for City Project No. 22-001 (Bid Package 1) for Roads Program CIP Projects and authorizing the City Engineer to file a Notice of Completion (Roads Program)

E. Approving Amendment No. 6 for Task Order No. 3 with CCME, Inc. for Construction Management and Inspection Services for the City of Turlock's Roads Initiative Program in the amount of $44,970.20 (Roads Program)

F. Approving an agreement (City Contract 2026-084) with Firecode Safety Equipment, Inc in response to RFB No. 25-018, for Portable Fire Extinguisher Inspections and Services, for up to five years and a total compensation amount not to exceed $100,000 (Fleet Services)

G. Approving City-wide pay ranges for part time employees effective January 1, 2026 (Human Relations)

H. Accepting an allocation of funds in the amount of $75,000 to administer the Selective Traffic Enforcement Program Grant through the California Office of Traffic Safety

I. Approving an agreement (City Contract No. 2026-089) with HSQ Tech Inc for maintenance service of the Telemetry software/hardware, for a term of up to five years and a total compensation amount not to exceed $450,000 (Water Quality Control)

J. Approving the Side Letter Agreement to the Schedule of Benefit Plans and Policies between the City of Turlock and the Confidential Employees Regarding Doctorate Degree Pay (Human Relations)

K. Approving an agreement with Virtual Project Manager, LLC for web-based project management services for a one-year term and automatic one-year renewals unless terminated (Engineering)

L. Awarding bid and approving an agreement with Mid Cal Pipeline & Utilities, Inc. for City Project No. 25-051 "El Paseo Sanitary Sewer Main Replacement" in the amount of $350,950 (Engineering)

M. Declaring the Intention to Order Annexation No. 40 for the property located at 2831 N. Walnut Road, (Stanislaus County Assessor's Parcel 088-008-068), to Existing Community Facilities District No. 2 (Development Services)

N. Approving an agreement with L.N. Curtis & Sons for turnout gear for three (3) years not to exceed annual amount of $150,000 (Fire Department)

O. Accepting the AB1600 Annual Report for Development Impact Fees for Fiscal Year 2024-2025 as required by California Government Code Section 66006(b) (Engineering)

P. Approving the purchase renewal of VMware software licensing and support with The [Re]Design Group for an annual amount not to exceed $194,844.00. (Information Technology)

Q. Amending the Successor Agency to the Turlock Redevelopment Agency Regular Meeting Schedule from Monthly to Annually (City Clerk)

9. **FINAL READINGS**

A. Second and Final Reading of an Ordinance Amending Turlock Municipal Code Title 2, Chapter 7, regarding purchasing system to standardize and update the procurement and contracting process (Finance)

10. **PUBLIC HEARINGS**

A. Introduction and first reading of an Ordinance amending Turlock Municipal Code Title 8, Chapter 1, Article 1; Section 02, Chapter 2, Article 1, Section 02; Chapter 5, Article 1, Section 02 and Chapter 6 Article 1 Section 02 to adopt the 2025 California Building Standards Code. (Development Services)

B. Approval of proposed annexation of 1601 W. Monte Vista Avenue, 3201 Four Seasons Drive, and 3130 E Tuolumne Road into Community Facilities District No. 2 following a public hearing and mailed ballot election of affected property owners (Development Services)

C. Confirming making no change in the cap on the number of beds that may be permitted under the nondiscretionary permit process within the SB 2 emergency shelter overlay district (Development Services)

D. Accepting the 2025 Public Health Goal Report (Regulatory Affairs)

E. Revising the City of Turlock's Sidewalk Policy By:
Introduction and first reading of an ordinance amending Turlock Municipal Code Title 7 (Public Works), Chapter 7-2 (Street Improvements), Article 6 (Miscellaneous Provisions), and amending Chapter 7-6 (Sidewalk Maintenance and Repair Obligations); Adopting resolutions related to a sidewalk repair assistance program, offsetting encroachment permit fees, rescinding Resolution 1992-081 and related budget amendments (Municipal Services)

F. Annual Review of the Development Agreement for Plan4 Dream (Development Services)

G. Annual Review of the Development Agreement for NHC (Development Services)

H. Annual Review of the Development Agreement for Perfect Union (Development Services)

I. Annual Review of the Development Agreement for Firehouse (Development Services)

J. Annual Review of the Development Agreement for The Evergreen Market dba FF Farms (Development Services)

K. Annual Review of the Development Agreement for Flavor Farms (Development Services)

11. **ACTION ITEMS OF THE PUBLIC FINANCING AUTHORITY**

A. Amending the Public Financing Authority's Regular Meeting Schedule from Monthly to Annually (City Clerk)

12. **ACTION ITEMS OF THE SUCCESSOR AGENCY FOR THE TURLOCK REDEVELOPMENT AGENCY**

    A. Approving a Recognized Obligation Payment Schedule for the fiscal period from July 1, 2026 through June 30, 2027 (ROPS 26-27) pursuant to Health and Safety Code Section 34177 and taking related actions (Finance)

    B. Approving proposed administrative budgets for the six-month fiscal periods from July 1, 2026 through December 31, 2026 and from January 1, 2027 through June 30, 2027 and taking related actions (Finance)

13. **ACTION ITEMS**

    A. Approving payment of annual investor invoice of $50,000 for year five (5) of a five-year Memorandum of Understanding (MOU) with Stanislaus Business Alliance (Opportunity Stanislaus) Economic Development and Workforce Strategies and authorizing the City Manager approve annual payment (Economic Development)

    B. Approving the Classification Study Final Report, Revised/Reformatted and New Job Descriptions, and Amending the Associated Salary Schedules Effective December 9, 2025 (Human Relations)

    C. Adopting Amendments to the Fiscal Year 2025-2026 Budget as a Result of the First Quarter Budget Review (Finance)

    D. Appropriating $75,000 to the Information Technology fund and approving a purchase agreement for Enterprise Permitting and Licensing software from Tyler Technologies for an initial three-year term of $974,589. (Information Technology)

14. **COUNCILMEMBER COMMENTS, ANNOUNCEMENTS AND FUTURE ITEMS**

15. **CLOSED SESSION**

    A. Public Employee Appointment, Cal. Gov't Code §54957(b)(1)
    Title: City Attorney (Discussion Only)

    B. Conference with Legal Counsel – Anticipated Litigation, Cal. Gov't Code §54956.9(d)(2)
    "For the purposes of this section, litigation shall be considered pending when any of the following circumstances exist... A point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency."
    Potential Case(s): One (1)

16. **REPORTS FROM CLOSED SESSION**

17. **ADJOURNMENT**

CERTIFICATE

OF EXCELLENCE

On behalf of City of Turlock, this certificate is presented to:

2025 Stanislaus State Men's Soccer Team

in recognition of a season defined by teamwork, perseverance, and historic success

SEAL OF THE CITY OF TURLOCK

Mayor Amy Bublak

City Council Staff Report

December 9, 2025

From:	Nichole Fiez, City Clerk
Prepared by:	Nichole Fiez, City Clerk
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Motion: Appointing Pam Franco to the Measure L Citizens Oversight Committee for the term 01/01/026 through 12/31/2026

Motion: Appointing Allison Jeffery, Dejeune Shelton, Ron Bridegroom, Lupe Aguilera, and Nathan Cory Higgins to the Community Block Grant Selection Committee for the term of 01/01/2026 through 12/31/2026

Motion: Appointing Brent Bohlender, Shehu Hassan, and Michael Casale to the Parks, Arts and Recreation Commission for the term 01/01/2026 through 12/31/2028

Motion: Appointing Matthew Davis, and Patrick Shields to the Planning Commission for the term 01/01/2026 through 12/31/2029

2. NARRATIVE:

The City of Turlock maintains several commissions and committees that provide recommendations and input to the City Council on matters of public policy, community development, and municipal services. Membership terms are established by ordinance or resolution, and periodically, terms expire requiring Council action to appoint or reappoint members.

Several commission and committee member terms are scheduled to expire on 12/31/2025. Applications were solicited from the community to encourage broad participation. Incumbent members may be eligible for reappointment, and new applicants may also be considered. Appointments ensure that advisory bodies remain fully staffed and able to carry out their responsibilities.

Appointments are made in accordance with the Turlock Municipal Code and applicable Council policies. These commissions and committees serve as important avenues for community engagement and provide valuable input to the City Council.

3. FISCAL IMPACT / BUDGET AMENDMENT:

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of “organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” and therefore is not considered a project.

5. ATTACHMENTS:

1. Measure L Appointment
2. PARC Appointment
3. Planning Commission Appointment
4. CDBG Committee Appointment

Measure L Citizens Oversight Committee

Number of Vacancies = 1

Appoint community member for the term that expired on 12/31/2025

One (1) Applicant:

- Pam Franco

The application for the above-mentioned applicant can be viewed in the Office of the City Clerk.

MAYOR BUBLAK'S RECOMMENDED APPOINTMENT:

Appoint Pam Franco to the Measure L Citizens Oversight Committee for the term 01/01/2026 through 12/31/2028.

Parks, Arts & Recreation Commission

Number of Vacancies = 3

Appoint community member to term(s) expiring on 12/31/2025

Three (3) Applicants:

- Brent Bohlender
- Michael Casale
- Shehu Hassan

The application for the above-mentioned applicant can be viewed in the Office of the City Clerk.

MAYOR BUBLAK'S RECOMMENDED APPOINTMENT:

Appoint Brent Bohlender, Michael Casale, and Shehu Hassan to Parks, Arts & Recreation Commission for the terms 01/01/2026 through 12/31/2028.

Planning Commission

Number of Vacancies = 2

Appoint community member to fill terms that expired on 12/31/2025

Two (2) Applicants:

- Matthew Davis
- Patrick Shields

The application for the above-mentioned applicant can be viewed in the Office of the City Clerk.

MAYOR BUBLAK'S RECOMMENDED APPOINTMENT:

Appoint Matthew Davis and Patrick Shields to the Planning Commission for the term 01/01/2026 through 12/31/2029.

Community Block Grant Selection Committee

Number of Vacancies = 5

Appoint community member to term(s) expiring on 12/31/2025

Five (5) Applicants:

- Allison Jeffery
- Dejeune Shelton
- Ron Bridegroom
- Lupe Aguilera
- Nathan Cory Higgins

The application for the above-mentioned applicant can be viewed in the Office of the City Clerk.

MAYOR BUBLAK'S RECOMMENDED APPOINTMENT:

Appoint Allison Jeffery, Dejeune Shelton, Ron Bridegroom, Lupe Aguilera, and Nathan Cory Higgins to the Community Block Grant Committee for the term 01/01/2026 through 12/31/2026.

Finance Department Monthly Report
December 9, 2025

From: Isaac Moreno, Finance Director

Prepared by: Isaac Moreno, Finance Director

Agendized by: Susan E. Borrego, Interim City Manager

Staffing – The Finance Department is currently in the process of filling the following positions:

Utility Billing:	1 - Account Clerk Senior
Accounting:	1 – Accountant II

Procurement Policy – The new policy has been approved and will be in effect January 2026.

Measure A Committee – The annual report for fiscal year 2024-2025 has been approved by the Committee and will be coming to Council in January 2026.

Contracts Executed by City Manager – Please see table below for the executed contracts within the month of November 2025.

Utility Billing Division Report – Please see attached memorandum.

Projects:

User Fee Study – Consultant has started preliminary meetings with three division. The estimated completion is March 2026.

Impact Fee Study – Pending completion of infrastructure master plan updates. An updated timeline will be developed once this is complete.

Interim City Manager Approved Contracts Up To $75,000					
Contract Number	**Vendor Name**	**Description**	**Compensation Amount Not to Exceed**	**Effective Date**	**Department**
NOVEMBER					
2026-044	Oliver, Thomas & Hollis Investigations	Oliver, Thomas & Hollis Investigations Inc	$ 24,500.00	8/1/2025	Human Relations
2026-048	CentralSquare Technologies, LLC	Interface Connection to First Due	$ 9,967.10	9/24/2025	Fire
2026-068	Copy & Design	Copy & Design Website Copywriting Services	$ 4,600.00	11/5/2025	IT

Angelica Gonsalves
FINANCIAL CUSTOMER SERVICE SUPERVISOR
agonsalves@turlock.ca.us

FINANCE DEPARTMENT
UTILITY BILLING

156 S. BROADWAY, SUITE 114 | TURLOCK, CALIFORNIA 95380 | PHONE 209-668-5570 | FAX 209-668-5565

DATE: December 1, 2025

TO: Isaac Moreno

FROM: Angelica Gonsalves

SUBJECT: November 2025 Department updates

For the month of November 2025:

Finance processed a total of 1,429 receipt payments in the office by walk in customers, 863 by mailed/drop box, and took 499 phone payments. The department answered 1,631 calls during the month of November. Processed 130 utility move-in's, and 80 move-out and exception bills. Payment agreements: 100 current and 27 past due payment agreements.

Utility billing processed and mailed 19, 902 utility bills and issued 2,439 penalties. Delinquent notices were mailed to 784 customers. 398 account were terminated on November 19, 2025 and 148 remained off at the end of the day.

The department went live with the new payment platform online and interactive voice response (IVR) for utility customers on 7/16/25. In November we had 1,290 customers made payments on the new IVR, 3,708 customers paid through the new portal, and 2,129 set up for autopay. We have a total of 7,495 registered users on the new portal from 11/30/25. 474 users have signed up for paperless billing.

Business license processed 46 new applications and closed 11 business licenses. 75 licenses were renewed and 0 delinquent notices were mailed out to lapsed business licenses. The City of Turlock currently has 6,978 active licenses.

MEASURE A (Roads) - Accountability Report

Prepared: 11/10/25
Fund: 115-Measure A Roads
FISCAL YEAR: 2025-2026
Period: 07/01/2025-09/30/2026

	2025-2026 Amended Budget	2025-2026 Actual to Date	2025-2026 Remaining Budget	% of Budget Received/ Expended
Revenues				
Division 115 - Measure A				
Sale Tax Measure A	$ 8,173,173	$ 677,810.79	$ 7,495,362	8%
Program 801 - 2025 Roads Bond Program				
Interest Income 2025 Roads Bond	$ -	$ 262,848.38	$ (262,848)	
Revenues	$ 8,173,173	$ 940,659.17	$ 7,232,513.83	12%
Expenditures				
Administration Salaries & Benefits - Measure A	$ 327,828	$ 52,671.10	$ 275,157	16%
Contract Attorney	$ 15,000	$ 7,704.00		
City Engineering Services	$ 440,117	$ -	$ 440,117	0%
Construction Management	$ 5,045,664	$ 735,440.22	$ 4,310,224	15%
Roads Design	$ 3,405,000	$ 585,977.92	$ 2,819,022	17%
Construction Project	$ 1,000,000	$ 11,697.06	$ 988,303	1%
Program 801 - 2025 Roads Bond Program				
Debt Services	$ 2,388,125	$ 995,625.00	$ 1,392,500	42%
Construction Project	$ 17,465,000	$ -	$ 17,465,000	0%
Total Expenditures	$ 30,086,734.00	$ 2,389,115.30	$ 27,690,323	8%
Revenue Over / (Under) Expenses	$ (21,913,561)	$ (1,448,456.13)		

FUND BALANCE

Balance Forward from Prior Fiscal Year	$ 35,213,651.29
Net Change to Fund Balance	$ (1,448,456.13)
Current Balance	$ 33,765,195.16

City Engineering Services Allocation	**2025-2026 Actual to Date**
P#23031 Construction for Roads CIP Task #1	$ 487.35
P#23032 Construction for Roads CIP Task #1	$ 11,209.71
	$ 11,697.06

Balance Sheet

Through 09/30/25
Detail Listing
Include Rollup Account/Rollup to Object

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	**General Fund**				
Fund Type					
Fund	**115 - Measure A - Roads**				
	ASSETS				
11000	Cash	2,550,768.77	3,416,240.73	(865,471.96)	(25.33)
12000	**Cash - Trustee**				
12000_019	Cash - Trustee 2025 Roads Bond	31,777,333.03	31,632,883.81	144,449.22	.46
	12000 - Cash - Trustee Totals	$31,777,333.03	$31,632,883.81	$144,449.22	0.46%
13000	**Accounts Receivable**				
13000_007	Accounts Receivable Accts Rec-Yr End Rev Accrual	.00	1,360,134.79	(1,360,134.79)	(100.00)
	13000 - Accounts Receivable Totals	$0.00	$1,360,134.79	($1,360,134.79)	(100.00%)
	ASSETS TOTALS	$34,328,101.80	$36,409,259.33	($2,081,157.53)	(5.72%)
	LIABILITIES AND FUND EQUITY				
	LIABILITIES				
21000	Accounts Payable	555,630.03	1,191,226.55	(635,596.52)	(53.36)
22004	Salaries Payable	.00	4,381.49	(4,381.49)	(100.00)
23000	Due To	7,276.61	.00	7,276.61	+++
	LIABILITIES TOTALS	$562,906.64	$1,195,608.04	($632,701.40)	(52.92%)
	FUND EQUITY				
29000	Fund Balance - General Fund	11,325,951.70	11,325,951.70	.00	.00
	FUND EQUITY TOTALS Prior to Current Year Changes	$11,325,951.70	$11,325,951.70	$0.00	0.00%
	Prior Year Fund Equity Adjustment	(23,887,699.59)	(1,237,384.06)		
	Fund Revenues	(940,659.17)	(40,257,805.07)		
	Fund Expenses	2,389,115.30	17,607,489.54		
	FUND EQUITY TOTALS	$33,765,195.16	$35,213,651.29	($1,448,456.13)	(4.11%)
	LIABILITIES AND FUND EQUITY TOTALS	$34,328,101.80	$36,409,259.33	($2,081,157.53)	(5.72%)
	Fund **115 - Measure A - Roads** Totals	$0.00	$0.00	$0.00	+++

Budget Performance Report

Fiscal Year to Date 09/30/25

Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund **115 - Measure A - Roads**										
REVENUE										
Department **10 - Administration**										
Division **115 - Measure A**										
30020	**Sales Tax**									
30020_004	Sales Tax Measure A	8,173,173.00	.00	8,173,173.00	677,810.79	.00	677,810.79	7,495,362.21	8	8,202,980.49
	30020 - Sales Tax Totals	$8,173,173.00	$0.00	$8,173,173.00	$677,810.79	$0.00	$677,810.79	$7,495,362.21	8%	$8,202,980.49
33000	**Interest Income**									
33000_003	Interest Income 2025 Roads Bond	.00	.00	.00	76,462.70	.00	262,848.38	(262,848.38)	+++	.00
	33000 - Interest Income Totals	$0.00	$0.00	$0.00	$76,462.70	$0.00	$262,848.38	($262,848.38)	+++	$0.00
Program **801 - 2025 Roads Bond Program**										
33000	**Interest Income**									
33000_003	Interest Income 2025 Roads Bond	100,000.00	.00	100,000.00	.00	.00	.00	100,000.00	0	405,497.58
	33000 - Interest Income Totals	$100,000.00	$0.00	$100,000.00	$0.00	$0.00	$0.00	$100,000.00	0%	$405,497.58
37800	Long Term Debt Proceeds	.00	.00	.00	.00	.00	.00	.00	+++	31,649,327.00
	Program **801 - 2025 Roads Bond Program** Totals	$100,000.00	$0.00	$100,000.00	$0.00	$0.00	$0.00	$100,000.00	0%	$32,054,824.58
	Division **115 - Measure A** Totals	$8,273,173.00	$0.00	$8,273,173.00	$754,273.49	$0.00	$940,659.17	$7,332,513.83	11%	$40,257,805.07
	Department **10 - Administration** Totals	$8,273,173.00	$0.00	$8,273,173.00	$754,273.49	$0.00	$940,659.17	$7,332,513.83	11%	$40,257,805.07
	REVENUE TOTALS	$8,273,173.00	$0.00	$8,273,173.00	$754,273.49	$0.00	$940,659.17	$7,332,513.83	11%	$40,257,805.07
EXPENSE										
Department **10 - Administration**										
Division **115 - Measure A**										
41001	Full Time Salaries	204,556.00	.00	204,556.00	9,473.88	.00	30,113.41	174,442.59	15	116,338.54
41053	Sick Leave Conversion Pay	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	2,800.79
41055	Vacation Conversion Pay	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,299.61
41059	Continuous Service Pay	5,542.00	.00	5,542.00	426.32	.00	1,355.09	4,186.91	24	5,235.83
41100	**Overtime**									
41100_001	Overtime Standard	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	2,403.24
	41100 - Overtime Totals	$5,000.00	$0.00	$5,000.00	$0.00	$0.00	$0.00	$5,000.00	0%	$2,403.24
42002	Medical Dental Plan	31,248.00	.00	31,248.00	1,958.04	.00	6,223.77	25,024.23	20	22,796.31
42003	Vision Insurance	432.00	.00	432.00	13.46	.00	42.78	389.22	10	162.00
42004	Long Term Disability Insurance	767.00	.00	767.00	39.08	.00	116.46	650.54	15	453.07
42005	Life Insurance	387.00	.00	387.00	12.59	.00	14.11	372.89	4	245.75
42006	SUI	60.00	.00	60.00	.00	.00	.00	60.00	0	59.50
42007	Workers Comp Insurance	1,152.00	.00	1,152.00	53.16	.00	170.85	981.15	15	689.11
42008	City Liability Insurance	9,143.00	.00	9,143.00	332.04	.00	1,067.14	8,075.86	12	2,373.74
42009	PERS	37,669.00	.00	37,669.00	1,803.82	.00	5,733.57	31,935.43	15	21,600.37
42010	Medicare Tax	3,191.00	.00	3,191.00	141.15	.00	448.67	2,742.33	14	1,828.30
42012	Retiree Health Insurance	4,091.00	.00	4,091.00	189.48	.00	602.28	3,488.72	15	2,326.73
42013	Deferred Comp	1,639.00	.00	1,639.00	94.74	.00	301.14	1,337.86	18	1,163.37
42016	Employee Contrib To PERS	(18,909.00)	.00	(18,909.00)	(891.02)	.00	(2,832.17)	(16,076.83)	15	(10,551.99)

Budget Performance Report

Fiscal Year to Date 09/30/25

Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund **115 - Measure A - Roads**										
EXPENSE										
Department **10 - Administration**										
Division **115 - Measure A**										
42019	PERS UAL (Unfunded Accrued Liability)	35,860.00	.00	35,860.00	2,988.00	.00	8,964.00	26,896.00	25	17,139.00
43010	Contract Attorney	15,000.00	.00	15,000.00	.00	2,296.00	7,704.00	5,000.00	67	22,901.65
43030	City Engineering Services	440,117.00	.00	440,117.00	.00	.00	.00	440,117.00	0	405,121.47
43327	Construction Management	5,045,664.00	.00	5,045,664.00	.00	1,773,985.71	735,440.22	2,536,238.07	50	2,204,328.94
43366	**Design**									
43366_001	Design Roads	3,405,000.00	.00	3,405,000.00	131,615.60	2,914,246.94	585,977.92	(95,224.86)	103	3,506,343.71
	43366 - Design Totals	$3,405,000.00	$0.00	$3,405,000.00	$131,615.60	$2,914,246.94	$585,977.92	($95,224.86)	103%	$3,506,343.71
47005	Advertising	300.00	.00	300.00	.00	.00	.00	300.00	0	228.00
47080	Shoe Allowance	700.00	.00	700.00	.00	.00	350.00	350.00	50	250.00
51270	Construction Project	1,000,000.00	.00	1,000,000.00	11,209.71	314,645.03	11,697.06	673,657.91	33	10,857,011.73
53030	**Roads Bond**									
53030_001	Roads Bond Interest	1,733,125.00	.00	1,733,125.00	.00	.00	995,625.00	737,500.00	57	.00
53030_002	Roads Bond Principal	655,000.00	.00	655,000.00	.00	.00	.00	655,000.00	0	.00
	53030 - Roads Bond Totals	$2,388,125.00	$0.00	$2,388,125.00	$0.00	$0.00	$995,625.00	$1,392,500.00	42%	$0.00
Program **801 - 2025 Roads Bond Program**										
51270	Construction Project	17,465,000.00	.00	17,465,000.00	.00	8,034,464.00	.00	9,430,536.00	46	.00
53106	**Cost of Issuance**									
53106_006	Cost of Issuance 2025 Roads Bond	.00	.00	.00	.00	.00	.00	.00	+++	421,940.77
	53106 - Cost of Issuance Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$421,940.77
Program **801 - 2025 Roads Bond Program** Totals		$17,465,000.00	$0.00	$17,465,000.00	$0.00	$8,034,464.00	$0.00	$9,430,536.00	46%	$421,940.77
Division **115 - Measure A** Totals		$30,086,734.00	$0.00	$30,086,734.00	$159,460.05	$13,039,637.68	$2,389,115.30	$14,657,981.02	51%	$17,607,489.54
Department **10 - Administration** Totals		$30,086,734.00	$0.00	$30,086,734.00	$159,460.05	$13,039,637.68	$2,389,115.30	$14,657,981.02	51%	$17,607,489.54
EXPENSE TOTALS		$30,086,734.00	$0.00	$30,086,734.00	$159,460.05	$13,039,637.68	$2,389,115.30	$14,657,981.02	51%	$17,607,489.54
Fund **115 - Measure A - Roads** Totals										
REVENUE TOTALS		8,273,173.00	.00	8,273,173.00	754,273.49	.00	940,659.17	7,332,513.83	11%	40,257,805.07
EXPENSE TOTALS		30,086,734.00	.00	30,086,734.00	159,460.05	13,039,637.68	2,389,115.30	14,657,981.02	51%	17,607,489.54
Fund **115 - Measure A - Roads** Totals		($21,813,561.00)	$0.00	($21,813,561.00)	$594,813.44	($13,039,637.68)	($1,448,456.13)	($7,325,467.19)		$22,650,315.53

MEASURE A (General) - Accountability Report

Prepared: 11/10/25
Fund: 118-Measure A General
FISCAL YEAR: 2024-2025
Period: 07/01/2025-09/30/2026

	2025-2026 Amended Budget	2025-2026 Actual to Date	2025-2026 Remaining Budget	% of Budget Received/ Expended
Revenues	$ 6,687,141	$ 554,572.47	$ 6,132,569	8%
Expenditures				
Services, Supplies and Equipment:				
Police - Minor Equipment Safety	$ 54,287	$ 54,286.84	$ 0	100%
Public Safety Building HVAC Project			$ -	#DIV/0!
Pierce Volcity Pumper Debt Payment			$ -	#DIV/0!
Salaries & Benefits:				
Police Salaries & Benefits - Special Operations	$ 153,590	$ 38,156.62	$ 115,433	25%
Police Salaries & Benefits - Support Operations	$ 621,232	$ 160,259.77	$ 460,972	26%
Police Salaries & Benefits - Field Operations	$ 3,656,510	$ 912,216.08	$ 2,744,294	25%
Fire Salaries & Benefits - Operations	$ 1,923,425	$ 420,593.91	$ 1,502,831	22%
Development Services Salaries & Benefits - Planning			$ -	#DIV/0!
Municipal Services and Benefits - Public Facilities			$ -	#DIV/0!
Parks Salaries & Benefits - Maintenance	$ 294,666	$ 69,542.37	$ 225,124	24%
Recreation Salaries & Benefits - Recreation Administration			$ -	#DIV/0!
Transfers Out:				
Transfers Out - Police Vehicle and Equip. Replacement	$ 1,000,000	$ 1,000,000.00	$ -	100%
Transfers Out - Fire Vehicle and Equip. Replacement	$ 1,000,000	$ 1,000,000.00		
Total Expenditures	$ 8,703,710	$ 3,655,055.59	$ 5,048,654	42%
Revenue Over / (Under) Expenses	$ (2,016,569)	$ (3,100,483.12)		

FUND BALANCE

Balance Forward from Prior Fiscal Year	$ 7,272,151.68
Net Change to Fund Balance	$ (3,100,483.12)
Current Balance	$ 4,171,668.56

Balance Sheet

Through 09/30/25
Detail Listing
Include Rollup Account/Rollup to Object

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	**General Fund**				
Fund Type					
Fund	**118 - Measure A**				
	ASSETS				
11000	Cash	2,702,114.22	4,538,435.08	(1,836,320.86)	(40.46)
13000	**Accounts Receivable**				
13000_007	Accounts Receivable Accts Rec-Yr End Rev Accrual	.00	1,112,837.56	(1,112,837.56)	(100.00)
	13000 - Accounts Receivable Totals	$0.00	$1,112,837.56	($1,112,837.56)	(100.00%)
18012	Prepaid Asset	1,755,110.30	1,755,110.30	.00	.00
	ASSETS TOTALS	$4,457,224.52	$7,406,382.94	($2,949,158.42)	(39.82%)
	LIABILITIES AND FUND EQUITY				
	LIABILITIES				
21000	Accounts Payable	54,286.84	987.27	53,299.57	5,398.68
22004	Salaries Payable	.00	133,243.99	(133,243.99)	(100.00)
23000	Due To	231,269.12	.00	231,269.12	+++
	LIABILITIES TOTALS	$285,555.96	$134,231.26	$151,324.70	112.73%
	FUND EQUITY				
29000	Fund Balance - General Fund	6,160,015.71	6,160,015.71	.00	.00
	FUND EQUITY TOTALS Prior to Current Year Changes	$6,160,015.71	$6,160,015.71	$0.00	0.00%
	Prior Year Fund Equity Adjustment	(1,112,135.97)	(877,756.88)		
	Fund Revenues	(554,572.47)	(6,711,529.50)		
	Fund Expenses	3,655,055.59	6,477,150.41		
	FUND EQUITY TOTALS	$4,171,668.56	$7,272,151.68	($3,100,483.12)	(42.64%)
	LIABILITIES AND FUND EQUITY TOTALS	$4,457,224.52	$7,406,382.94	($2,949,158.42)	(39.82%)
	Fund **118 - Measure A** Totals	$0.00	$0.00	$0.00	+++
	Fund Type Totals	$0.00	$0.00	$0.00	+++
	Fund Category **General Fund** Totals	$0.00	$0.00	$0.00	+++
	Grand Totals	$0.00	$0.00	$0.00	+++

Budget Performance Report

Fiscal Year to Date 09/30/25

Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund **118 - Measure A**										
REVENUE										
Department **10 - Administration**										
Division **115 - Measure A**										
30020	**Sales Tax**									
30020_004	Sales Tax Measure A	6,687,141.00	.00	6,687,141.00	554,572.47	.00	554,572.47	6,132,568.53	8	6,711,529.50
	30020 - Sales Tax Totals	$6,687,141.00	$0.00	$6,687,141.00	$554,572.47	$0.00	$554,572.47	$6,132,568.53	8%	$6,711,529.50
	Division **115 - Measure A** Totals	$6,687,141.00	$0.00	$6,687,141.00	$554,572.47	$0.00	$554,572.47	$6,132,568.53	8%	$6,711,529.50
	Department **10 - Administration** Totals	$6,687,141.00	$0.00	$6,687,141.00	$554,572.47	$0.00	$554,572.47	$6,132,568.53	8%	$6,711,529.50
	REVENUE TOTALS	$6,687,141.00	$0.00	$6,687,141.00	$554,572.47	$0.00	$554,572.47	$6,132,568.53	8%	$6,711,529.50
EXPENSE										
Department **10 - Administration**										
Division **102 - City Manager**										
41001	Full Time Salaries	.00	.00	.00	.00	.00	.00	.00	+++	45,208.67
41052	Educational Incentive	.00	.00	.00	.00	.00	.00	.00	+++	1,130.21
41055	Vacation Conversion Pay	.00	.00	.00	.00	.00	.00	.00	+++	879.06
41056	Management Leave Conversion	.00	.00	.00	.00	.00	.00	.00	+++	1,506.96
42002	Medical Dental Plan	.00	.00	.00	.00	.00	.00	.00	+++	1,875.21
42003	Vision Insurance	.00	.00	.00	.00	.00	.00	.00	+++	65.64
42004	Long Term Disability Insurance	.00	.00	.00	.00	.00	.00	.00	+++	183.18
42005	Life Insurance	.00	.00	.00	.00	.00	.00	.00	+++	98.86
42007	Workers Comp Insurance	.00	.00	.00	.00	.00	.00	.00	+++	117.08
42008	City Liability Insurance	.00	.00	.00	.00	.00	.00	.00	+++	1,097.35
42009	PERS	.00	.00	.00	.00	.00	.00	.00	+++	8,192.70
42010	Medicare Tax	.00	.00	.00	.00	.00	.00	.00	+++	704.64
42012	Retiree Health Insurance	.00	.00	.00	.00	.00	.00	.00	+++	1,356.24
42013	Deferred Comp	.00	.00	.00	.00	.00	.00	.00	+++	1,582.33
42014	Deferred Comp In Lieu	.00	.00	.00	.00	.00	.00	.00	+++	1,526.79
42016	Employee Contrib To PERS	.00	.00	.00	.00	.00	.00	.00	+++	(4,170.47)
42019	PERS UAL (Unfunded Accrued Liability)	.00	.00	.00	.00	.00	.00	.00	+++	4,284.00
45001	**Telephone**									
45001_000	Telephone General	.00	.00	.00	.00	.00	.00	.00	+++	289.29
	45001 - Telephone Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$289.29
46000	Auto Allowance	.00	.00	.00	.00	.00	.00	.00	+++	642.86
	Division **102 - City Manager** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$66,570.60
Division **103 - Economic Development and Comm**										
41001	Full Time Salaries	.00	.00	.00	.00	.00	.00	.00	+++	45,208.67
41055	Vacation Conversion Pay	.00	.00	.00	.00	.00	.00	.00	+++	879.06
41056	Management Leave Conversion	.00	.00	.00	.00	.00	.00	.00	+++	1,506.96
42002	Medical Dental Plan	.00	.00	.00	.00	.00	.00	.00	+++	8,544.60
42003	Vision Insurance	.00	.00	.00	.00	.00	.00	.00	+++	65.64

Budget Performance Report

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Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund **118 - Measure A**										
EXPENSE										
Department **10 - Administration**										
Division **103 - Economic Development and Comm**										
42004	Long Term Disability Insurance	.00	.00	.00	.00	.00	.00	.00	+++	183.18
42005	Life Insurance	.00	.00	.00	.00	.00	.00	.00	+++	98.86
42007	Workers Comp Insurance	.00	.00	.00	.00	.00	.00	.00	+++	113.67
42008	City Liability Insurance	.00	.00	.00	.00	.00	.00	.00	+++	1,090.66
42009	PERS	.00	.00	.00	.00	.00	.00	.00	+++	7,992.90
42010	Medicare Tax	.00	.00	.00	.00	.00	.00	.00	+++	673.79
42012	Retiree Health Insurance	.00	.00	.00	.00	.00	.00	.00	+++	1,356.24
42016	Employee Contrib To PERS	.00	.00	.00	.00	.00	.00	.00	+++	(4,068.77)
42019	PERS UAL (Unfunded Accrued Liability)	.00	.00	.00	.00	.00	.00	.00	+++	4,284.00
46000	Auto Allowance	.00	.00	.00	.00	.00	.00	.00	+++	642.86
Division **103 - Economic Development and Comm** Totals		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$68,572.32
Division **106 - Finance**										
41001	Full Time Salaries	.00	.00	.00	.00	.00	.00	.00	+++	33,150.73
41100	**Overtime**									
41100_001	Overtime Standard	.00	.00	.00	.00	.00	.00	.00	+++	48.22
41100 - Overtime Totals		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$48.22
42002	Medical Dental Plan	.00	.00	.00	.00	.00	.00	.00	+++	12,481.01
42003	Vision Insurance	.00	.00	.00	.00	.00	.00	.00	+++	111.60
42004	Long Term Disability Insurance	.00	.00	.00	.00	.00	.00	.00	+++	134.35
42005	Life Insurance	.00	.00	.00	.00	.00	.00	.00	+++	70.42
42007	Workers Comp Insurance	.00	.00	.00	.00	.00	.00	.00	+++	79.64
42008	City Liability Insurance	.00	.00	.00	.00	.00	.00	.00	+++	764.51
42009	PERS	.00	.00	.00	.00	.00	.00	.00	+++	5,860.99
42010	Medicare Tax	.00	.00	.00	.00	.00	.00	.00	+++	450.62
42012	Retiree Health Insurance	.00	.00	.00	.00	.00	.00	.00	+++	662.98
42013	Deferred Comp	.00	.00	.00	.00	.00	.00	.00	+++	165.73
42016	Employee Contrib To PERS	.00	.00	.00	.00	.00	.00	.00	+++	(2,983.56)
42019	PERS UAL (Unfunded Accrued Liability)	.00	.00	.00	.00	.00	.00	.00	+++	7,284.00
Division **106 - Finance** Totals		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$58,281.24
Division **109 - Human Relations**										
41001	Full Time Salaries	.00	.00	.00	.00	.00	.00	.00	+++	16,766.32
41051	Confidential Pay	.00	.00	.00	.00	.00	.00	.00	+++	838.32
42002	Medical Dental Plan	.00	.00	.00	.00	.00	.00	.00	+++	8,544.60
42003	Vision Insurance	.00	.00	.00	.00	.00	.00	.00	+++	65.64
42004	Long Term Disability Insurance	.00	.00	.00	.00	.00	.00	.00	+++	66.16
42005	Life Insurance	.00	.00	.00	.00	.00	.00	.00	+++	35.91
42007	Workers Comp Insurance	.00	.00	.00	.00	.00	.00	.00	+++	42.24

Budget Performance Report

Fiscal Year to Date 09/30/25

Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund **118 - Measure A**										
EXPENSE										
Department **10 - Administration**										
Division **109 - Human Relations**										
42008	City Liability Insurance	.00	.00	.00	.00	.00	.00	.00	+++	405.44
42009	PERS	.00	.00	.00	.00	.00	.00	.00	+++	3,112.48
42010	Medicare Tax	.00	.00	.00	.00	.00	.00	.00	+++	241.57
42012	Retiree Health Insurance	.00	.00	.00	.00	.00	.00	.00	+++	503.00
42013	Deferred Comp	.00	.00	.00	.00	.00	.00	.00	+++	83.81
42016	Employee Contrib To PERS	.00	.00	.00	.00	.00	.00	.00	+++	(1,584.41)
42019	PERS UAL (Unfunded Accrued Liability)	.00	.00	.00	.00	.00	.00	.00	+++	4,284.00
	Division **109 - Human Relations** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$33,405.08
Division **115 - Measure A**										
47304	Sales Tax Contingency Audit	.00	.00	.00	.00	.00	.00	.00	+++	8,422.87
	Division **115 - Measure A** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$8,422.87
	Department **10 - Administration** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$235,252.11
Department **20 - Police**										
Division **200 - Special Operations**										
41001	Full Time Salaries	89,034.00	.00	89,034.00	6,764.30	.00	21,500.81	67,533.19	24	82,757.14
41051	Confidential Pay	4,452.00	.00	4,452.00	338.22	.00	1,075.06	3,376.94	24	4,137.94
41053	Sick Leave Conversion Pay	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
41055	Vacation Conversion Pay	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
41059	Continuous Service Pay	1,336.00	.00	1,336.00	101.46	.00	322.50	1,013.50	24	1,241.41
41100	**Overtime**									
41100_001	Overtime Standard	4,000.00	.00	4,000.00	.00	.00	45.03	3,954.97	1	599.36
	41100 - Overtime Totals	$4,000.00	$0.00	$4,000.00	$0.00	$0.00	$45.03	$3,954.97	1%	$599.36
42001	Uniform Allowance	1,130.00	.00	1,130.00	.00	.00	640.00	490.00	57	1,280.00
42002	Medical Dental Plan	15,624.00	.00	15,624.00	1,881.58	.00	5,980.74	9,643.26	38	21,903.24
42003	Vision Insurance	216.00	.00	216.00	13.32	.00	42.34	173.66	20	160.31
42004	Long Term Disability Insurance	334.00	.00	334.00	27.90	.00	83.15	250.85	25	330.31
42005	Life Insurance	168.00	.00	168.00	8.98	.00	10.07	157.93	6	177.44
42006	SUI	30.00	.00	30.00	.00	.00	.00	30.00	0	57.16
42007	Workers Comp Insurance	393.00	.00	393.00	17.28	.00	56.59	336.41	14	217.03
42008	City Liability Insurance	4,690.00	.00	4,690.00	305.11	.00	1,000.64	3,689.36	21	2,119.30
42009	PERS	16,599.00	.00	16,599.00	1,258.52	.00	4,000.30	12,598.70	24	15,577.61
42010	Medicare Tax	1,462.00	.00	1,462.00	101.79	.00	333.18	1,128.82	23	1,278.54
42012	Retiree Health Insurance	1,781.00	.00	1,781.00	202.92	.00	645.00	1,136.00	36	2,482.67
42013	Deferred Comp	445.00	.00	445.00	.00	.00	.00	445.00	0	.00
42016	Employee Contrib To PERS	(8,534.00)	.00	(8,534.00)	(648.34)	.00	(2,060.79)	(6,473.21)	24	(7,932.26)
42019	PERS UAL (Unfunded Accrued Liability)	17,930.00	.00	17,930.00	1,494.00	.00	4,482.00	13,448.00	25	17,139.00
47065	Professional Development	500.00	.00	500.00	.00	.00	.00	500.00	0	400.00

Budget Performance Report

Fiscal Year to Date 09/30/25

Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund **118 - Measure A**										
EXPENSE										
Department **20 - Police**										
Division **200 - Special Operations** Totals		$153,590.00	$0.00	$153,590.00	$11,867.04	$0.00	$38,156.62	$115,433.38	25%	$143,926.20
Division **205 - Support Operations**										
41001	Full Time Salaries	359,488.00	16,428.00	375,916.00	29,450.58	.00	93,452.09	282,463.91	25	336,740.21
41010	**Police Special Pay**									
41010_006	Police Special Pay POST Officer Differential	6,244.00	.00	6,244.00	480.28	.00	1,526.60	4,717.40	24	5,924.24
41010 - Police Special Pay Totals		$6,244.00	$0.00	$6,244.00	$480.28	$0.00	$1,526.60	$4,717.40	24%	$5,924.24
41050	Bilingual Pay	8,104.00	.00	8,104.00	619.46	.00	1,969.00	6,135.00	24	7,651.45
41052	Educational Incentive	8,327.00	411.00	8,738.00	697.10	.00	2,211.81	6,526.19	25	7,894.79
41053	Sick Leave Conversion Pay	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
41055	Vacation Conversion Pay	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	6,934.72
41056	Management Leave Conversion	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
41059	Continuous Service Pay	11,144.00	246.00	11,390.00	886.56	.00	2,815.61	8,574.39	25	10,531.52
41100	**Overtime**									
41100_001	Overtime Standard	10,000.00	.00	10,000.00	538.88	.00	2,422.14	7,577.86	24	16,950.65
41100 - Overtime Totals		$10,000.00	$0.00	$10,000.00	$538.88	$0.00	$2,422.14	$7,577.86	24%	$16,950.65
42001	Uniform Allowance	3,540.00	.00	3,540.00	.00	.00	1,845.00	1,695.00	52	3,690.00
42002	Medical Dental Plan	36,948.00	.00	36,948.00	5,589.88	.00	17,767.83	19,180.17	48	65,257.96
42003	Vision Insurance	432.00	.00	432.00	40.84	.00	129.81	302.19	30	491.54
42004	Long Term Disability Insurance	1,348.00	62.00	1,410.00	121.48	.00	361.63	1,048.37	26	1,340.21
42005	Life Insurance	679.00	31.00	710.00	39.06	.00	43.80	666.20	6	719.31
42006	SUI	89.00	.00	89.00	.00	.00	.00	89.00	0	178.50
42007	Workers Comp Insurance	1,675.00	49.00	1,724.00	79.04	.00	256.96	1,467.04	15	958.63
42008	City Liability Insurance	19,116.00	739.00	19,855.00	1,407.46	.00	4,571.66	15,283.34	23	9,400.64
42009	PERS	74,963.00	3,187.00	78,150.00	5,842.94	.00	18,542.13	59,607.87	24	67,815.56
42010	Medicare Tax	5,978.00	248.00	6,226.00	465.95	.00	1,515.68	4,710.32	24	5,654.16
42012	Retiree Health Insurance	12,138.00	493.00	12,631.00	989.24	.00	3,139.61	9,491.39	25	11,402.02
42013	Deferred Comp	4,377.00	411.00	4,788.00	356.96	.00	1,130.65	3,657.35	24	3,729.21
42014	Deferred Comp In Lieu	5,700.00	.00	5,700.00	475.00	.00	1,509.82	4,190.18	26	5,716.97
42016	Employee Contrib To PERS	(35,615.00)	(1,538.00)	(37,153.00)	(2,907.70)	.00	(9,227.48)	(27,925.52)	25	(33,390.63)
42019	PERS UAL (Unfunded Accrued Liability)	53,790.00	.00	53,790.00	4,483.00	.00	13,449.00	40,341.00	25	51,417.00
45001	**Telephone**									
45001_000	Telephone General	.00	.00	.00	60.00	.00	190.71	(190.71)	+++	722.15
45001 - Telephone Totals		$0.00	$0.00	$0.00	$60.00	$0.00	$190.71	($190.71)	+++	$722.15
46000	Auto Allowance	2,400.00	.00	2,400.00	200.00	.00	635.71	1,764.29	26	2,407.15
47065	Professional Development	600.00	.00	600.00	.00	.00	.00	600.00	0	.00
51413	HVAC	.00	.00	.00	.00	.00	.00	.00	+++	309,055.14
Division **205 - Support Operations** Totals		$600,465.00	$20,767.00	$621,232.00	$49,916.01	$0.00	$160,259.77	$460,972.23	26%	$899,193.10

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund **118 - Measure A**										
EXPENSE										
Department **20 - Police**										
Division **210 - Field Operations**										
41001	Full Time Salaries	1,826,330.00	.00	1,826,330.00	140,487.66	.00	426,587.16	1,399,742.84	23	1,234,982.60
41010	**Police Special Pay**									
41010_001	Police Special Pay Special Assignment	5,537.00	.00	5,537.00	425.96	.00	798.68	4,738.32	14	3,311.11
41010_002	Police Special Pay FTO	.00	.00	.00	339.95	.00	1,548.95	(1,548.95)	+++	4,485.34
41010_006	Police Special Pay POST Officer Differential	81,268.00	.00	81,268.00	6,567.02	.00	20,685.69	60,582.31	25	60,434.24
41010_007	Police Special Pay SWAT Pay	5,537.00	.00	5,537.00	425.96	.00	1,353.94	4,183.06	24	3,912.51
	41010 - Police Special Pay Totals	$92,342.00	$0.00	$92,342.00	$7,758.89	$0.00	$24,387.26	$67,954.74	26%	$72,143.20
41050	Bilingual Pay	17,679.00	.00	17,679.00	1,352.40	.00	4,298.70	13,380.30	24	9,262.18
41052	Educational Incentive	46,060.00	.00	46,060.00	4,096.26	.00	13,169.54	32,890.46	29	36,199.67
41053	Sick Leave Conversion Pay	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	3,447.44
41055	Vacation Conversion Pay	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	5,772.11
41056	Management Leave Conversion	5,000.00	.00	5,000.00	.00	.00	1,035.34	3,964.66	21	3,964.63
41059	Continuous Service Pay	48,736.00	.00	48,736.00	4,133.30	.00	13,042.80	35,693.20	27	40,743.99
41060	Signing Bonus	25,000.00	.00	25,000.00	.00	.00	1,071.43	23,928.57	4	34,928.57
41100	**Overtime**									
41100_001	Overtime Standard	70,000.00	.00	70,000.00	5,686.76	.00	20,311.36	49,688.64	29	68,974.34
	41100 - Overtime Totals	$70,000.00	$0.00	$70,000.00	$5,686.76	$0.00	$20,311.36	$49,688.64	29%	$68,974.34
42001	Uniform Allowance	25,150.00	.00	25,150.00	393.84	.00	12,631.91	12,518.09	50	14,530.77
42002	Medical Dental Plan	296,855.00	.00	296,855.00	32,173.54	.00	102,103.06	194,751.94	34	294,187.49
42003	Vision Insurance	4,104.00	.00	4,104.00	268.68	.00	852.81	3,251.19	21	2,466.64
42004	Long Term Disability Insurance	6,849.00	.00	6,849.00	544.18	.00	1,617.29	5,231.71	24	4,923.31
42005	Life Insurance	3,452.00	.00	3,452.00	174.80	.00	195.69	3,256.31	6	2,670.88
42006	SUI	565.00	.00	565.00	37.55	.00	49.08	515.92	9	867.54
42007	Workers Comp Insurance	49,798.00	.00	49,798.00	3,860.74	.00	12,086.51	37,711.49	24	35,541.23
42008	City Liability Insurance	182,775.00	.00	182,775.00	13,757.93	.00	43,579.80	139,195.20	24	71,172.65
42009	PERS	559,385.00	.00	559,385.00	44,271.01	.00	136,918.96	422,466.04	24	397,283.50
42010	Medicare Tax	31,076.00	.00	31,076.00	2,308.91	.00	7,282.03	23,793.97	23	21,479.95
42012	Retiree Health Insurance	75,016.00	.00	75,016.00	5,969.64	.00	18,270.64	56,745.36	24	50,245.21
42013	Deferred Comp	5,613.00	.00	5,613.00	348.60	.00	1,108.05	4,504.95	20	4,600.13
42014	Deferred Comp In Lieu	.00	.00	.00	475.00	.00	1,509.82	(1,509.82)	+++	1,679.47
42016	Employee Contrib To PERS	(238,654.00)	.00	(238,654.00)	(18,172.35)	.00	(55,930.67)	(182,723.33)	23	(161,532.04)
42019	PERS UAL (Unfunded Accrued Liability)	510,779.00	.00	510,779.00	42,565.00	.00	127,695.00	383,084.00	25	336,256.00
44030	**Minor Equipment**									
44030_001	Minor Equipment Safety	54,287.00	.00	54,287.00	.00	.00	54,286.84	.16	100	54,286.85
	44030 - Minor Equipment Totals	$54,287.00	$0.00	$54,287.00	$0.00	$0.00	$54,286.84	$0.16	100%	$54,286.85
47065	Professional Development	600.00	.00	600.00	.00	.00	.00	600.00	0	500.00

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Fund **118 - Measure A**										
EXPENSE										
Department **20 - Police**										
Division **210 - Field Operations**										
48001	**Transfers Out**									
48001_090	Transfers Out Vehicle & Equip Replacement	900,000.00	.00	900,000.00	.00	.00	900,000.00	.00	100	.00
48001_123	Transfers Out To Fd 240 for Police Equipment	100,000.00	.00	100,000.00	.00	.00	100,000.00	.00	100	.00
48001_351	Transfers Out To F240 for LPR's	.00	.00	.00	.00	.00	.00	.00	+++	566,775.00
	48001 - Transfers Out Totals	$1,000,000.00	$0.00	$1,000,000.00	$0.00	$0.00	$1,000,000.00	$0.00	100%	$566,775.00
49006	Salary Credits From Other Departments	.00	.00	.00	.00	.00	(1,657.49)	1,657.49	+++	.00
	Division **210 - Field Operations** Totals	$4,710,797.00	$0.00	$4,710,797.00	$292,492.34	$0.00	$1,966,502.92	$2,744,294.08	42%	$3,208,353.31
	Department **20 - Police** Totals	$5,464,852.00	$20,767.00	$5,485,619.00	$354,275.39	$0.00	$2,164,919.31	$3,320,699.69	39%	$4,251,472.61
Department **30 - Fire**										
Division **300 - Operations**										
41001	Full Time Salaries	824,092.00	.00	824,092.00	62,129.34	.00	195,244.32	628,847.68	24	838,686.65
41020	**Fire Special Pay**									
41020_001	Fire Special Pay EMT Certificates	7,360.00	.00	7,360.00	570.74	.00	1,754.92	5,605.08	24	5,882.02
41020_002	Fire Special Pay Fitness Incentive	10,299.00	.00	10,299.00	100.00	.00	317.86	9,981.14	3	5,067.44
41020_003	Fire Special Pay FLSA Wages	13,559.00	.00	13,559.00	1,135.20	.00	3,576.94	9,982.06	26	11,481.46
41020_004	Fire Special Pay PFP	20,599.00	.00	20,599.00	713.52	.00	3,822.43	16,776.57	19	15,012.86
41020_007	Fire Special Pay Management Certificate	3,680.00	.00	3,680.00	285.36	.00	877.45	2,802.55	24	2,941.07
	41020 - Fire Special Pay Totals	$55,497.00	$0.00	$55,497.00	$2,804.82	$0.00	$10,349.60	$45,147.40	19%	$40,384.85
41052	Educational Incentive	6,080.00	.00	6,080.00	1,117.00	.00	3,494.52	2,585.48	57	7,457.69
41053	Sick Leave Conversion Pay	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	.00
41055	Vacation Conversion Pay	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
41056	Management Leave Conversion	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
41059	Continuous Service Pay	15,620.00	.00	15,620.00	856.10	.00	2,632.38	12,987.62	17	9,237.89
41100	**Overtime**									
41100_001	Overtime Standard	150,000.00	.00	150,000.00	5,685.79	.00	23,822.32	126,177.68	16	106,703.80
	41100 - Overtime Totals	$150,000.00	$0.00	$150,000.00	$5,685.79	$0.00	$23,822.32	$126,177.68	16%	$106,703.80
42001	Uniform Allowance	9,930.00	.00	9,930.00	.00	.00	5,125.00	4,805.00	52	8,455.00
42002	Medical Dental Plan	120,767.00	.00	120,767.00	12,769.32	.00	40,974.67	79,792.33	34	151,019.16
42003	Vision Insurance	1,512.00	.00	1,512.00	96.02	.00	307.11	1,204.89	20	1,213.26
42004	Long Term Disability Insurance	3,090.00	.00	3,090.00	256.33	.00	755.48	2,334.52	24	2,750.85
42005	Life Insurance	1,558.00	.00	1,558.00	82.73	.00	92.58	1,465.42	6	1,493.64
42006	SUI	268.00	.00	268.00	.00	.00	.00	268.00	0	504.20
42007	Workers Comp Insurance	20,691.00	.00	20,691.00	1,411.11	.00	4,685.24	16,005.76	23	19,787.12
42008	City Liability Insurance	60,008.00	.00	60,008.00	3,957.72	.00	13,142.54	46,865.46	22	30,735.15
42009	PERS	242,077.00	.00	242,077.00	18,192.93	.00	57,012.94	185,064.06	24	202,855.40
42010	Medicare Tax	15,381.00	.00	15,381.00	952.05	.00	3,217.97	12,163.03	21	13,746.65
42012	Retiree Health Insurance	39,315.00	.00	39,315.00	2,942.47	.00	9,251.61	30,063.39	24	33,382.79

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Fund **118 - Measure A**										
EXPENSE										
Department **30 - Fire**										
Division **300 - Operations**										
42013	Deferred Comp	4,545.00	.00	4,545.00	319.88	.00	987.18	3,557.82	22	3,248.60
42014	Deferred Comp In Lieu	11,400.00	.00	11,400.00	950.00	.00	3,019.64	8,380.36	26	8,821.43
42016	Employee Contrib To PERS	(104,425.00)	.00	(104,425.00)	(7,834.95)	.00	(24,625.90)	(79,799.10)	24	(88,823.99)
42019	PERS UAL (Unfunded Accrued Liability)	283,654.00	.00	283,654.00	23,638.00	.00	70,914.00	212,740.00	25	250,772.00
43318	Professional Services-Debt	.00	.00	.00	.00	.00	.00	.00	+++	500.00
45001	**Telephone**									
45001_000	Telephone General	750.00	.00	750.00	60.00	.00	190.71	559.29	25	589.29
	45001 - Telephone Totals	$750.00	$0.00	$750.00	$60.00	$0.00	$190.71	$559.29	25%	$589.29
47065	Professional Development	600.00	.00	600.00	.00	.00	.00	600.00	0	.00
47080	Shoe Allowance	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
48001	**Transfers Out**									
48001_090	Transfers Out Vehicle & Equip Replacement	555,000.00	.00	555,000.00	.00	.00	555,000.00	.00	100	.00
48001_092	Transfers Out To Fd240 Fire Safety Cloth&Equip	445,000.00	.00	445,000.00	.00	.00	445,000.00	.00	100	.00
	48001 - Transfers Out Totals	$1,000,000.00	$0.00	$1,000,000.00	$0.00	$0.00	$1,000,000.00	$0.00	100%	$0.00
53026	**PNC Lease - Fire Trucks**									
53026_001	PNC Lease - Fire Trucks Interest	50,160.00	.00	50,160.00	.00	50,159.16	.00	.84	100	53,498.08
53026_002	PNC Lease - Fire Trucks Principal	101,255.00	.00	101,255.00	.00	101,254.68	.00	.32	100	97,915.76
	53026 - PNC Lease - Fire Trucks Totals	$151,415.00	$0.00	$151,415.00	$0.00	$151,413.84	$0.00	$1.16	100%	$151,413.84
	Division **300 - Operations** Totals	$2,923,425.00	$0.00	$2,923,425.00	$130,386.66	$151,413.84	$1,420,593.91	$1,351,417.25	54%	$1,794,935.27
	Department **30 - Fire** Totals	$2,923,425.00	$0.00	$2,923,425.00	$130,386.66	$151,413.84	$1,420,593.91	$1,351,417.25	54%	$1,794,935.27
Department **40 - Development Services**										
Division **400 - Planning**										
42019	PERS UAL (Unfunded Accrued Liability)	.00	.00	.00	.00	.00	.00	.00	+++	4,284.00
	Division **400 - Planning** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$4,284.00
	Department **40 - Development Services** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$4,284.00
Department **50 - Municipal Services**										
Division **500 - Public Facilities**										
41001	Full Time Salaries	.00	.00	.00	.00	.00	.00	.00	+++	15,195.95
41050	Bilingual Pay	.00	.00	.00	.00	.00	.00	.00	+++	30.96
41051	Confidential Pay	.00	.00	.00	.00	.00	.00	.00	+++	120.93
41052	Educational Incentive	.00	.00	.00	.00	.00	.00	.00	+++	16.07
41055	Vacation Conversion Pay	.00	.00	.00	.00	.00	.00	.00	+++	194.48
41056	Management Leave Conversion	.00	.00	.00	.00	.00	.00	.00	+++	176.18
41059	Continuous Service Pay	.00	.00	.00	.00	.00	.00	.00	+++	345.14
42002	Medical Dental Plan	.00	.00	.00	.00	.00	.00	.00	+++	2,550.15
42003	Vision Insurance	.00	.00	.00	.00	.00	.00	.00	+++	21.28
42004	Long Term Disability Insurance	.00	.00	.00	.00	.00	.00	.00	+++	61.35

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Fund **118 - Measure A**										
EXPENSE										
Department **50 - Municipal Services**										
Division **500 - Public Facilities**										
42005	Life Insurance	.00	.00	.00	.00	.00	.00	.00	+++	28.91
42007	Workers Comp Insurance	.00	.00	.00	.00	.00	.00	.00	+++	121.43
42008	City Liability Insurance	.00	.00	.00	.00	.00	.00	.00	+++	455.21
42009	PERS	.00	.00	.00	.00	.00	.00	.00	+++	2,837.63
42010	Medicare Tax	.00	.00	.00	.00	.00	.00	.00	+++	226.73
42012	Retiree Health Insurance	.00	.00	.00	.00	.00	.00	.00	+++	428.53
42013	Deferred Comp	.00	.00	.00	.00	.00	.00	.00	+++	323.94
42014	Deferred Comp In Lieu	.00	.00	.00	.00	.00	.00	.00	+++	396.84
42016	Employee Contrib To PERS	.00	.00	.00	.00	.00	.00	.00	+++	(1,413.83)
42019	PERS UAL (Unfunded Accrued Liability)	.00	.00	.00	.00	.00	.00	.00	+++	2,484.00
45001	**Telephone**									
45001_000	Telephone General	.00	.00	.00	.00	.00	.00	.00	+++	80.04
	45001 - Telephone Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$80.04
46000	Auto Allowance	.00	.00	.00	.00	.00	.00	.00	+++	70.71
	Division **500 - Public Facilities** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$24,752.63
	Department **50 - Municipal Services** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$24,752.63
Department **60 - Parks**										
Division **600 - Maintenance**										
41001	Full Time Salaries	152,814.00	.00	152,814.00	12,283.78	.00	38,230.65	114,583.35	25	85,136.03
41050	Bilingual Pay	.00	.00	.00	.00	.00	.00	.00	+++	30.96
41051	Confidential Pay	.00	.00	.00	.00	.00	.00	.00	+++	120.93
41052	Educational Incentive	.00	.00	.00	.00	.00	.00	.00	+++	16.07
41053	Sick Leave Conversion Pay	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
41054	Stand By Wages	500.00	.00	500.00	.00	.00	609.10	(109.10)	122	1,216.17
41055	Vacation Conversion Pay	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	240.03
41056	Management Leave Conversion	500.00	.00	500.00	.00	.00	.00	500.00	0	176.18
41059	Continuous Service Pay	.00	.00	.00	.00	.00	.00	.00	+++	450.56
41100	**Overtime**									
41100_001	Overtime Standard	500.00	.00	500.00	.00	.00	432.41	67.59	86	620.49
	41100 - Overtime Totals	$500.00	$0.00	$500.00	$0.00	$0.00	$432.41	$67.59	86%	$620.49
42002	Medical Dental Plan	46,872.00	.00	46,872.00	2,109.18	.00	6,619.36	40,252.64	14	14,935.59
42003	Vision Insurance	648.00	.00	648.00	15.08	.00	47.93	600.07	7	133.30
42004	Long Term Disability Insurance	573.00	.00	573.00	50.68	.00	148.01	424.99	26	316.75
42005	Life Insurance	289.00	.00	289.00	16.26	.00	18.16	270.84	6	183.03
42006	SUI	89.00	.00	89.00	.00	.00	.00	89.00	0	119.00
42007	Workers Comp Insurance	4,417.00	.00	4,417.00	344.92	.00	1,118.33	3,298.67	25	2,077.18
42008	City Liability Insurance	11,629.00	.00	11,629.00	908.00	.00	2,941.83	8,687.17	25	3,396.13

Budget Performance Report

Fiscal Year to Date 09/30/25

Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund **118 - Measure A**										
EXPENSE										
Department **60 - Parks**										
Division **600 - Maintenance**										
42009	PERS	26,697.00	.00	26,697.00	2,146.00	.00	6,678.97	20,018.03	25	15,234.60
42010	Medicare Tax	2,281.00	.00	2,281.00	175.54	.00	561.25	1,719.75	25	1,249.78
42012	Retiree Health Insurance	3,056.00	.00	3,056.00	245.68	.00	764.63	2,291.37	25	1,850.67
42013	Deferred Comp	764.00	.00	764.00	.00	.00	.00	764.00	0	405.96
42014	Deferred Comp In Lieu	.00	.00	.00	475.00	.00	1,425.00	(1,425.00)	+++	488.57
42016	Employee Contrib To PERS	(13,753.00)	.00	(13,753.00)	(1,105.58)	.00	(3,244.59)	(10,508.41)	24	(7,717.81)
42019	PERS UAL (Unfunded Accrued Liability)	53,790.00	.00	53,790.00	4,483.00	.00	13,449.00	40,341.00	25	7,542.00
43155	Physicals, Shots & Psychological	.00	.00	.00	.00	.00	.00	.00	+++	49.00
45001	**Telephone**									
45001_000	Telephone General	.00	.00	.00	.00	.00	.00	.00	+++	97.39
	45001 - Telephone Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$97.39
46000	Auto Allowance	.00	.00	.00	.00	.00	.00	.00	+++	109.29
47080	Shoe Allowance	.00	.00	.00	.00	.00	555.21	(555.21)	+++	.00
49006	Salary Credits From Other Departments	.00	.00	.00	.00	.00	(812.88)	812.88	+++	(39,975.79)
	Division **600 - Maintenance** Totals	$294,666.00	$0.00	$294,666.00	$22,147.54	$0.00	$69,542.37	$225,123.63	24%	$88,502.06
	Department **60 - Parks** Totals	$294,666.00	$0.00	$294,666.00	$22,147.54	$0.00	$69,542.37	$225,123.63	24%	$88,502.06
Department **61 - Recreation**										
Division **620 - Recreation Administration**										
41001	Full Time Salaries	.00	.00	.00	.00	.00	.00	.00	+++	55,085.02
41050	Bilingual Pay	.00	.00	.00	.00	.00	.00	.00	+++	724.73
41051	Confidential Pay	.00	.00	.00	.00	.00	.00	.00	+++	120.93
41052	Educational Incentive	.00	.00	.00	.00	.00	.00	.00	+++	709.84
41055	Vacation Conversion Pay	.00	.00	.00	.00	.00	.00	.00	+++	631.31
41056	Management Leave Conversion	.00	.00	.00	.00	.00	.00	.00	+++	1,295.03
41059	Continuous Service Pay	.00	.00	.00	.00	.00	.00	.00	+++	521.68
41300	**Salary/Benefit Transfer from**									
41300_011	Salary/Benefit Transfer from FD 270-ASES Grant	.00	.00	.00	.00	.00	.00	.00	+++	(13,667.44)
	41300 - Salary/Benefit Transfer from Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	($13,667.44)
42002	Medical Dental Plan	.00	.00	.00	.00	.00	.00	.00	+++	11,074.63
42003	Vision Insurance	.00	.00	.00	.00	.00	.00	.00	+++	73.41
42004	Long Term Disability Insurance	.00	.00	.00	.00	.00	.00	.00	+++	222.96
42005	Life Insurance	.00	.00	.00	.00	.00	.00	.00	+++	119.85
42007	Workers Comp Insurance	.00	.00	.00	.00	.00	.00	.00	+++	299.04
42008	City Liability Insurance	.00	.00	.00	.00	.00	.00	.00	+++	1,341.43
42009	PERS	.00	.00	.00	.00	.00	.00	.00	+++	10,124.67
42010	Medicare Tax	.00	.00	.00	.00	.00	.00	.00	+++	832.45
42012	Retiree Health Insurance	.00	.00	.00	.00	.00	.00	.00	+++	1,450.48

Budget Performance Report

Fiscal Year to Date 09/30/25

Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund **118 - Measure A**										
EXPENSE										
Department **61 - Recreation**										
Division **620 - Recreation Administration**										
42013	Deferred Comp	.00	.00	.00	.00	.00	.00	.00	+++	870.93
42014	Deferred Comp In Lieu	.00	.00	.00	.00	.00	.00	.00	+++	1,618.39
42016	Employee Contrib To PERS	.00	.00	.00	.00	.00	.00	.00	+++	(5,144.64)
42019	PERS UAL (Unfunded Accrued Liability)	.00	.00	.00	.00	.00	.00	.00	+++	9,342.00
45001	**Telephone**									
45001_000	Telephone General	.00	.00	.00	.00	.00	.00	.00	+++	234.32
	45001 - Telephone Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$234.32
46000	Auto Allowance	.00	.00	.00	.00	.00	.00	.00	+++	70.71
	Division **620 - Recreation Administration** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$77,951.73
	Department **61 - Recreation** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$77,951.73
	EXPENSE TOTALS	$8,682,943.00	$20,767.00	$8,703,710.00	$506,809.59	$151,413.84	$3,655,055.59	$4,897,240.57	44%	$6,477,150.41
	Fund **118 - Measure A** Totals									
	REVENUE TOTALS	6,687,141.00	.00	6,687,141.00	554,572.47	.00	554,572.47	6,132,568.53	8%	6,711,529.50
	EXPENSE TOTALS	8,682,943.00	20,767.00	8,703,710.00	506,809.59	151,413.84	3,655,055.59	4,897,240.57	44%	6,477,150.41
	Fund **118 - Measure A** Totals	($1,995,802.00)	($20,767.00)	($2,016,569.00)	$47,762.88	($151,413.84)	($3,100,483.12)	$1,235,327.96		$234,379.09
	Grand Totals									
	REVENUE TOTALS	6,687,141.00	.00	6,687,141.00	554,572.47	.00	554,572.47	6,132,568.53	8%	6,711,529.50
	EXPENSE TOTALS	8,682,943.00	20,767.00	8,703,710.00	506,809.59	151,413.84	3,655,055.59	4,897,240.57	44%	6,477,150.41
	Grand Totals	($1,995,802.00)	($20,767.00)	($2,016,569.00)	$47,762.88	($151,413.84)	($3,100,483.12)	$1,235,327.96		$234,379.09

Full Time Employee's Funded by Measure A - General

Fiscal Year 2025-2026

As of 09/30/2025

Police

Qty.	Position	
1	Public Affairs Analyst	1
1	Public Safety Business Analyst	1
1	Police Support Operations Manager	1
1	Public Safety Communication Supervisors	1
1	Police Lieutenant	1
1	Community Service Officer I	1
1	Community Service Officer II	1
1	Code Enforcement Supervisor	1
2	Code Enforcement Officer	2
12	Police Officer I	12
1	Code Compliance Technician	1
23		

Fire

Qty.	Position
1	Fire Division Chief - Training
3	Fire Engineer
3	Firefighter
1	Fire Prevention Inspector
1	Fire Operations Support Analyst
9	

Municipal Services

Qty.	Position
3	Maintenance Worker I
3	

Total Full Time Employees Measure A General: 35

Full Time Employee's Funded by Measure A - Roads

Fiscal Year 2025-2026

Roads

Qty.	Position
1	Construction Inspector Sr.
1	

Total Full Time Employees Measure A Roads: 1

Total Full Time Employees Measure A - General and Roads 36

Funds with HUD:

Prepared: 10/31/2025

Stanislaus Housing Consortium		
	CHDO	-
	Administrative Funds	650,283.01
	HOME	4,942,436.78
		5,592,719.79
CDBG-CV		645,763.38
CDBG		796,249.45
HOME-ARP		
	Administrative and Planning Funds	465,613.25
	Home Activities Funds	4,531,689.15
		4,997,302.40

Notes:
-Funds stated above do not reflect expenditures that have not been submitted for reimbursement
-CHDO funds were transferred into HOME funds

Funds with California Department of Housing and Community Development:

Permanent Local Housing Allocation (PLHA) pending application	469,237.00

Funds with City:

Stan County HOME Lead Consortium Fund 254	-
CDBG (with City) Fund 255	(27,928.52)
HOME Consortium Fund 256	555,523.96
State HOME Fund 257	
State Home Funds	2,792,465.89
Cal HOME Program	1,561,153.79
HEAP	91,053.02
	4,444,672.70
Housing Stimulus Fund 258	36,737.92
HOME-ARP Fund 259	(134,593.60)
PLHA-Permanent Local Housing Allocation Fund 260	928,900.56
Successor Agency - LMI Fund 625	1,973,756.20

TOTAL OF ALL FUNDS:	$	20,278,341.24

Notes:

Human Relations Department

Career Opportunities



Human Relations Department

New Hires



Maintenance Worker I



Maintenance Worker I

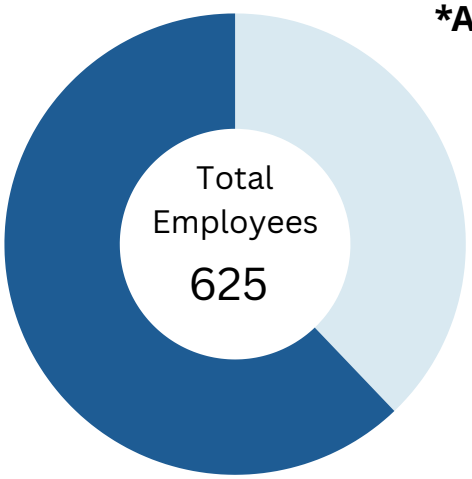


Emergency Services Dispatcher Trainee

Staffing Data

***As of 12/03/2025**

Full-Time Employees
407



Part-Time Employees
218

Human Relations Department

Upcoming Events

The following trainings are scheduled for City staff:

Training	Date
Defensive Driver	December 2, 2025
Bloodborne Pathogens	December 9, 2025
Confined Space Awareness & Fall Protection	January 6, 2026
Electrical & Arc Flash Safety / Lockout Tagout	January 20, 2026
Emergency Action Preparedness	February 3, 2026
Fire Prevention	February 17, 2026
CPR / First Aid (Regional Training hosted through RMA)	February 17–19, 2026
Hazard Communication	March 3, 2026
Injury & Illness Prevention Program	March 17, 2026
Hearing Conservation Program	April 7, 2026
Heat Illness Prevention	April 21, 2026
Ladder Safety	May 5, 2026
Personal Protective Equipment & Tool Safety	May 19, 2026
Slip, Trip & Fall Prevention	June 2, 2026
Traffic Control & Flagger	June 16, 2026
Trenching & Excavation	July 7, 2026

Division Area	Project Name	Status	Target Completion Date
HR Operations	Administrative Investigations/Grievances	Ongoing Personnel Matters	
Payroll	Benefits/Contribution Administration	Ongoing	
HR Operations	City Access - Manage and oversee access to City Facilities	Ongoing	
HR Services	City Collaborated Facilities Tour	Quarterly Tours scheduled for 2026	Scheduled
HR Services	Citywide Goal Setting Program	Ongoing; work in progress	3/1/26
HR Operations	Classification and Compensation Study	City Council adoption of new/reformatted job descriptions	12/9/25
HR Operations	Compliance Audits	Ongoing	1/20/26
HR Services	Contract Administration, Purchasing and Accounts Payable	Ongoing	
HR Operations	Contract Management	Ongoing	
HR Services	EAP Services	Ongoing	
HR Services	Employee Appreciation Recognition	Annual	11/1/26
HR Services	Employee Benefits and Retirement Administration	Ongoing , Review and Analysis	
HR Services	Employee Development and Coaching	HR 101 Academy in progress for calendar year 2026	6/1/26
HR Services	Employee Engagement Committee and Survey	Collecting data for distribution	12/31/25
HR Services	Employee Mentorship Program	Ongoing; Review and Analysis	12/31/26
HR Services	Employee Service Years Awards Program	Annual	9/1/26
HR Services	Events/Engagements/Outreach	Ongoing participation	Ongoing
HR Services	Industrial Injuries and Management	Ongoing	
HR Operations	Labor Negotiations and Contract Administration	In Negotiations with TMAPS and TAPO	
HR Services	Leadership and Emerging Leadership Program	Ongoing; work in progress	2/1/26
HR Services	Leave Management, Long Term and Life Insurance Benefits	Ongoing	
HR Operations	Leaves Administration	Ongoing	
HR Operations	Paperless Onboarding and Offboarding	Active and Ongoing	
HR Operations	Paperless Performance Evaluations	Review and Analysis	12/31/26
HR Operations	Paperless Personnel Actions	Review and Analysis	12/31/26
Payroll	Payroll process and Salary Administration	Ongoing	
HR Operations	Personnel Records Administration	Ongoing	
HR Operations	Progressive Discipline	Ongoing Personnel Matters	
HR Operations	Proper adherence of Labor Laws and City Policies	Ongoing Compliance	
HR Operations	Recruitment and Selection	Ongoing; vacancy rate 9%	
HR Services	Risk Compliance Training	Mandatory/Highly Encouraged trainings for Calendar Year 2026	12/31/26
Payroll	Taxes	Ongoing	
Payroll	Time and Attendance	Ongoing Review and Analysis	6/1/27
HR Services	Volunteer Program	Ongoing	4/1/26

Last Amended December 4, 2025

City Council Staff Update
December 9th, 2025

From: Nick Showalter, IT Director

Prepared by: Nick Showalter, IT Director

Agendized by: Susan E. Borrego, Interim City Manager

For November 2025, the Information Technology (IT) Department has the following report:

New Website Project
The new website project has remained in the Content Management System (CMS) integration phase, where the editing tools are enabled for updating content such as text, pictures, and more. The project team from Revize has indicated that increased volume leading into the holiday season has extended CMS integration phase of the project timeline. The project should be moving into the Site Mapping and Content Migration phase in December. Design and copywriting consultants will be assisting with migrating and updating content. The estimated go-live date for the website is March 2026.

Audio/Video – City Council Chambers and Emergency Operations Center
The EOC audio/video equipment components have been ordered and are being prepared with the vendor. IT Staff had a kick-off meeting with Police Department staff and the vendor installing to ensure all delivery and installation needs are met. The tentative date for installation is the second of January 2026. IT Staff are also working with the City Clerk's Office to plan upgrades for the City Council Chambers audio-video and streaming system to meet Senate Bill 707 requirements.

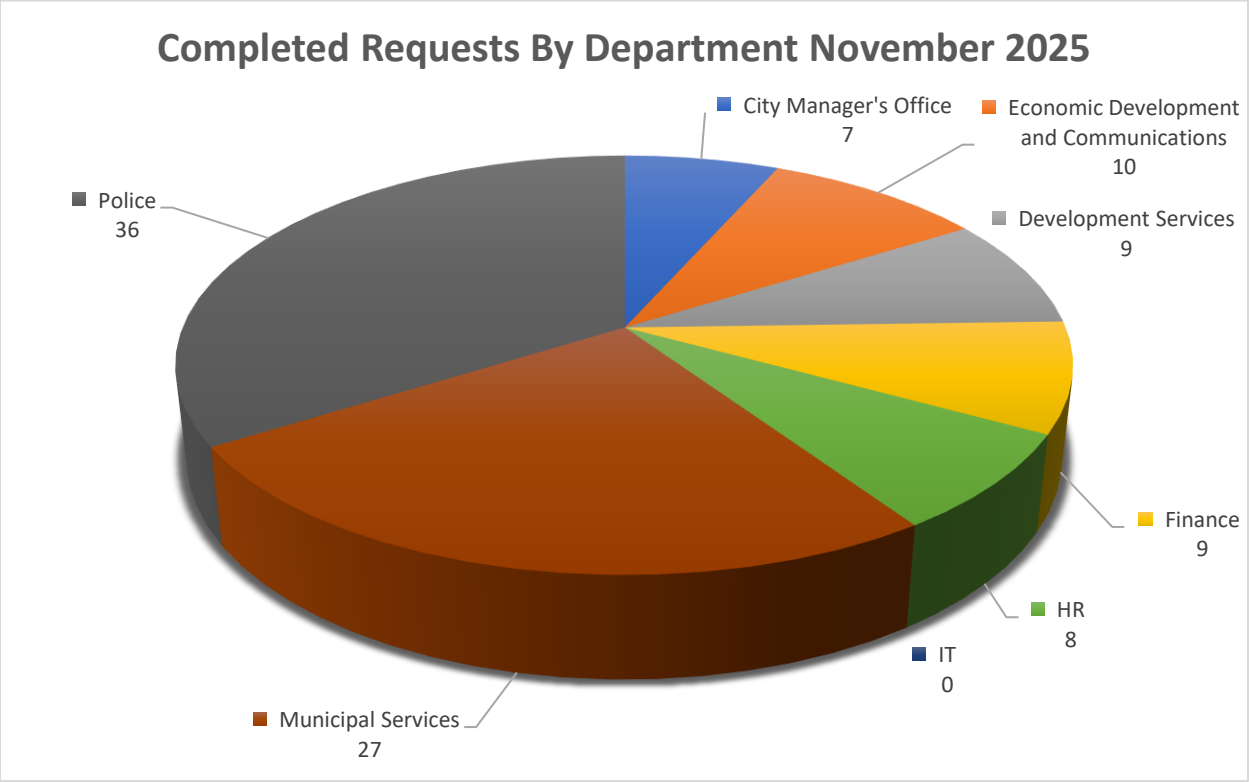
Enterprise Permitting and Licensing Software
IT Staff have been reviewing a proposal for the purchase and implementation of Enterprise Permitting and Licensing software. After City staff completed an assessment of permitting processes, IT Staff were directed to revisit software solutions and prepare a proposal for approval.

Domain Name Services Migration
IT Staff assisted with the successful migration of City-owned website domains to a new platform that is known for its enhanced security, reliability, and performance. This migration strengthens the City's online web services.

Microsoft 365 Implementation
IT Staff received City Council approval for professional services to aid in configuring the Microsoft 365 environment with existing security services and mailbox migration. This effort will advance the City's transition to a modern, secure, collaboration cloud platform. After approval, IT Staff have been processing the contract and have been working with the vendor to get a City of Turlock Business License. IT Staff will then begin scoping the project with the vendor.

Holiday Website Updates
IT and GIS staff worked with the Fire Department and Recreation Division in updating information on the website for holiday events and activities. Staff assisted with updating information for the 6th Annual Holiday Lights Tour and for the Santa Fire Truck routes.

Completed IT Requests*
IT staff completed **106 requests** for service during November 2025.



*Resolved requests shown are estimated and do not include ad hoc phone and verbal requests or certain long-term projects.



Leadergov Training and Topic of the Month:

Through the City of Turlock's partnership with Leadergov for professional learning and development, the IT Department reviewed a topic on **Team Collaboration**. This topic covered collaboration elements such as communication, trust, respect, and shared goals.

Information Technology Department
Current Project List

Name of Project	Assigned To	Project Start Date	Anticipated Completion Date	Current Status of Project
New Website with Revize	IT and City Department Staff	May 2025	March 2026	*IN PROGRESS* – In Content Management System Phase.
Online Permitting Customer Portal	IT, Dev Services, Econ Dev Staff	December 2025	July 2027	*PENDING* – Pending software purchase approval.
Emergency Operations Center (EOC) Technology Upgrades	IT Staff	May 2024	January 2026	*IN PROGRESS* – A/V Upgrades approved and pending equipment installation.
Public Safety Surveillance Camera Upgrades	IT Staff and Police Staff	July 2025	July 2026	*IN PROGRESS* – Completed four demos. Stakeholder feedback received. Preparing quote with the vendor.
Multifactor Authentication Service Upgrade	IT Staff	September 2025	January 2026	*IN PROGRESS* – Quote Received. Pending purchase.
Upgrading Connections to Fire Stations	IT Staff and Services Provider	June 2023	January 2026	*IN PROGRESS* – Deploying temporary modem solution. Awaiting Vendor approval on contract language.
Establishing Connections to Well Sites	IT Staff and Services Provider	Pending	Pending	*PENDING* – Awaiting vendor approval on contract language.
Establishing Connections to Parks	IT Staff and Services Provider	August 2023	Pending	*IN PROGRESS* – 2 modems deployed. Awaiting Vendor Agreement for future parks.
City Council Chamber A/V System Upgrade	IT Staff, City Clerk, and Services Provider	May 2025	March 2026	*IN PROGRESS* – IT Staff are working with City Clerk and A/V vendor
Microsoft 365 Mailbox Migration	IT Staff and Services Provider	September 2023	February 2026	*IN PROGRESS* – Pending Business License acquisition by vendor and Project Kick Off
Police Department Software Implementations and Data Migrations	IT Staff, Police Staff, and Vendor	June 2025	January 2026	*IN PROGRESS* – Preparing legacy data for migration. Assisting with data connections to existing sources.
CAD Upgrade	IT Staff and Police Staff	March 2024	March 2026	*IN PROGRESS* – Testing completed. Awaiting the date for the upgrade from Dispatch/Police.
GIS Utility Data Updates	GIS Staff and Engineering	September 2025	March 2026	*IN PROGRESS* – GIS Coordinator working to provide designs to consulting services.
2025 Computer Replacements	IT Staff	January 2025	December 2025	*ONGOING* – Computers purchased and being replaced.
Customer-Facing Utilities Data	IT Staff, Municipal	TBD	TBD	*PENDING* - Currently in Research Phase.

Service	Services			
Uninterruptible Power Supply (UPS) Battery Backup Battery Replacements and Servicing	IT Staff	October 2023	July 2026	*IN PROGRESS* – Performing in-house battery replacements. Working with vendors on a replacement UPS.
Phone System Upgrade	IT Staff and Consultants	April 2024	December 2026	*PENDING* – Project in discovery phase and reaching out to vendors to assess options.
Wireless Network Hardware Upgrade	IT Staff	Pending	Pending	*PENDING* - Wireless network needs to be updated to meet the latest generation of Wi-Fi technologies.
Network Hardware Refresh	IT Staff	Pending	Pending	*PENDING* - Project in the discovery phase of identifying needs and requirements for upgrade.
Computer Protocol Policy Update	IT Staff	Pending	Pending	*PENDING*
Phone Tree Redesign	IT Staff	Pending	Pending	*PENDING*
Completed Projects 2025				
Server Infrastructure Upgrade	IT Staff, reDesign group	August 2023	June 2025	COMPLETED - Approved by City Council 8/22/2023 Item 5. G.
Backup Internet Connection Upgrade – City Hall and Walnut Facilities	IT Staff	August 2024	December 2024	COMPLETED – Approved at 12/10/2024 City Council Meeting
Backup Storage Upgrade	IT Staff	July 2024	January 2025	COMPLETED – New Data System backup implemented.
Hosted Website Formal Bid Process	IT Staff	September 2023	March 2025	COMPLETED – Going to Council for award on March Agenda
CAD Mobile UX Upgrade	IT Staff and Police Staff	March 2024	July 2025	COMPLETED – IT Staff upgraded Public Safety vehicle fleet with latest version of CAD Mobile.
Payment Processing Service Upgrade	IT Staff and Finance Staff	September 2023	July 2025	COMPLETED – New payment terminals installed. System is live. Full cutover 1/2026
Cybersecurity Enhancements	IT Staff	September 2024	October 2025	COMPLETED – Additional Cybersecurity Services are installed, implemented, and operational.

MUNICIPAL SERVICES

ENGINEERING ◦ FLEET ◦ MAINTENANCE ◦ RECREATION
REGULATORY AFFAIRS ◦ ROADS PROGRAM ◦ SRWA
TRANSIT ◦ UTILITIES ◦ WATER QUALITY CONTROL

CITY MANAGER'S MONTHLY REPORT

DECEMBER 9, 2025







LEADERGOV

HOW TO BECOME AN ENGAGED TEAM

The Municipal Services Department continued its integration of LeaderGov principles, focusing this month on How to Become a Team Player. Team discussions explored the six key attributes of effective team members: Initiator, Relational, People-Smart, Conversational Balance, Committed, and Peacemaker. Staff reflected on how these traits apply in daily collaboration, identifying individual and collective strengths as well as areas for growth. Through guided exercises and team scenarios, participants examined ways to improve communication balance, demonstrate initiative, and strengthen mutual accountability. This focus reinforced the department's ongoing commitment to cultivating teamwork that supports operational excellence and positive organizational culture

Congratulations to the following Municipal Services Department staff who were hired or promoted this month!

Isaias Contreras Garcia – Maintenance Worker I

Edward Ramirez – Maintenance Worker I

Ernesto Vargas - Utility Maintenance Worker I

FLEET



Fleet has serviced nearly all equipment since implementing AssetWorks, with a few remaining pieces pending. Fleet will contact the respective Divisions for completion. Fleet has been very busy this month, closing a total of 125 work orders.

SMOG reporting is due by December 31, 2025, and the Clean Truck Check opacity testing must be completed by December 4, 2025. These deadlines ensure that the vehicles remain compliant with required emissions and inspection standards.

ENGINEERING

Road closures for the intersection improvement at Main Street and Tegner Road began on November 10. Renovations at the Senior Center and the Marty Yerby Recreational Facility have started, following a Notice to Proceed issued on November 5 and with the first working day scheduled for November 21. A pre-construction meeting for the John Lazar project was held on November 14, and the contractor began reroofing the WQC Admin Building on November 3.

ROADS PROGRAM

Roads Program construction moved forward across several neighborhoods this month, with full-depth reclamation and paving activities underway on Novo Drive and concrete and excavation work progressing on Linda Vista Street, Arbor Way, and Linn Court.

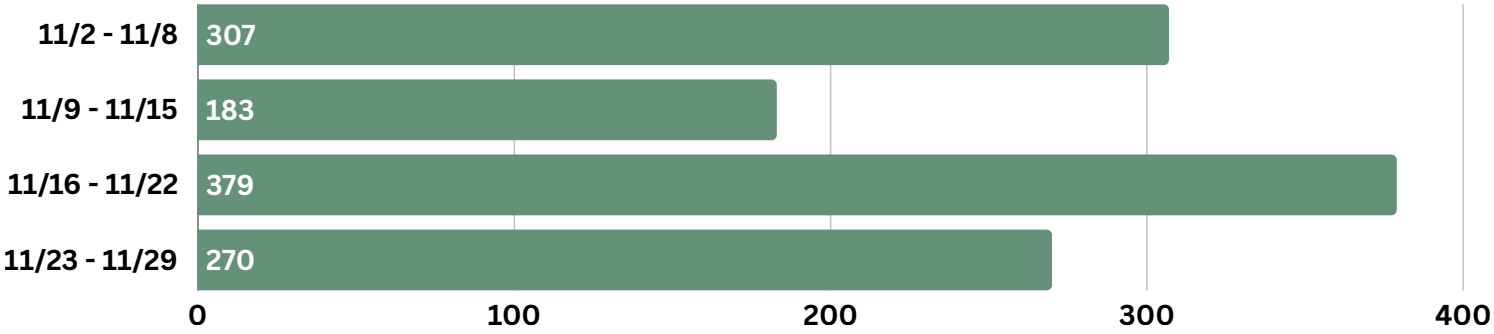






MAINTENANCE

POTHOLES FILLED IN NOVEMBER





For the month of November, the Streets division completed extensive maintenance tasks. Crews patched a total of 1,139 potholes, spread herbicide, initiated the leaf pickup program (collecting over 75 tons of leaves), pruned limbs near traffic signs, removed trash, and repainted the crosswalk at Marshall Street and Minaret Avenue. Maintenance crews also replaced signs, managed tree pruning near stop signs, and prepared for the high school parade by setting out no parking signs.

Staff prepared Donnelly Park for the Turkey Trot, pruned 70 trees, repaired vandalized restroom facilities, fixed leaking water lines and sprinklers, conducted playground inspections, performed mowing and branch removal, installed a toilet at Donnelly, and addressed graffiti at Summerfaire Park. Additional improvements included installing clay bricks at Pedretti Park's pitching mound and replacing sod at the Sports Complex.

The Assessments team maintained paseos and park walls, pruned various walls and islands, replaced valves, serviced waste stations, maintained landscaping, and managed gopher trapping at Christoffersen Park.



The Facilities division focused on readying the Senior Center for rentals, repairing irrigation systems and roofs at multiple locations, conducting fire sprinkler repairs at City Hall, installing a new toilet in fleet, cleaning oil spills at transit, disposing of unwanted items, setting up for community events, and completing an ADA ramp at the Senior Center.

MAINTENANCE, CONT'D

In Sports Complexes, staff managed water pumping from ball fields, responded to a mainline break at Curt Andre Park, repaired mowers, reseeded soccer fields, pruned low-hanging trees, and repaired fences and BBQs.



RECREATION

In November, the 51st Annual Turkey Trot took place on November 22nd at Donnelly Park, drawing 276 runners. Fall Fun Days, a three-day camp program providing childcare during Thanksgiving week, ran from November 24th to 26th. Family Fun Night at the Senior Center featured a free movie screening of Disney and Pixar's Elemental on November 14th.

The Senior Art Group displayed artwork on the second floor of City Hall, with the exhibit running through January 13th. Recent rain caused the cancellation of tournaments and hourly rentals at Pedretti and Turlock Regional Sports Complex, though youth water polo has begun, and winter aquatic programs–including water aerobics, swim lessons, and youth water polo–are now open for registration. December's water aerobics session is also available for registration.





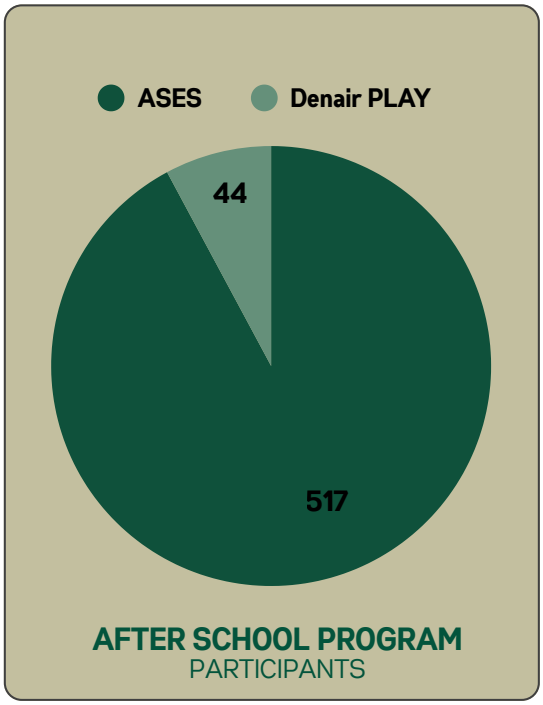
RECREATION, CONT'D

Staff participated in Workers Comp training organized by the Human Relations Department to improve navigation of workers comp situations. The recent dance recital marked the end of the current dance season, and staff will collaborate with instructors for the upcoming session. Additionally, the Holiday Lights Tour is set to begin, with decorated homes available for viewing by December 10th and a shuttle service to help residents enjoy the tour.

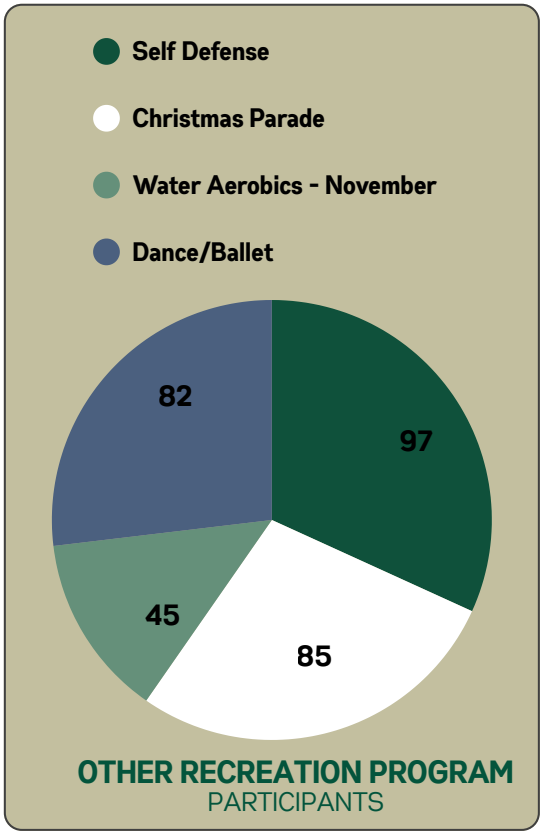




UPCOMING EVENTS:
12/5/25 - CHRISTMAS PARADE
12/13/25 - COOKIES WITH SANTA



AFTER SCHOOL PROGRAM
PARTICIPANTS



OTHER RECREATION PROGRAM
PARTICIPANTS

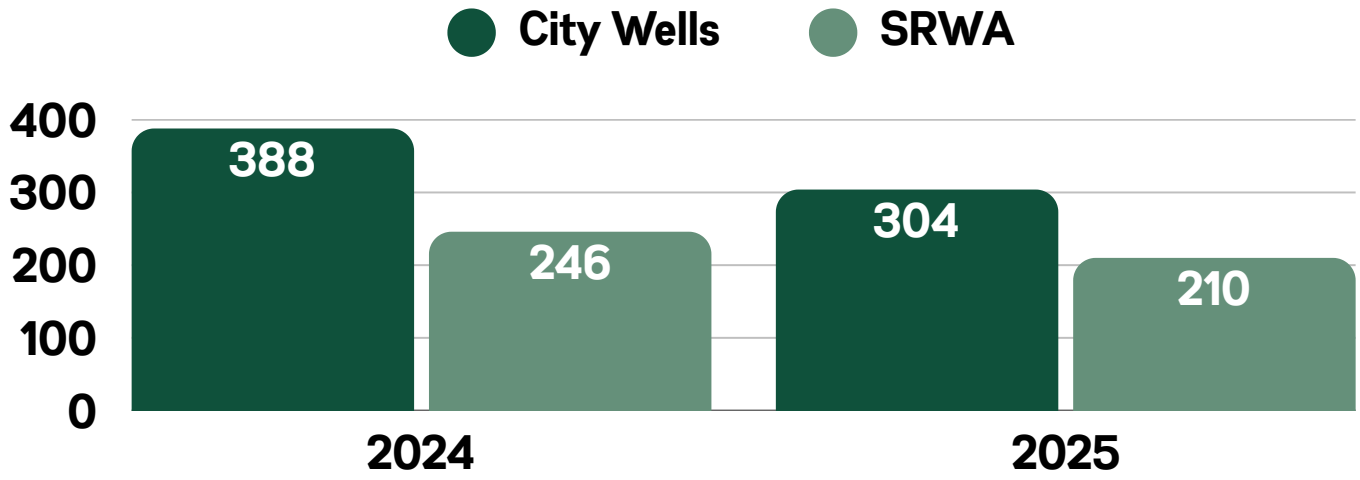
SCAN HERE FOR MORE INFORMATION ON RECREATION PROGRAMS!

OPEN REGISTRATION:
WATER AEROBICS
DECEMBER
WINTER SELF DEFENSE
YOUTH WATER POLO
FIRST FLIGHT: INTRO TO DISC GOLF
DANCE
SWIM LESSONS

STANISLAUS REGIONAL WATER AUTHORITY (SRWA)

In November, the team focused on winterizing the plant by updating processes and preparing for low-flow cleaning and inspections. The Wims/Rio contract was also completed during this month.

SRWA WATER PRODUCTION AND WELL WATER PRODUCTION, IN MILLIONS OF GALLONS, **IN OCTOBER***



WATER PRODUCTION *October 2025**	
All water delivered to City of Ceres and City of Turlock met or exceeded water quality requirements as mandated by the State of California.	
CITY OF CERES	146 Million gallons of water was delivered
CITY OF TURLOCK	210 Million gallons of water was delivered
ZERO POSTIVE SYSTEM BACTI SAMPLES	

***Statistics are reported one month later to align with the City Council posting schedule.**

UTILITIES

Over the past month, the Utilities division completed a total of 16 plan and Bluebeam checks, ensuring that submitted project plans met all required standards and regulations. Additionally, the division conducted 4 occupancy inspections, verifying that newly constructed or modified properties complied with safety and operational codes before being occupied.

UTILITIES, CONT'D

In the field, crews performed a wide range of operational and maintenance activities. A total of 357 USA markings were completed, ensuring underground utilities were properly identified before any excavation or construction work. Twenty-six EP checks and repairs were conducted to maintain proper functioning of equipment and infrastructure. Six sewer lift stations were serviced, which included inspections, cleaning, and routine maintenance to ensure uninterrupted wastewater operations.







Field crews undertook some critical hands-on work, including exercising valves to ensure proper operation, installing new water meters to support accurate billing, and placing city clean outs at two locations to improve sewer access.

Water mains were flushed to maintain water quality and flow, fire hydrants were repaired to ensure emergency readiness, and various leaks and installations were addressed to minimize service disruptions. Storm response activities were supported, and storm pump systems were checked to ensure they were operational during periods of heavy rainfall. A temporary patch was applied to a sewer lateral in preparation for upcoming street rehabilitation projects.

Utilities has been focused on larger-scale infrastructure projects. Significant sewer main repairs were carried out as part of the Road Rehabilitation Projects on Christine Way and California Ave. Additionally, a broken sewer lateral was repaired, a water service line was replaced on Valley View Drive, and various water service issues were addressed across the city, ensuring continued reliability of water delivery systems.

Roads Program

Current Project List

Only projects that have been brought before Council for a prior action (e.g., budget appropriation, professional services agreement) are included.

Status Legend
Design = Construction contract documents are in development.
Advertising/Bid Phase = The project has been advertised for construction bids, but has not yet been awarded.
Pre-Construction = The project has been awarded to a responsible and responsive contractor. The construction agreement, bonds, and insurance documents are in process of execution.
Construction = The project is under construction.
Project Closeout = The project is substantially complete. Minor corrective items, final quantities, and final change order negotiations and invoicing are being addressed.

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Design

Name	Vendor	# of Miles	Start Date	Anticipated Completion Date	Status	Notes
CP 24-031 Task Order 4 - GSB (Dels to Tuolumne)	Mark Thomas	2.2	7/1/2024	6/1/2026	Design	
CP 23-068 Bid Package 3 (Task Order 2)	Provost & Pritchard	1.9	2/1/2024	6/1/2026	Design	
CP 23-068 Bid Package 2 (Task Order 2)	Provost & Pritchard	2.1	2/1/2024	6/1/2026	Advertising/Bid Phase	
CP 23-052 Task Order 2 - Geer Rd	Mark Thomas	2.6	6/1/2024	6/1/2026	Design	
CP 25-023 (Task Order 5)	Mark Thomas	1.4	3/25/2025	3/1/2027	Design	
CP 25-024 (Task Order 3)	Provost & Pritchard	4.0	3/25/2025	3/1/2027	Design	
CP 25-025 (Task Order 4)	Provost & Pritchard	2.2	3/25/2025	3/1/2027	Design	
CP 25-026 (Task Order 3)	Siegfried	4.0	3/25/2025	3/1/2027	Design	
CP 25-040 (Task Order 5)	Provost & Pritchard	0.0	7/22/2025	3/1/2027	Design	Project involves crack seal and slurry surfacing for 184,792.56 square yards.
CP 23-069 (Task Order 2)	Siegfried	2.6	2/1/2024	6/1/2026	Construction Assistance	
CP 23-067 Bid Package 3 (Task Order 3)	Mark Thomas	2.7	2/1/2024	6/1/2026	Construction Assistance	
CP 23-033 (Task Order 1)	Siegfried	0.0	4/1/2023	6/1/2026	Construction Assistance	Due to impacts caused by another City Project, active construction on this City Project was delayed and has now been resumed as of October 7, 2025.
CP 23-067 Bid Package 2 (Task Order 3)	Mark Thomas	1.0	2/1/2024	6/1/2026	Project Closeout	
CP 23-067 Bid Package 1 (Task Order 3)	Mark Thomas	5.2	2/1/2024	6/1/2026	Project Closeout	
CP 23-032 (Task Order 1)	Provost & Pritchard	1.7	4/1/2023	6/1/2026	Project Closeout	

CP 23-031 Bid Package 2 (Task Order 1)	Mark Thomas	0.0	4/1/2023	6/1/2026	Project Closeout	
		33.6				

Construction

Name	Vendor	# of Miles	Start Date	Anticipated Completion Date	Status	Notes
CP 23-033	George Reed	1.2	4/1/2023	6/1/2026	Construction	Due to impacts caused by another City Project, active construction on this City Project was delayed and has now been resumed as of October 7, 2025.
CP 23-069	Dirt Dynasty	2.6	9/23/2025	12/1/2026	Construction	
CP 23-067 Bid Package 1	UPM	1.4	3/1/2025	7/1/2026	Project Closeout	
CP 23-067 Bid Package 2	UPM	1.0	4/1/2025	7/1/2026	Project Closeout	
CP 23-031 Bid Package 2	George Reed	1.9	4/1/2023	6/1/2026	Project Closeout	
CP 22-001 Bid Package 1	Cal Valley	5.9	1/1/2022	6/1/2026	Project Closeout	
		14.0				

Completed

Name	Vendor	# of Miles	Start Date	Completion Date	Status	Notes
CP 23-032	UPM	1.7	4/1/2023	7/1/2026	Completed	
CP 23-031 Bid Package 1	UPM	0.6	4/1/2023	6/1/2026	Completed	
CP 23-068 Bid Package 1	UPM	1.0	3/1/2025	6/1/2026	Completed	
CP 22-001 Bid Package 2	D. A. Wood	0.6	9/13/2022	8/22/2023	Completed	
CP 22-001 Bid Package 3	Cal Valley	0.5	4/25/2023	4/9/2024	Completed	
CP 23-068 Bid Package 1	UPM	1.0	2/11/2025	9/23/2025	Completed	
		5.3				

Construction Management and Inspection

Name	Vendor	Start Date	Anticipated Completion Date	Status	Notes
CP 23-052	NV5	7/8/2025	12/1/2027	Pre-Construction	
CP 23-068 Bid Package 2	NV5	10/14/2025	12/1/2026	Pre-Construction	
CP 23-068 Bid Package 3	CCME	12/9/2025	12/1/2026	Pre-Construction	
CP 23-067 Bid Package 1	CCME	3/1/2025	7/1/2026	Project Closeout	

CP 23-067 Bid Package 2	NV5	4/1/2025	7/1/2026	Project Closeout	
CP 23-031 Bid Package 2	NV5	4/1/2023	6/1/2026	Project Closeout	
CP 22-001 Bid Package 1	Mark Thomas	1/1/2022	6/1/2026	Project Closeout	
CP 23-033	NV5	4/1/2023	6/1/2026	Construction Management and Inspection	Due to impacts caused by another City Project, active construction on this City Project was delayed and has now been resumed as of October 7, 2025.
CP 23-069	NV5	9/23/2025	12/1/2026	Construction Management and Inspection	
CP 23-067 Bid Package 3	NV5	6/1/2025	7/1/2026	Construction Management and Inspection	

Municipal Services Department

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Current Project List

Name	Project Status	Division Responsible	Current Status of Project	Revised Completion Date (if applicable)	Category
Surface & Groundwater Study	Working on it	Drinking Water	11/25/25: Project is still ongoing with city chlorination and surface water samples and water quality parameters are still being checked monthly. Confluence recommends a continuous flushing program to help mitigate customer calls / complaints. Confluence will be assisting the City by providing flushing services and training for City staff, scheduled for December 2025.	2026-04-01	Operations and Maintenance
Cross Connection Control Plan	Awaiting Approval	Drinking Water	The City of Turlock Cross Connection Control Plan has been submitted to DDW. We need to be in compliance and have the City surveyed and completed by 2035.	2026-01-01	Compliance
Offsetting Water project - TID	Planning Phase	Drinking Water	Received a quote from Don Pedro Pump to install a new Ag Well for offsetting water. The project has been placed into the 5 year CIP list. as it will need to go out to bid with design.	2027-12-01	CIP
Utility Line Evaluation and Replacement	Working on it	Sewer	11/25/25: Next areas of concern are to get ahead of City Projects 25-023, 25-024, and 25-025 (Provost & Pritchard Task Orders for Roads Program CIP Projects). The goal is to televise the utility lines beneath these roadways on the list and inspect the conditions of the pipes to avoid project delays and unexpected budget impacts.	2026-01-31	CIP
123-TCP and PCE Remediation	Working on it	Drinking Water	EKI was awarded a contract by the City Council on 8/12/25. Work is underway.	2026-12-01	EH&S
Turlock GSP Dianne Pond - TID	On Hold	Drinking Water	11/25/25 Groundwater recharge will resume in May as TID will start adding water in the 127.5-acre feet of the stormwater basin. The purpose of this project is to replenish water and have it ready and available to distribute into lateral 4. Within 77 days, 1.3 Million Gallons per day were put into Dianne Pond for a total of 100.1 MG. This project has been put on hold by TID and will not be containing any water at Dianne Pond at this time.	2026-12-01	Operations and Maintenance
Secondary Clarifier No. 4 Recoating project	Implementation Phase	Sewer	11/25/25: Contractor has finished coating the clarifier mechanism and baffles. Change order to coat the adjacent pump station was approved by City Council on 11/18/25.	2026-07-01	CIP
Constituents of Emerging Concern and Far-Field Dilution Study	Implementation Phase	Sewer	3/10/25: Regional Board approved the CEC work plan, and we have conducted 1 of 4 fielding sampling event. // 10/10/25: The Far Field Dilution Study has been completed, and a draft copy has been sent to the water board for review/comments. Most of the sampling has been completed for CEC study but we are hoping to complete the final sampling event during lower flows at the request of the water contractors. // 11/26/25 The Water Board is still reviewing the Fairfield Dilutions Study (no updates). The final sampling event for the CEC study is tentatively set for spring of 2026 when the flows in the DMC are lower. Both reports are due in July 2026. The water Board has delayed the permit renewal to align discharge permits so we don't anticipate a lot of feedback until the permit renewal process begins.		Compliance
SCADA System Upgrade at Wastewater Treatment Facility	Implementation Phase	Sewer	3/10/25: Latest construction schedule shows completion by Jul. Still need to install and program remote controls system at Walnut Energy Center (WEC) and Pedretti Park // 10/10/25: Still waiting on WEC and Pedretti Park installation. Lots of delays due to poor records and proprietary system // 11/26/25 The control panel at WEC has been installed and they are testing the controls and addressing punch list items.	2027-12-01	CIP

Flotator Rehabilitation Project	Awaiting Approval	Sewer	3/10/25: Waiting on contract amendment to move project forward // 10/10/25: Looking to award design at the December city council meeting // 11/16/25: Engineering is looking to award the project at the January city council meeting.		CIP
Department Staffing Study	Awaiting Approval	Sewer	New job descriptions supported by study are with HR for review and presentation to City Council for approval.		Staffing
123 TCP Well Assessment, Rehabilitation, and Treatment at Well 35	Awaiting Approval	Drinking Water	Cultural Report complete, need to meet with engineering to select a design team consultant.	2029-02-28	EH&S
Wellhead Treatment at Well 36	Working on it	Drinking Water	Provost and Prichard received contract and is at 50% design completion for well 36.	2026-09-01	EH&S
Storm Drain Trash Capture Device – MS4 Compliance	Planning Phase	Storm	Hydraulic Model is still pending. Carollo staff is still working on the Master Plan. Placed selected sites on CIP list. Met with engineering team set a date to review and select a design firm.	2030-10-01	EH&S
Urban Water Managment Plan	Working on it	Drinking Water	Cost-sharing MOU approved by SRWA Board and City Council on November 18, 2025. West Yost (consultant) has been given Notice to Proceed.	2026-07-01	EH&S
Drinking Water Public Health Goal	Working on it	Drinking Water	Presenting in a public hearing in the December 2025 City Council meeting.	2025-12-09	EH&S
Sidewalk Compliance Program	Working on it	Admin	RFP for concrete contractors and administrative updates are in final stages of review.	2026-07-01	Operations and Maintenance
Water Well #29 Chlorination Project	Implementation Phase	Drinking Water	Howk (contractor) has been issued a Notice to Proceed and anticipates a 2-week shutdown of Well 29 during their work in the Fall of 2025 to install the new PLC panel, pending delivery of the chemical dosing pump.	2026-06-01	CIP
Water Rate Study	Working on it	Drinking Water	11/25/25 Staff are working with NBS (consultant) to perform evaluations of the CIP & O&M to ensure the rate study findings are accurate.	2026-03-01	Operations and Maintenance
Risk & Resiliency	Working on it	Drinking Water	Larry Walker Associates (LWA) is currently working on updating the City's Risk and Resilience Assessment and Emergency Response Plan for Water Systems and to identify and address potential threats or hazards. Data is being evaluated and is at approximately 90% completion. Following the data collection, the reports will be completed by LWA.	2026-04-01	Compliance

Completed Projects

Name	Project Status	Division Responsible	Current Status of Project	Revised Completion Date (if applicable)	Category
Create Job Descriptions for I&C Supervisor and Lab/ECI Superintendent	Done	Storm and Sewer		2025-07-01	Staffing
Report of Waste Discharge	Done	Storm and Sewer			Compliance
Drinking Water Consumer Confidence Report	Done	Drinking Water		2025-07-01	EH&S
Solid Waste EAR	Done	Solid Waste			Compliance
SRWA Critical Spares	Done	Drinking Water		2024-02-01	Operations and Maintenance
SRWA Asset Care Plans	Done	Drinking Water		2024-02-01	Operations and Maintenance
SRWA SOP Creation and Validation	Done	Drinking Water		2023-02-01	Operations and Maintenance
SRWA Annual Operations Report	Done	Drinking Water			Operations and Maintenance
SB 1383 Food Generators Compliance	Done	Solid Waste		2025-07-25	EH&S
Solid Waste JACE Review	Done	Solid Waste		2025-05-25	EH&S

Engineering Division

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Current Project List

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Status Legend

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Pre-Construction = The project has been awarded to a responsible and responsive contractor. The construction agreement, bonds, and insurance documents are in process of execution.
Construction = The project is under construction.
Project Closeout = The project is substantially complete. Minor corrective items, final quantities, and final change order negotiations and invoicing are being addressed.
Completed = Notice of Completion has been recorded.

CP #	Project Name	Project Start Date	Anticipated Completion Date	Current Status of Project
24-003	Downtown PCE Remediation (Groundwater)	1/1/2024	2/1/2029	02 - In Design
23-042	Phase II Montana Park	5/1/2023	12/1/2026	02 - In Design
22-035	Intersection Improvements at Countryside Drive and Business Entrance	9/1/2023	9/1/2026	02 - In Design
25-030	Pedestrian Hybrid Beacon at Christoffersen and McKenna	5/1/2025	5/1/2026	02 - In Design
24-036	Marty Yerby and Senior Center Renovations (remodel bathrooms, ADA access to front door)	7/1/2024	5/1/2026	04 - Advertising/Bid Phase
24-010	Fire Station No. 31 SCBA Compressor Room Update	1/1/2024	12/1/2025	07 - In Construction
24-042	Senior Center Roof & HVAC Replacement	7/1/2024	5/1/2026	07 - In Construction
23-040	Water Replacement for Roads Program 2024	7/1/2024	12/1/2025	08 - Project Closeout
23-046	Well 29 Chlorination	12/1/2023	12/1/2025	07 - In Construction
24-004	WQC Admin Building Reroof	1/1/2024	12/1/2025	07 - In Construction
14-44	Intersection Improvements at W. Main & S. Tegner	6/1/2022	2/1/2026	07 - In Construction
14-79	Golden State / Berkeley / Golf Intersection Improvements	1/1/2014	3/1/2026	07 - In Construction
24-033	Transit Center EV Chargers	12/1/2024	1/2/2026	07 - In Construction
23-027	Secondary Clarifier No. 4 Recoating	1/1/2023	1/1/2026	07 - In Construction
19-51B	Columbia Pool Renovation	7/1/2021	12/1/2025	08 - Project Closeout
21-033	Slurry Seals 2023 (Assessment Districts)	11/1/2022	1/1/2026	08 - Project Closeout
21-043	John Lazar Park	12/1/2021	5/1/2026	07 - In Construction
24-020	Fire Station 32 Window Replacement	1/1/2024	3/2/2026	05 - Post Bid
25-041	City Utility Trench Repair FY 2025-26	7/1/2025	1/1/2026	05 - Post Bid

CITY MANAGER'S MONTHLY UPDATE

TURLOCK FIRE DEPARTMENT

November 2025

Deputy Fire Chief, Shanon Evans



OPERATIONS DIVISION

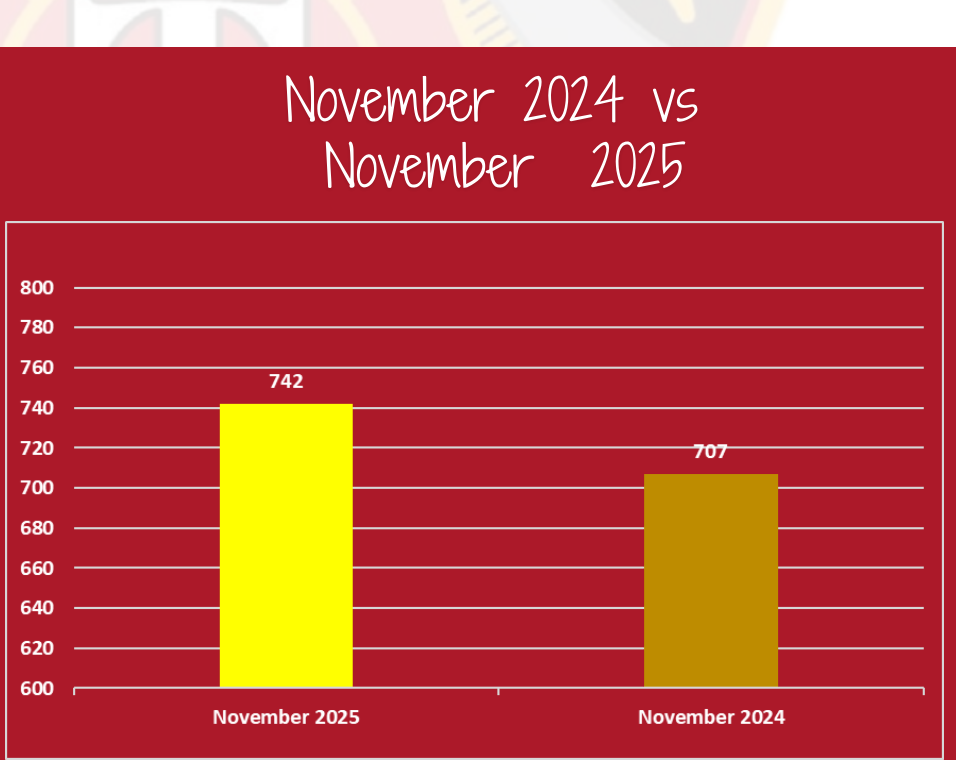
TOTAL CALL VOLUME: 742

Total Fire (NFIRS Series 100): 23

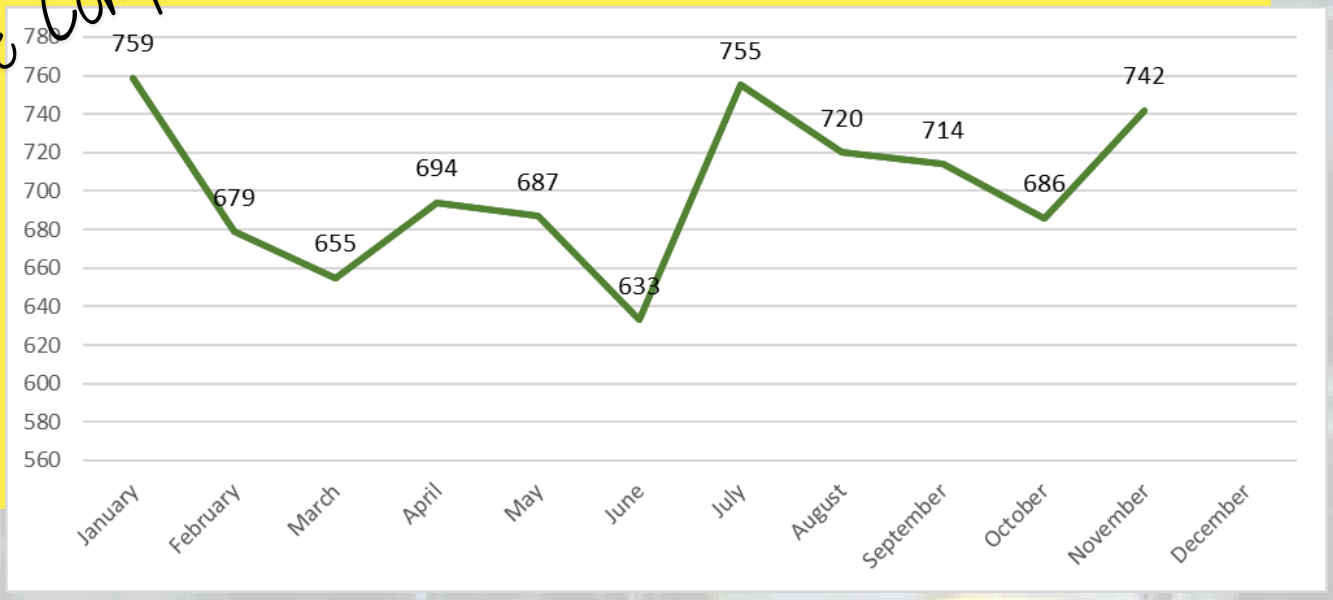
Total EMS: 495

Total Public Service: 117

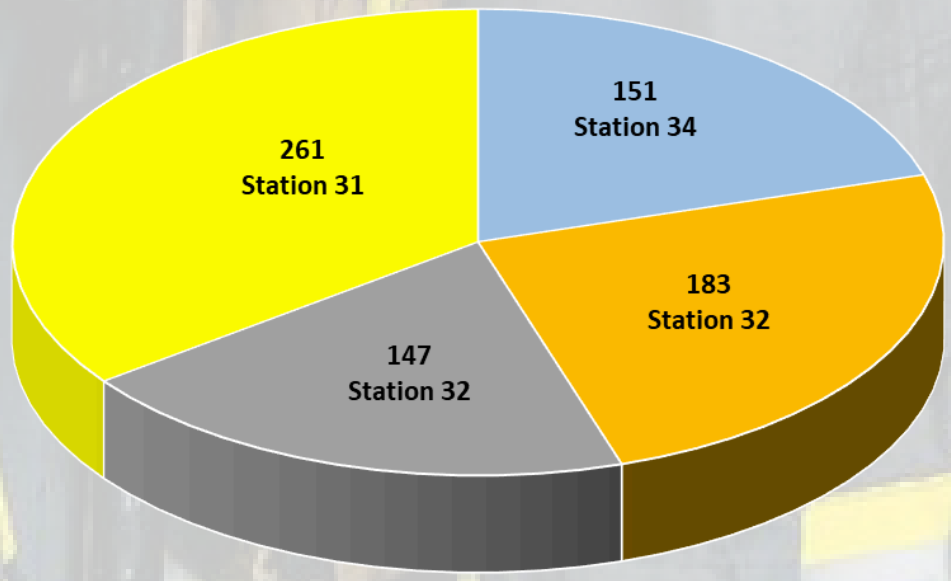




Monthly Call Volume Comparison



CALLS BY DISTRICT



FIRE PREVENTION DIVISION



Type of Inspection	Total
Occupancy	7
Re-inspections	7
Hydrant Flows	4
Final Fire Alarm/Final Sprinkler	4
Building Finals	3
Hydro/Visual	8
School Inspections, Care Facilities and STD850	4
All other Inspections	22
Green Sheet Plan Reviews	10
Pre-Developments	7

Stanislaus Regional FIU November 2025

DETAILS: During the month of November 2025, the FIU's call volume fell below the previous month's total responses.

The FIU conducted a total of 26 fire investigations during the month (the previous month of October was 30), the breakdown of the calls is as follows:

Calls by jurisdiction: Modesto FD 10, Ceres 3, Oakdale's 1, Salida 0, Turlock city 2, and the County 10.

17 were structure fires, 0 vegetation fires, 8 vehicle fires, and 1 were trash/dumpster/other fires/criminal enforcement actions/investigator follow-ups.

Investigators were able to determine that 3 fires were confirmed arsons, 14 accidental, and 8 were undetermined. Investigators were canceled a total of 1 times.

There are multiple cases in Modesto and the County jurisdictions where criminal follow-ups and investigations are pending.

The FIU responded to a fatal fire response involving an occupied motor vehicle collision that occurred in the Hickman area. CHP is taking the lead on this investigation, as it appears this fire was related to the collision. There were two reported fatalities. The FIU assisted with an origin and cause investigation. Agencies assisted were the SCFPD, CHP, and the Stanislaus County Sheriff's Department Coroner's Unit.

The FIU asks that the Fire and LEO jurisdictions direct any arson related video or arson related tip info to their public account: Info@stanfiu.org or 209.525.5530. We welcome any inquiries and remain committed to serving the communities throughout the county. #StanFIU

Stanislaus Regional Fire Investigation Unit — Investigations for Turlock City FD — November 2025

AR= Arson, AC= Accidental, UN= Undetermined

Date	Sta #	Agency	IF #	Invest	Location	AR	AC	UN	Property	Dispo	$ Loss	O&C
11/11/2025	34	TUR	25-477	Haus	561 Hedstrom Ave		1		Struct Resid	Closed	$5,000.00	O&C
11/24/2025	34	TUR	25-487	Haus	422 S Orange Ave		1		Struct Resid	Closed	$40,000.00	O&C

Turlock Fire Department
Current Project List

Name of Project	Assigned To	Project Start Date	Anticipated Completion Date	Current Status of Project
Fire Admin Contract Extension	Evans	04/2025	February 2026	Working with finance and CM office to extend current admin contract. Contract language is in COT legal and finance review.
Ladder Truck Replacement	Harcksen	11/2024	2030	Current Truck is a 2001. Build times for a replacement Truck are 4 ½ years from purchase. Take a proposal to Council by Feb/Mar 2026. We have the funds to purchase. $2.5 Mil.
Station 31 SCBA Compressor Replacement	Harcksen	6/2024	February 2026	Construction is in process project delayed and has been sent back to architect redesign for proper placement of air compressor and fill station.
Firefighter Recruitment	Harcksen	6/2025	January 2026	Candidates in background processes for a Jan 2026 MST FF academy. This will help to fill 6 current vacancies.
Station 32 New Windows	Harcksen	11/2023	April 2026	Scope of work for RFP Complete. Est $97k
Exterior Paint for Station 33	Harcksen	01/2024	Fall 2026	Scope of work for RFP Complete. Est 81K
Station 34 Property Replacement	Evans	7/2024	TBD	Looking to identify a new location for a station 34. Current station is inadequate. Does not meet NFPA recommendations.
Records Management System (RMS) Implementation	Packwood	3/31/2025	June 2026	Incident Documentation is fully functional. Administrative modules (Personnel and Scheduling) are nearing completion. Prevention modules (Inspections, Hydrants, Pre-Fire Plans) and Assets/Inventory are more than halfway complete. Our incident management modules are in the early stages of development.
Portal to Portal Resolution	Harcksen	1/2025	Feb 2026	Present to council a new resolution to provide full reimbursement to the city when fire department personnel respond to large incidents covered under CFAA. Re-assigned to Harcksen
Fire Station 34-bathroom remodel, and station improvements	Harcksen	1/1/2024	TBD	Planning stage and awaiting city to ID an architect to help with scope of work and complete planning phase. Est $439K
Station 32 Extractor and Dryer	Harcksen	11/2024	April 2026	Project in final stages of architect design for engineering building approval for modernized electrical circuit for new equipment demands. Pending ADA update recommendations.
Fire Station 33 Rear Parking lot renovation	Harcksen	5/1/2025	Dec 2026	Fire engine rear entrance, employee parking rehabilitation. Currently in project and architectural design.
QWAKE (Helmet cameras)	Harcksen	10/1/2025	Mar 2026	Council approved 11/18/25 Pending signed and executed contract. Delivery and training expected to be Feb/Mar 2026.

MONTHLY CITY MANAGER'S REPORT

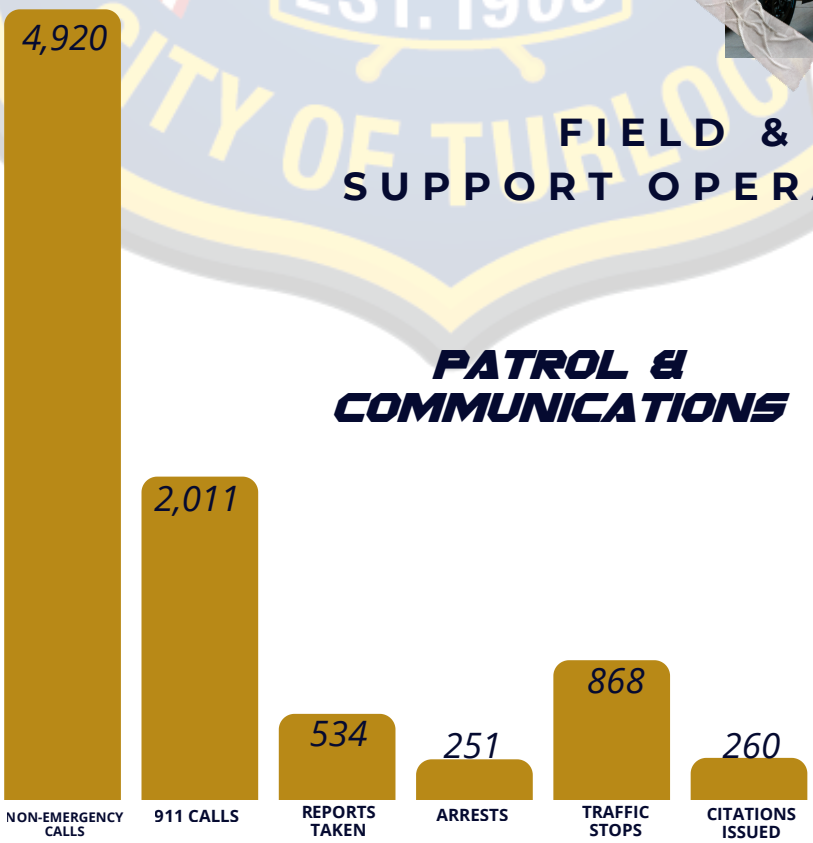
NOVEMBER 2025

- Throughout **November**, the Turlock SWAT team held various toy drives in effort to raise toy donations for Operation Blue Santa. They were a huge success!
- On **November 13**, we announced our newest member of the Traffic Safety Unit, Motor Officer Ferreira. He marks the 4th officer on a motorcycle for the unit.
- On **November 19**, Officer Sarah Arroyo represented TPD at the funeral service for Deputy Andrew Nunez of the San Bernardino County Sheriff's Office.
- On **November 27** (Thanksgiving), working staff were treated to a beautiful Thanksgiving meal courtesy of Ed and Tina Yonan and their family.
- On **November 28**, was the Festival of Lights in Downtown Turlock. The streets were filled and the holiday spirit was high. Six extra officers patrolled the event, ensuring the community enjoyed the safely.



FIELD & SUPPORT OPERATIONS

PATROL & COMMUNICATIONS



ANIMAL SERVICES



40
DOGS SEIZED

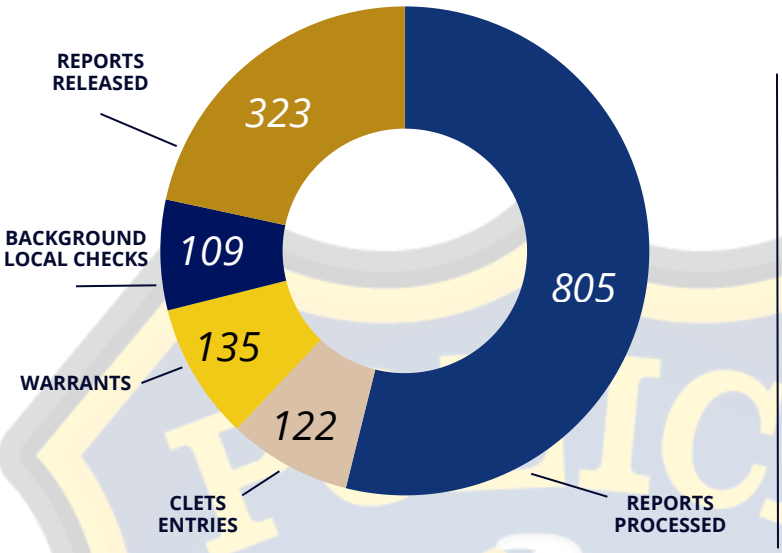


14
CATS SEIZED



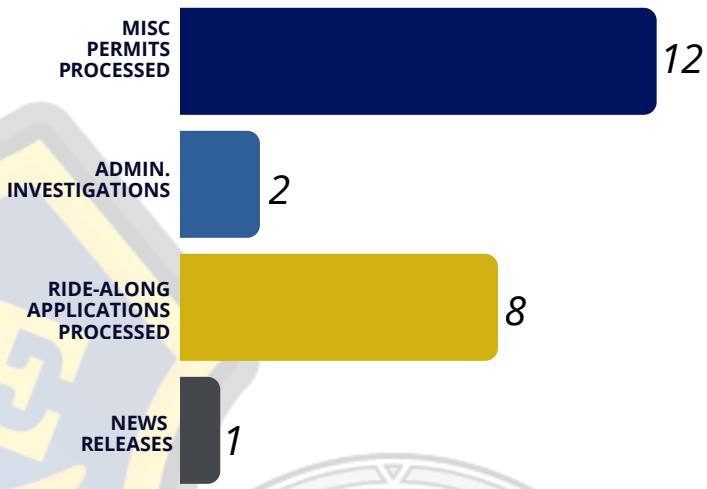
32
ANIMALS ADOPTED/RETURNED TO OWNER/TRANSPORTED TO RESCUE

RECORDS



SPECIAL OPERATIONS

PROFESSIONAL STANDARDS



SOCIAL MEDIA INSIGHTS

FOLLOW

ACCOUNTS REACHED

IG: 45,904 FB: 182,475

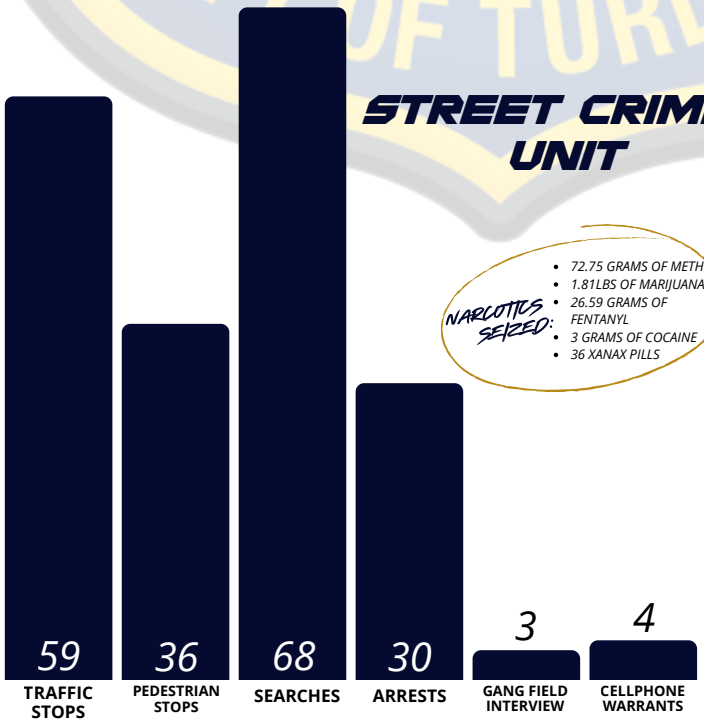
NEW FOLLOWS

IG: 365 FB: 275

PROFILE VISITS

IG: 6,426 FB: 12,752

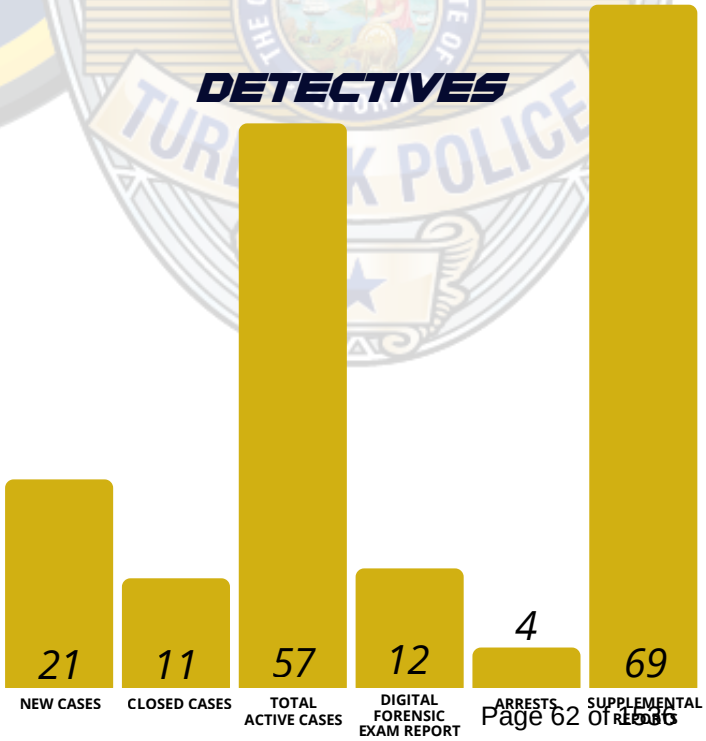
STREET CRIMES UNIT



NARCOTICS SEIZED:

- 72.75 GRAMS OF METH
- 1.81LBS OF MARIJUANA
- 26.59 GRAMS OF FENTANYL
- 3 GRAMS OF COCAINE
- 36 XANAX PILLS

DETECTIVES



Police Department
Current Project List

Name of Project	Assigned To	Project Start Date	Anticipated Completion Date	Current Status of Project
LPR Project	Special Operations	09/2022	Completed	Cameras are installed and providing data
LPR Expansion	Special Operations	06/2024	11/2025	Council approved. 13 intersections providing data. No livestream yet. Working on Completion
Fusus Real Time Crime Software	Special Operations	08/2023	Ongoing	13 Businesses are operational and several more in queue. CAD & BWC are operational. Training has been completed. LPR system being integrated. Policy is completed. All 10 donor boxes have been placed
New Ripa Reporting Requirements Implemented	Special Operations	03/2023	Completed	Testing phase completed. Onboarding completed. Go live date of 1-1-24
Lenco Rescue Vehicle	Special Operations	8/2023	Completed	Lenco delivered and in operational use
Onboarding New Street Crimes Unit	Special Operations	12/2023	Completed	Team in place and operational
New Camera Purchases	Special Operations	07/2024	Completed	Purchase new camera package for Street Crime Unit
ARPA Facilities Upgrade	Special Operations	07/2025	12/2026	Working group created. Assignments have been given and two meetings have been held. Engineering is involved. Some contracts have been awarded.
Peregrine	Special Operations	09/2025	02/2026	Purchase approved and executed. Kickoff meeting was 09/16/2025. Integration of existing systems has begun.
Analyst Notebook Software	Special Operations	07/2024	Completed	Purchased and Installed
Smoke Shop Enforcement	Spec	12/2025	05/2026	Partnered with county health services agency. Grant awarded for inspections and enforcement. Working on kick off meeting for training. First operation being planned.
Reserve Program / Police Officer Extra Help – Part-time	Field Operations	04/2023	02/2025	Job description written and sent to HR for final review. Now sent to legal for final approval. Still waiting on final approval from Legal. Newest update is we are working on bringing on retirees via a council item due to there being a specific need. No council item was needed. Retired Detective Tosta was brought back as a reserve has been working since March 2025 in detectives working cold case homicides.
UAS Program – Drone Vehicle Purchase and Outfitting	Field Operations	08/2023	01/2026	Currently beginning the sourcing of the drone vehicle and its associated equipment. PO sent to the dealership. We will be purchasing a Ford transit van. Van has arrived. We are working with the City Yard on who will be completing the outfitting of the interior. Seeking outfitting quotes.

Name of Project	Assigned To	Project Start Date	Anticipated Completion Date	Current Status of Project
Radio Encryption	Field Operations	02/2023	07/2024	Final quote received. Discussion to be had on if we should move forward.
Department Wide Fleet Purchases	Field Operations	06/2023	On-going	Purchasing of patrol and unmarked vehicles. Also responsible for outfitting all new vehicle with equipment. Purchased four patrol Durango's, one Durango for detectives, two Ford F150's and one Silverado. The Durango for detectives and Silverado for Code Enforcement have arrived. The Durango has been outfitted. Will be working on outfitting the Silverado next. Outfitting of these vehicles are done. Now working on outfitting two new patrol supervisor vehicles and a new F150 patrol vehicle.
Community Academy	Field Operations	10/2024	04/2025	Topics of discussion have been approved. We will begin recruiting for this around the beginning of November 2024. On track and social media posts will be pushed out shortly to advertise it. This was completed and the program was a huge success.
Drug Prevention/Education-Marijuana	Field Operations	09/2022	On-going	TPD staff is actively working with Public Works/Recreation staff to keep this program running.
Blue Santa	Field Operations	11/2024	Completed	Program is in full implantation and is going well. Donation letters have been reviewed and are ready to be sent out. This has been completed.
Weekly Homeless Encampment Cleanups	Field Operations	N/A	On-going	This project is on-going and is conducted on a weekly basis.
Military Use Policy	Field Operations	N/A	03/2025	Maintain data tracking. The plan is to bring the Annual Report to council in March of 2025. This was completed and brought to council in March. Policy was approved.
TPD Recruitment Efforts	Field Operations	N/A	On-going	TPD recruitment team is working together to ensure we are attending academy and recruitment events that will increase our applicant pull.
Office of Traffic Safety Grant	Field Operations	10/2022	09/2024	Purchase of new DUI Enforcement Trailer and equipment. Purchasing will begin on 10/1/23.
Probationary Training – Officers	Field Operations	07/2023	On-going	Putting together outline to provide more training to officers who are on probation. This is to assist with growth among those officers.
Revision of Sergeant Training Guide	Field Operations	07/2023	02/2026	Working on updating the sergeant's training guide. This is in its final review phase.
Blood Borne Pathogens Control Plan – Update	Field Operations	06/2023	On-going	Document was updated and sent to Risk Management. Awaiting response.

Name of Project	Assigned To	Project Start Date	Anticipated Completion Date	Current Status of Project
TUSD Knox Box	Field Operations	06/2023	Completed	Completed. Updating the location / access to the Knox box locations at all the schools to ensure they are easily accessible to PD. PD is working with TUSD staff to do an assessment. This has been completed.
CHAT Team Unit	Field Operations	11/2023	10/2025	Staff is working with county representatives to obtain funding to create a new CHAT Team, similar to what MPD is currently deploying. Staff is working toward obtaining a 3.5 million grant to hire a total of new 5 staff members to fill this unit. One supervisor and four staff members. Presentation to county representatives is set for 3/26/24 to determine if the funding is going to be approved. Initial approval obtained. Waiting on final approval from the county board.
TAPO Call-Back Clarification	Field Operations	03/2024	06/2026	A need came up to clarify the call-back hours for TAPO members. Specifically, the number of hours the employee needs to work, if the employee could be sent home, and the need of the employee to burn their own time. Additionally, the desire for all divisions to treat their employees equally. We are working with legal and HR on this and are working on the final MOU side letter language. Direction changed from side letter to inserting the language into the MOU entirely while we are making updates to the entire MOU. Waiting on final approval of the MOU via city council.
Cadet Training Program	Field Operations	10/2024	Completed	Working with Support Operations to assist with the training some of the newly hired patrol cadets. These cadets will be trained by Field OPS staff to assist them with growth by being more patrol based. This will help with their transition to becoming a police officer. This should be completed by the end of January 2025. This has been completed.
Transit – Officer Overtime Request	Field Operations	08/2024	Completed	PD was asked by Transit when they could expect an officer being formally assigned to them. It was expressed that this request would still take some time to fulfill as staffing continues to grow and there are other needs within the city. A suggestion was given that we could post this on an overtime basis. Transit was open to this and it appears funding is there to support it. PD is waiting on Transit to see if they would like to move forward with this. Meeting with Transit is scheduled for June for another follow-up meeting to move this program forward. This is been completed and now live. We have officers working on an overtime bases during pre-selected dates/times.

Name of Project	Assigned To	Project Start Date	Anticipated Completion Date	Current Status of Project
Blue Santa	Field Operations	09/2025	12/2025	TPD's annual Blue Santa program in now in progress. Crime prevention is now actively working on getting this up and running again this year with them seeking donations and identifying families in need.
Healthy Room Project	Field Operations	09/2025	02/2026	Crime Prevention is working on joining the Modesto Police Department's Healthy Room Project program. This is a project where the department receives donations from the community and transforms a room for a child in need. This can include, painting their room and/or providing them with new bedroom furniture. Staff is participating in MPD's transformation of a couple of rooms next week (9/22/25) to gain more knowledge of the program.
Pryme Infil Software	Field Operations	09/2025	02/2026	This software was recently approved and will provide staff with the capability of creating matrixes, operation orders and track trainings. Once the vendor receives the PO, staff will begin onboarding the appropriate staff members. Payment received by vendor. We are in the process of scheduling a meeting with the vendor and begin rolling this out over the next month or so to our staff.
Crossroads Software	Field Operations	10/2025	04/2026	Staff is looking into purchasing a new software that will significantly assist staff with the completion of their traffic collision reports. We are additionally looking into going somewhat paperless with out CHP-180 form.
New TPD Hat / Design	Field Operations	10/2025	06/2026	TPD is in the process of working with a vendor to redo our hat design for staff. Actively working with vendor to produce a test design(s) for review / approval.
New Potential Collateral Duty Assignment – K9 Agitator	Field Operations	11/2025	04/2026	Staff recommended that a new collateral duty assignment be created to assist the unit and the S/O with training. This would also assist with succession planning for our K9 unit. Meeting with TAPO next week to have additional discussion regarding this new potential assignment.
IQ Search	Support Operations	02/2023	Completed 08/2024	Program is installed and in use. Trouble shooting issues with Central Square.
CAD Upgrade	Support Operations	04/2021	Pending Vendor	Currently in que for upgrade.
Mobile UX Configuration	Support Operations	01/2024	On-going	Configuration complete. Waiting for upgrade from vendor.
Next Gen 9-1-1	Support Operations	08/2019	On-going	Currently viewing Demos of products to determine the best option for our region and system.
Phone Upgrade	Support Operations	9/2025	12/31/2025	CalOES Funding and software has been approved for upgraded on prem phone system. Working with AT&T and CalOES to determine timelines of project.

Name of Project	Assigned To	Project Start Date	Anticipated Completion Date	Current Status of Project
Records Retention Purge	Support Operations	08/2023	12/31/2025	The Records division has a 5-year backlog of retention that they are completing purge per the retention policy.
Citizen Reporting Module	Support Operations	06/2023	January 2026	Waiting for Central Square to begin implementation.
Cadet Program Expansion	Support Operations	07/2023	Completed	Increasing program by 4 Cadets to begin a recruitment effort for PO Trainees
JAG Grant - 2025	Support Operations	08/2024	Varies	Each JAG Grant has a three-year term, therefore there are a couple open grants at a time
Officer Wellness Grant	Support Operations	07/2023	12/2025	Pending Project expenditure. Reporting annually until 2025.
ABC-OTS Grant	Support Operations	09/2023	Completed 08/2024	Application approved. Council Approved.
Vehicle Outfitting RFP	Support Operations	01/2024	Completed 08/2024	Fleet Division is to begin outfitting PD vehicles August 2024.

DEVELOPMENT SERVICES DEPARTMENT



BUILDING

The Development Services Department continues to strive to provide excellent customer service while ensuring the health, safety, enhancement, and prosperity of our community.

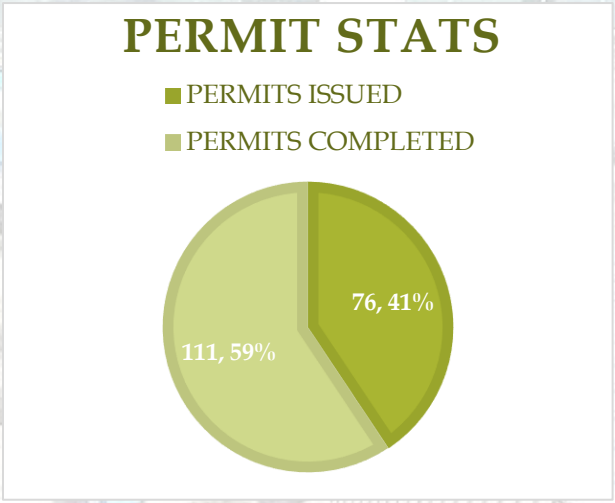


PLANNING

CITY MANAGER'S MONTHLY REPORT
NOVEMBER 2025

BUILDING DIVISION

273 BUILDING INSPECTIONS PERFORMED IN SEPTEMBER







THE NEW DINING HALL FOR SIKH TEMPLE HAS BEEN APPROVED FOR CONSTRUCTION

BUILDING RECEIVED AN APPLICATION AND PLANS FOR A NEW STAYBRIDGE SUITES HOTEL

OUR NEW TENANT IMPROVEMENT RAPID REVIEW PROGRAM WILL START ON JANUARY 2, 2026

PLANNING DIVISION

The Planning Division received four applications (MDP 2025-18 through 2025-21) requesting minor exceptions to the required 30-foot rear yard setback. The applicant proposes to reduce the setback to 28.25 feet for the properties at 2986 Bentley Drive and 2972 Bentley Drive, and to 28 feet for the properties at 2943 Castleview Drive and 2957 Castleview Drive.

An application was received for an amendment to Conditional Use Permit 2025-01 for the development of an adult day care center on two parcels totaling 2.31 acres at 2600 & 2630 Polous Drive. The applicant has amended the site plan. The project will be completed in two phases: Phase 1 will include a 11,500 sq. ft. main facility with communal spaces, activity rooms, dining areas, and administrative offices to support social engagement and specialized care services. Phase 2, to commence within two years from issuance of the CU, will add a 10,000 sq. ft. expansion with additional program spaces, therapy rooms, and recreational areas. The site will feature perimeter fencing, a gated transportation area, and on-site improvements.

The California Department of Housing and Community Development (HCD) submitted comments on the Revised Draft Housing Element on November 25, 2025 and requested additional refinements. Staff is preparing edits in response to the comments and continues to work with HCD. Staff is anticipating posting the revised Housing Element for 7-day public review in early January with submittal to HCD toward the end of January.



COORDINATED & HOSTED 7 PREDEVELOPMENT MEETINGS

BUSINESS PERMITS APPLIED FOR

BUSINESS ADDRESS	BUSINESS TYPE	BUSINESS NAME
	HOME OCCUPATION PERMIT	PREET BOUTIQUE
116 W MAIN ST	ZONING CERTIFICATE/OCCUPANCY INSPECTION	
	HOME OCCUPATION PERMIT	LEETAN LE PHOTOGRAPHY
	HOME OCCUPATION PERMIT	JMP VENDING
135 S CENTER ST	ZONING CERTIFICATE/OCCUPANCY INSPECTION	GENESIS BEHAVIOR CENTER INC
	HOME OCCUPATION PERMIT	MOW EDGE LANDSCAPING, LLC
222 S THOR ST 9	ZONING CERTIFICATE/OCCUPANCY INSPECTION	DR DIANA GILBERT
	HOME OCCUPATION PERMIT	SHOPPE THIRTY ONE LLC
	HOME OCCUPATION PERMIT	ZYNUVO
	HOME OCCUPATION PERMIT	THE INSURANCE NURSE
	HOME OCCUPATION PERMIT	TAP-N-TREAT
2800 W MONTE VISTA AVE	ZONING CERTIFICATE/OCCUPANCY INSPECTION	QUEENS NAILS LLC
295 FIFTH ST	ZONING CERTIFICATE/OCCUPANCY INSPECTION	TONYS GARAGE
	HOME OCCUPATION PERMIT	EXPERT AUDIO VISUAL
	HOME OCCUPATION PERMIT	NOBLE CLEAN WORKS
	HOME OCCUPATION PERMIT	CLAY HOBBS
	HOME OCCUPATION PERMIT	SOS 4:7
	HOME OCCUPATION PERMIT	GIMENOBROWN PHOTOGRAPHY
430 CRANE AVE 111	ZONING CERTIFICATE/OCCUPANCY INSPECTION	BRANCHING BRAINS PSYCHOLOGY
433 E MAIN ST	ZONING CERTIFICATE/OCCUPANCY INSPECTION	GDI Insurance Agency
	HOME OCCUPATION PERMIT	DR Wealth LLC
	HOME OCCUPATION PERMIT	LA BELLA MILA

TENANT IMPROVEMENT RAPID REVIEW PROGRAM

BUILDING & SAFETY DIVISION

156 S BROADWAY STE 130

TURLOCK, CA 95380

MAIN LINE 209-668-5560

INSPECTION LINE 209-668-5542 EXT. 2223

BUILDING@TURLOCK.CA.US

PLANNING DIVISION

156 S BROADWAY STE 120

TURLOCK, CA 95380

PHONE 209-668-5640

PLANNING@TURLOCK.CA.US

FIRE DEPARTMENT

244 N BROADWAY

TURLOCK, CA 95380

PHONE 209-668-5580

FIRE@TURLOCK.CA.US

ENGINEERING DIVISION

156 S BROADWAY STE 150

TURLOCK, CA 95380

PHONE 209-668-5520

ENGINEERING@TURLOCK.CA.US

MUNICIPAL SERVICES

156 S BROADWAY STE 270

TURLOCK, CA 95380

PHONE 209-668-5590

MUNICIPALSERVICES@TURLOCK.CA.US

WWW.CITYOFTURLOCK.ORG

PURPOSE:

This program establishes a streamlined plan review process that allows a small business applicant, along with their design team and a California Licensed Contractor, to submit plans for tenant improvements and receive an expedited initial review from the City of Turlock's Building, Planning, Engineering, Municipal Services, and Fire Departments.

The goal of this process is to accelerate the initial review and provide timely feedback, allowing for faster preliminary approval of building permits.

Each department will review the plans concurrently, and comments will be returned to the applicant within five business days.

Scope:

- Business (B) or Mercantile (M) occupancy
- Maximum floor area of 3,500 square feet.
- This program does not include change in use or additions

Fees:

- There is no additional charge for this program
- A plan review deposit of $1,500.00 is due at time of submittal. You may make payment by mail, in person with an appointment or online once your submittal is accepted.
- To obtain an approximation of fees for your project please complete a Fee Estimate Request Form or visit https://ci.turlock.ca.us/buildinginturlock/developmentfeeestimate/

How To:

- Verify your project meets the scope of the program
- Be sure you have fully completed the "Plan and Document Submittal Checklist" detailed in this document
- Upload your complete submittal to TI Submittals
    - For directions please review Electronic Submittal Guidelines
    - For questions please contact our offices at 209-668-5560 or eplansbuilding@turlock.ca.us

Points of Interest:

- This process does not guarantee your project will be approved or a permit issued
- Projects that require a response to intial plan check comments will go through the minor review resubmittal process
- Permits can only be issued to the property owner of record or a CA Licensed Contractor
- Project submittals will only be accepted if they meet the scope of the Rapid Review Program
- Additional permits or clearances from other regulatory agencies or departments such as Stanislaus County Environmental Health or Turlock Fire Department may be required for project approval

Plan & Document Submittal Checklist:

CHECKLIST

- **Application**
- **First Sheet (Title Sheet/Cover Sheet)**
  - ☐ Project name, address and suite number
  - ☐ Applicable design codes (current edition year CBC, CMC, CPC, CEC, etc.)
  - ☐ Code analysis: use, occupancy group, type of construction, occupant load & number of stories
  - ☐ Tenant floor area; square footages and room lables
  - ☐ Existing building fire systems; fire sprinklers, sprinkler monitoring system or fire alarm system
  - ☐ Index of drawings
  - ☐ Area analysis (change-in-use improvements affecting the allowable area)
  - ☐ Statement of project; scope of work and proposed use of space/s
- **Site Plan**
  - ☐ North arrow
  - ☐ Property lines
  - ☐ Existing buildings
  - ☐ Parking, including accessible spaces
  - ☐ Accessible path of travel from the public way and from the accessible parking to the main tenant entrance
  - ☐ All dimensions detailed
  - ☐ Location on site
  - ☐ Location of proposed improvement
- **Floor Plan**
  - ☐ All room/area uses (office, sales floor, break room, storage, etc.)
  - ☐ Accessible path of travel to the area of remodel and to the restrooms serving the remodel
  - ☐ Exits (with applicable visual & tactile exit signage)
  - ☐ New & existing walls
  - ☐ New & existing doors (with sizes & swings)
  - ☐ New & existing windows (with sizes & applicable safety glazing)
  - ☐ Applicable fire-resistance-rated construction elements and their fire-resistance ratings
  - ☐ Detail number references (construction & disabled accessibility)
  - ☐ Separate exit plan (complex means of egress designs)
- **Reflected Ceiling Plan**
  - ☐ Each ceiling or soffit ceiling type & height
  - ☐ Applicable fire-resistance ratings
  - ☐ Exit signs & exit illumination (with applicable emergency power source)
  - ☐ Detail number references
- **Numbered Details, Schedules & Specifications**
  - ☐ Each new wall type (stud type, size, spacing, bracing, connections & sheathing)

- ☐ Each new ceiling or soffit ceiling type (joist type, size, spacing, bracing, connections & sheathing; suspended acoustical ceiling details per CISCA for Seismic Zone D)
- ☐ Door, window & hardware (egress, accessibility & safety glazing)
- ☐ Applicable fire-resistance-rated-construction & assemblies (listing and/or evaluation report number)
- ☐ Floor & wall finish materials (sanitation & accessibility)
- ☐ Accessible main entry, path of travel, sanitary facilities, drinking fountains, public telephones, parking, storage & alarms. (sizes, heights, locations, positions, transitions, slopes, clearances, clear floor spaces, maneuvering clearances, fixtures & accessories, controls, fixed counters & seating, signage, storage & parking)

- **Structural Plans, Details & Calculations**
  - ☐ New or altered structural elements of the building
  - ☐ Roof supported equipment and access
  - ☐ Storage racks exceeding 8 feet in height
  - ☐ Mezzanines
  - ☐ Additions
  - ☐ Most elevated installations: plumbing, mechanical & electrical equipment
  - ☐ Note detail references by page and number. For example: Page 5, Detail 1
- **Mechanical Plans**
  - ☐ New or altered heating, cooling & ventilation systems (location)
  - ☐ Supply & return air, equipment & controls (cfm's, duct type, size & location)
  - ☐ Equipment schedule & specifications
  - ☐ Note detail references by page and number. For example: Page 5, Detail 1
- **Plumbing Plans**
  - ☐ New or altered piping systems (water supply, drainage, gas)
  - ☐ One-line or isometric of each piping system (point of connection, material, size, length, devices, fixtures & demands)
  - ☐ Pipe sizing calculations & chart
  - ☐ Fixture schedule & specifications
  - ☐ Note detail references by page and number. For example: Page 5, Detail 1
  - ☐ Minimum sanitary facility & fixture calculations (large or complex projects)
- **Electrical Plans**
  - ☐ New or altered power & lighting systems
  - ☐ Single-line diagram, panel schedules, conductor sizes & load calculations
  - ☐ Power plan (service, equipment, appliance & device locations with circuiting)
  - ☐ Lighting plan (fixtures, controls with circuiting)
  - ☐ Fixture schedule & specifications
  - ☐ Note detail references by page and number. For example: Page 5, Detail 1
- **Energy Compliance Plan Sheets, Calculations & Forms**
  - ☐ New or altered envelope, mechanical systems & lighting systems
  - ☐ Prescriptive or performance compliance calculations
  - ☐ Provide signed and completed Title 24 Energy Compliance Documents
  - ☐ Include Green Building Standards Code Checklist (as applicable >$200,000 valuation)

- **Calculations (as required)**

- **Specifications**

- **Additional documents**
  - ☐ Special Inspection Agreement
  - ☐ Construction Waste Management (CWMP)
  - ☐ Erosion Sediment Control Plan (ESCP)
  - ☐ Accessibility Upgrade Form
  - ☐ San Joaquin Valley Air Pollution Control District

- **Commonly Missed Items That Can Help Expedite Your Approval**

    - Climate zone, seismic design category, current code year, etc.
    - Correct detail references and detail number and page reference
    - Green Building Standards Checklist columns marked Y or N/A and if they are, check the Responsible Party Column
    - Architect, owner, contractor, etc. information
    - Showing exterior egress lighting or interior emergency lighting.
    - Include furniture to show the actual path of egress, path of travel and clearances when applicable
    - Address portable fire extinguisher type and location(s).
    - Show drop ceiling struts, hanger wires and seismic anchors
    - Show Fiberglass Reinforced Plastic/tile or similar near urinals
    - Show coped flooring and height that is required in restrooms.
    - Show redundant electrical grounding in doctor's office exam rooms.
    - Fire rated construction details must be complete. Inlcude a copy-and-paste of the original source material from UL, CBC Table 7xx, Gypsum Association File number, etc. The designer's detail must capture all requirements of the tested/listed assembly, especially for proprietary items such as specific brands or type of gyp bd.
    - Show accessible door thresholds, accessible door strike side clearances, accessible signage w/Grade 2 Braille next to doors, when/where required.
    - Show landings with max cross slope 2% each direction.

ADDITIONAL TIPS FOR SUBMITTING A COMPLETE PROJECT

- ☐ **Complete your application** — Ensure all fields are filled out and signed where required.
- ☐ **Verify your plans and documents** — Confirm that they clearly show all required details and match the scope of work.
- ☐ **Follow the Electronic Submittal Guide** — Submit your documents in the correct format and structure.
- ☐ **Watch for Building & Safety Division correspondence** — Respond promptly to emails or requests for information to avoid delays.
- ☐ **Pay your plan review deposit promptly** — Plan review will begin only after we receive a complete submittal and the required deposit.
- ☐ **Have questions?** Contact us at **(209) 668-5560** or **eplansbuilding@turlock.ca.us**

Development Services – Building, Housing, Planning
Current Project List – December 3, 2025

Name of Project	Assigned To	Project Start Date	Anticipated Completion Date	Current Status of Project
REAP 2.0 Grant	Planning	July 2025	December 2026	MOU and consultant contract on November 18th Council agenda 11/18 Council approved. Contract & MOU routing for final signatures
Housing Element update	Planning	May 2021		11/17/25 HCD comment letter received 11/17-12/31 Staff revisions and review 1/2/26 Tentative to sent to HCD for informal feedback
Development Impact Fees	Dev Serv Dir/Muni Dir	Summer 2025		Working with Chris. Waiting for consultant information.
SB 330 (Permit Streamlining 90-day Rule for housing development applications	Director/City Attorney/IT	December 2025	1st Quarter 2026	Develop checklist & application to meet requirements of SB 330, SB 423, AB 2011 and SB 4. Post on website
Zoning Ordinance Amendment – legal nonconforming uses	Planning & City Attorney	August 2024	June 2026	Need to finalize and coordinate with City Attorney
Zoning Ordinance Amendment – definitions & CUPs	Planning & City Attorney	September 2024	March 2026	Tentatively scheduled for January Planning Commission meeting; tentative for February Council agenda
Zoning Ordinance Amendment – digital signs	Planning & City Attorney	January 2025	December 2026	Researching digital signs in other jurisdictions, current case law and potentially drafting amendments.
Cannabis DA & Ordinance Amendments	Planning & City Attorney	September 2024	June 2026	First meeting with operators held 2/19/25 to get feedback on what is working and not working. Need to schedule additional workshop.
Promoting ADUs and permitting process	Planning/Building/ Communications	October 2024	June 2026	Creating brochures, video & other communications to better inform citizens about ADUs, and promote the pre-approved plans.
Concierge Program	Dev Serv Dir/Econ Dev Dir			Working with Economic Development Director
Updating pre-approved ADU plans for new CBC updates	Planning/Building	June 2025	1st Quarter 2026	11/18/25 – Stanislaus County polling cities for cost sharing to revise 3 ADU plans with 2025 CBC updates

Name of Project	Assigned To	Project Start Date	Anticipated Completion Date	Current Status of Project
Omnibus - Zoning Ordinance Amendment & Clean-up	Planning	January 2025	1st Quarter 2027	Reviewing and drafting the ordinance changes/clean-up that needs to be updated.
Update Predevelopment Meeting handout	Planning/Communications	December 2024	December 2025	Update information and post on website and advertise on social media
Cleaning up complaints and expired/expiring permits	Building	January 2025	December 2026	Establishing process for closing out projects. This is in anticipation of cleaning up files prior to moving to the new permitting software.
Rapid Review	Building/Communications	May 2023	January 2026	1/2/26 - Roll-out of Rapid Review program
Occupancy Inspection	Building/Planning/Fire	February 2025	On hold until a CBO is hired	Reviewing the occupancy process to clean-up redundancy with other departments and potentially streamline the process for new businesses
Hire Chief Building Official	Building	February 2022	Until filled	Candidate withdrew
Hire Senior Building Inspector	Building	October 2024	June 2026	Waiting for Classification Study to be completed.
AB 2234 Post-entitlement information posted to website	Building	September 2024	December 2025	Working to identify information required to be on website to comply with State law
Website – department/division specific	Building	March 2023		All divisions/departments working with I.T. and software applications
Permitting software	Building	August 2023	Approximately 24 months after purchase and onboarding	Will have a better idea of timelines once software is purchased.
Reviewing and updating of Building Division handouts, brochures, policies, checklists and processes	Building	August 2024	March 2026	Staff is currently reviewing and updating
Re-classify staff analyst position	Director/HR	July 2025	December 2025	Because of the difficulty hiring a CBO and the staff analyst has been working out of class re-classifying the position would provide a workable solution while still searching for a CBO as well as preparing the department to work efficiently moving forward. Working with HR Director
Board of Building Appeals	Director/City Attorney	December 2025	June 2026	In light of recent cases and complaints and the difficulty in hiring a permanent CBO the Board of Building Appeals needs to be appointed and authority and rules adopted.

ECONOMIC DEVELOPMENT & COMMUNICATIONS



Monthly Report - November 2025



City of Turlock – Economic Development & Communications Department

Executive Summary – November 2025 Monthly Report

Key Highlights

- Turlock continued citywide holiday marketing efforts, with the Discover Turlock for the Holidays campaign reaching more than 575,000 total ad impressions, including 407,013 static ads and 168,921 video plays with an exceptional 74% video completion rate (pg. 11).
- The City hosted major community events in November, including the 51st Annual Turkey Trot on Nov. 22 and the Festival of Lights Tree Lighting on Nov. 28, drawing strong community participation (pg. 12).
- December events were promoted heavily, including the 46th Annual Downtown Christmas Parade on Dec. 5 and Cookies with Santa on Dec. 13 (pg. 13).
- Economic indicators show Turlock's population at 73,100, a labor force of 33,000, and a 20-mile trade radius population of 640,000, reinforcing regional market strength (pg. 3).
- The City Council unanimously approved an increase to the Turlock Partnership Incentive Grant, raising available support for qualifying small businesses from $1,000 to $3,500 (pg. 9).
- Business Retention & Expansion (BRE) activity remained strong, with 18 business meetings in November and 86 total meetings fiscal year-to-date (pg. 6).
- Attraction efforts continue to spotlight the Westside Industrial Specific Plan (2,600 acres) and major commercial centers like Monte Vista Crossings, ranked #4 in CA and #8 nationally among power retail centers (pg. 8).
- Community engagement initiatives included the Senior Citizens Art Show at City Hall and updates on major accessibility work and Measure A road improvements (pgs. 14–15).

Summary:

The November 2025 Monthly Report highlights a strong month of economic development, community engagement, and holiday programming in the City of Turlock. The City's holiday marketing campaign delivered significant regional reach, while major seasonal events brought thousands of residents together to celebrate. Economic development efforts remained robust with expanded incentive programs, active BRE engagement, and ongoing workforce partnerships.

Overall, the City continues to strengthen its business climate, enhance community livability, and support long-term economic resilience.

TURLOCK BY THE NUMBERS



TURLOCK POPULATION

73,100

**POPULATION ERROR ON AUGUST REPORT*

20 MILE POPULATION RADIUS

640,000

CSU STANISLAUS AVERAGE ANNUAL ENROLLMENT

8,000 - 10,000

TURLOCK LABOR FORCE

33,000

Data Sources: ESRI, Placer.AI, CSU Stanislaus







General Overview

California sales tax receipts increased by 0.2% over the same quarter from last year, with Northern California reporting a 0.4% increase compared to a 0.2% increase for Southern California. Sales tax receipts for the City of Turlock decreased by 3.0% over the same period.

Economic Activity: Real Gross Domestic Product (GDP) increased at an annual rate of 2.5% in the first quarter of 2025. U.S. inflation ticked up to 2.7% in June of 2025, down 6.4 percentage points from its most recent peak of 9.1% in June of 2022. California's headline inflation increased to 3.0%.
(DIR, BEA, BLS, August Finance Bulletin)

Employment: The U.S. unemployment rate remained the same at 4.1% in April of 2025. California's unemployment rate increased by 0.1 percentage point to 5.4% as of June 2025, 0.4 percentage points higher than the September 2023 rate of 5.0%
(EDD, BLS, April Finance Bulletin)

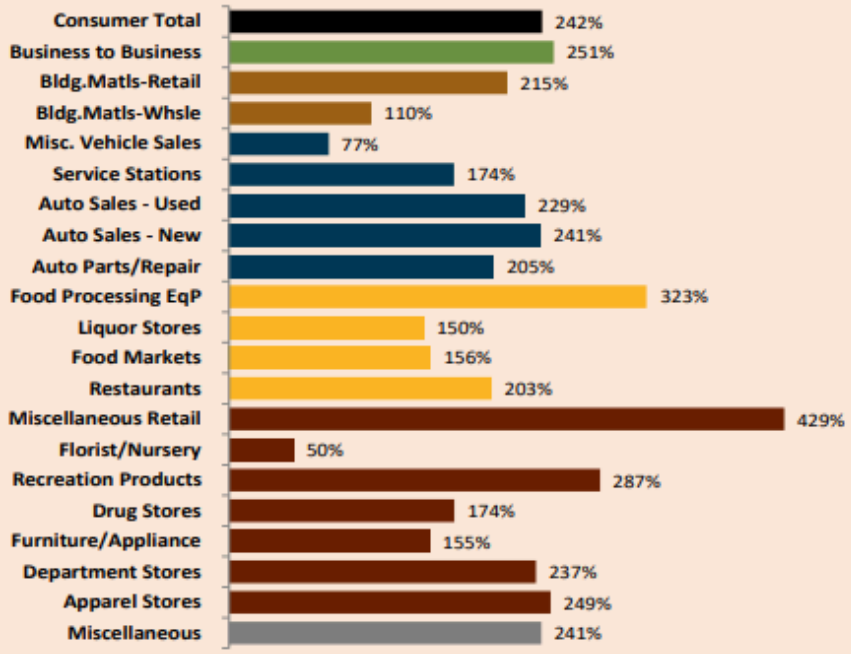
Personal Income: U.S. personal income increased by 4.9% for the first quarter of 2025, compared to same quarter previous year. Compensation of employees increased by 4.8% while personal current taxes increased by 7.9% from the previous period, resulting in a net gain of 4.5% in disposable income. (BEA)

Quarterly Business Activity Performance Analysis

2025Q2 Taxable Sales	$ 486.1	million
2024Q2 Taxable Sales	$ 514.1	million
Percent Change	-5.5%	



2nd Quarter 2025 Sales Tax & Capture Gap Analysis Report
STANISLAUS COUNTY REGION

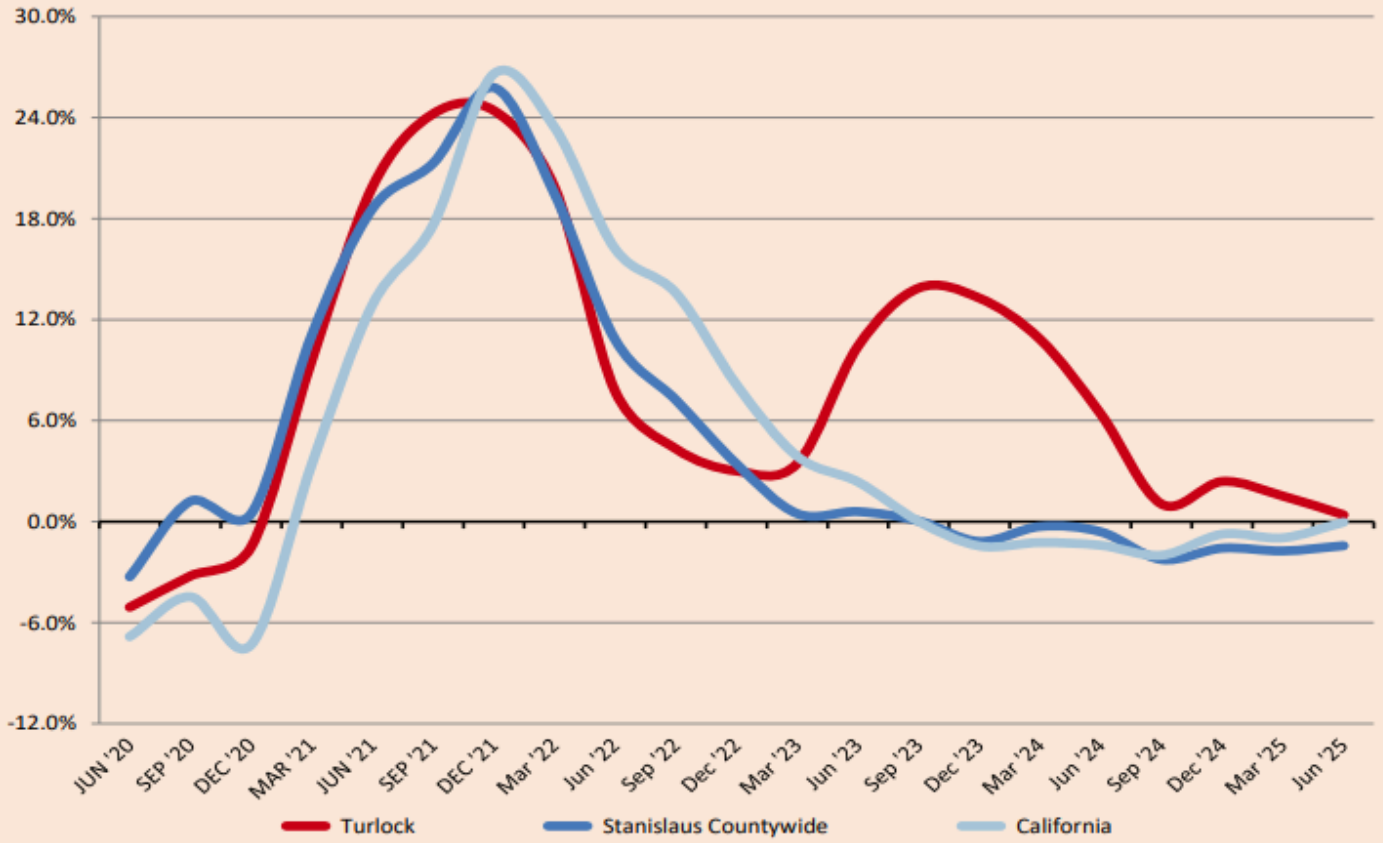


Top 25 Sales & Use Tax Generators

The list is alphabetical and is based on sales from May, 2024 through June 2025.
These twenty five businesses generate 60.1% of Turlock's Sales and Use Tax Revenue.

AMAZON.COM - EC	HOME DEPOT	ROSS STORES
AMAZON.COM SERVICES - EC	HPS TECH CALIFORNIA	SMITH CHEVROLET
ARCO AM/PM MINI MARTS	JOE M.GOMES AND SONS	TARGET STORES
BONANDER PONTIAC/BUICK/GMC	KOHL'S DEPARTMENT STORES	TJ MAXX
CHEVRON SERVICE STATIONS	LOWE'S HOME CENTERS	TURLOCK CRYSLR DDGE JEEP RAM
COSTCO WHOLESALE	MCDONALD'S RESTAURANTS	UNITED RENTALS
DICK'S SPORTING GOODS	N & S TURLOCK	VALERO SERVICE STATIONS
FIRE HOUSE COOPERATIVE - MMD	NELSON-JAMESON	WAL MART STORES
GARTON FORD TRACTOR		

Annualized Change in Sales Tax Cash Receipts



Sales Tax Revenue on a Cash Basis

	2025Q2	2024Q2	% Change
General Retail	2,310,753	2,395,683	-3.5%
Food Products	823,390	805,016	2.3%
Transportation	862,612	839,576	2.7%
Construction	237,228	439,482	-46.0%
Business To Business	633,210	647,822	-2.3%
Miscellaneous	73,168	39,014	87.5%
Gross 1%	**4,940,363**	**5,166,593**	-4.4%
County Pool	886,907	840,774	5.5%
State Pool	1,492	4,323	-65.5%
County Sharing	(291,438)	(300,584)	3.0%
Administration	(40,455)	(42,753)	5.4%
Subtotal	**556,506**	**501,759**	10.9%
Total Sales Tax	**5,496,869**	**5,668,351**	-3.0%

Sales Tax Cash Basis Performance Stanislaus County

	% Change
Ceres	-10.8%
Modesto	-5.7%
Newman	-9.5%
Oakdale	-0.2%
Patterson	-1.9%
Riverbank	38.8%
Turlock	-3.0%
Waterford	-5.8%
Hughson	1.4%
Stanislaus County	5.5%
Countywide	-0.5%

Business Retention and Expansion (BRE)

Business Retention and Expansion (BRE) plays a vital role in economic development by prioritizing the needs of existing businesses within the City. These businesses serve as the backbone of the local economy, driving job creation and economic resilience.

Through proactive engagement and support, BRE initiatives help businesses address challenges, capitalize on growth opportunities, and remain competitive, ultimately reinforcing the City's economic stability and reducing the likelihood of business closures.

During the month of November 2025 , City of Turlock Economic Development staff met with 18 local businesses and organizations.

2025-2026 Annual Business Retention and Expansion (BRE)
Visits: *86 meetings*
(reporting period : 7/1/2025 - June 30/2026)

Pictured Below:
City Economic Development staff attending the annual Central Valley Business Expo. Turlock companies attending the event included Turlock Sports Park, Impact Prints, Balanced Books, Turlock Chamber of Commerce and more!





Pictured Above:
Ribbon Cutting/Grand Opening Celebration of new Turlock business, Miniso, located at 2701 Countryside Drive, Turlock, CA.









To request a meeting with our economic development team visit:

https://www.cityofturlock.org/doingbusinessinturlock/businessresources/supportservices.asp

Workforce Development - Talent Development





Workforce development within economic development refers to a set of strategies and activities designed to enhance the skills, knowledge, and capabilities of the local labor force to meet current and future economic and industry needs.

It is an important element of economic development because a well-trained and adaptable workforce is vital for attracting and retaining businesses, fostering innovation, and driving economic growth.

Fresno State - Parent University
Virtual Courses
(no cost for Turlock residents)

The City has a partnership with Fresno State - Parent University to offer no-cost virtual courses to all Turlock residents (of all ages). Upon completion of each 4 week course, participants will receive a certificate from Fresno State University. This academic year (Aug. 2025 - June 2026) there has been 43 certificates achieved thus far.

To register for future courses visit:
https://cge.fresnostate.edu/oced/parent-university.html

Other regional workforce development - talent development partners that provide educational programs and trade skill vocational training include:

- **California State University Stanislaus** - https://www.csustan.edu/
- **California State University Stanislaus - Career Ready U** - https://www.csustan.edu/career/careerreadyu
- **California State University Stanislaus - STEM CRU** - https://www.csustan.edu/aspire/stem-cru
- **Modesto Junior College** - https://www.mjc.edu/index.html
- **The Volt Institute** - https://www.voltinstitute.com/
- **Bay Valley Tech** - https://www.bayvalleytech.com/

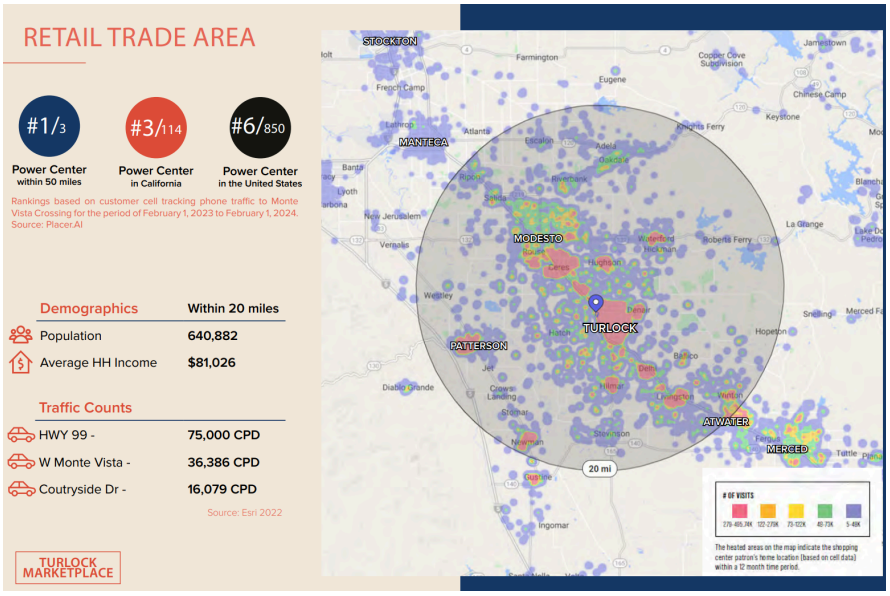
Attraction strategies within economic development are designed to draw new businesses, industries, and investments to a region. These strategies typically involve a combination of marketing, incentives, infrastructure development, and partnership-building to create a compelling case for businesses to relocate or expand.

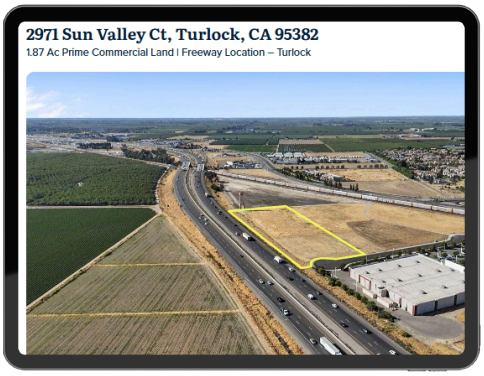
- The Westside Industrial Specific Plan (WISP) is one of Turlock's greatest assets, cultivating a dynamic industrial hub that fuels local business growth, generates quality jobs, and strengthens our economy. Spanning 2,600 acres, this area represents smart planning and strategic expansion, driving innovation, advancing sustainability, and creating opportunities that support a circular economy for the entire community.

- **Did you know?**

Monte Vista Crossings is the #4 power retail center in CA, and #8 in the U.S.









Above : Available Turlock commercial properties; 2971 Sun Valley Court and 531 N. Walnut Road

Find more available Turlock commercial properties here: https://www.loopnet.com/search/commercial-real-estate/turlock-ca/for-sale/

Turlock Partnership Incentive Grant Amount Increase!

At the November 18th, 2025 City Council meeting, the Council voted unanimously to increase the Turlock Partnership Incentive Program grant from $1,000 to $3,500 !

This program is designed to:
- Support small businesses opening in Turlock
- Help revitalize vacant storefronts
- Create new jobs in our community

To qualify, businesses must:
• Open in an existing vacant building within city limits
• Provide a business plan (with no-cost support available through the Valley Sierra SBDC)
• Attend a no-cost pre-development meeting
• Agree to simple record-keeping for one year
• Not be part of a franchise, nonprofit, or corporate chain
Grant application must be submitted prior to starting the licensing and permitting process.

If you have been considering starting your own business in Turlock and meet the qualifications listed above, give us a call, stop by, or visit us online to learn more!

Contact: Anthony Sims,
Economic Development Director
Email: asims@turlock.ca.us
Phone: 209-668-5540 Ext. 1122 or 209-668-6031





Business Workshops

Supporting startups and entrepreneurs is a strategic investment in economic development. Innovation sparks new ideas, technologies, and businesses, driving job creation and adding lasting value to the local economy.

The City of Turlock supports startups, entrepreneurs, and the broader business community by offering no-cost business workshops and implementing targeted business development programs.

These workshops are held throughout the year and feature a wide range of topics and strategies, presented by guest speakers with expertise in various areas of business.

City of Turlock celebrates Small Business Saturday !
11/29/2025, "Shop Small"





To request a meeting with our economic development team visit:

https://www.cityofturlock.org/doingbusinessinturlock/businessresources/supportservices.asp



Read the complete 5 Essential Tips for Small Business Success guide here:

https://www.cityofturlock.org/_pdf/files/5_Tips_For_Small_Business_Success.pdf

Discover Turlock for the Holidays

Have you noticed our "**Discover Turlock for the Holidays**" ads and holiday videos?

This strategic marketing campaign is designed to attract more visitors to Turlock while encouraging consumers to shop in Turlock and support our businesses. The graphics and holiday videos are part of a citywide effort to spread holiday cheer and showcase all that Turlock has to offer this season!

📅 Marketing Campaign Results for Date Range: Oct. 14 – Dec. 1, 2025

📈 Highlights:

- Our holiday ads have been seen over 575,000 times so far!
- 407,013 static ads (images) reached local and regional audiences.
- 168,921 video ads played online — with 124,291 people watching the full video from start to finish!
- That's an impressive 74% video completion rate!

Turlock's message is spreading — encouraging more visitors to shop, dine, and celebrate the holidays right here in our community.

👉 Explore local shops, dining, and events: DiscoverTurlock.com
🎥 Watch our holiday video: https://www.instagram.com/reel/DP7DtmaEn6x/



Turlock is home to a wide range of family-friendly community events throughout the year, and November was no exception. We kicked off the holiday season with the 51st Annual Turkey Trot on November 22 and the Festival of Lights downtown tree lighting celebration on November 28!

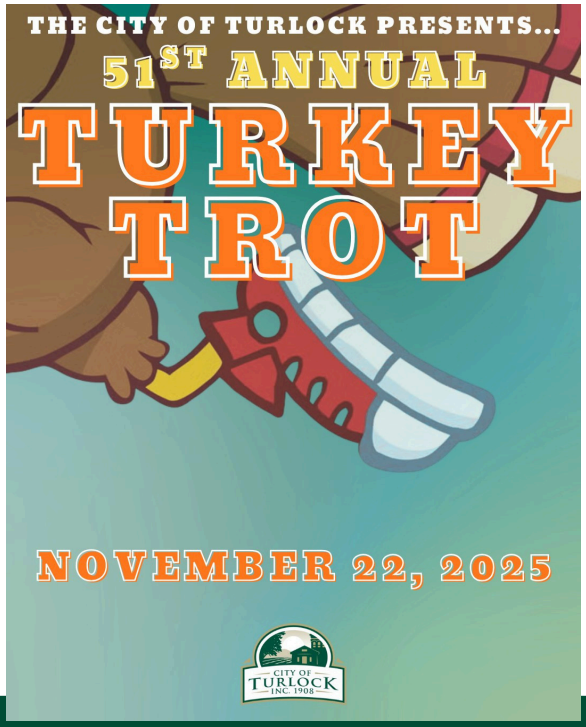
















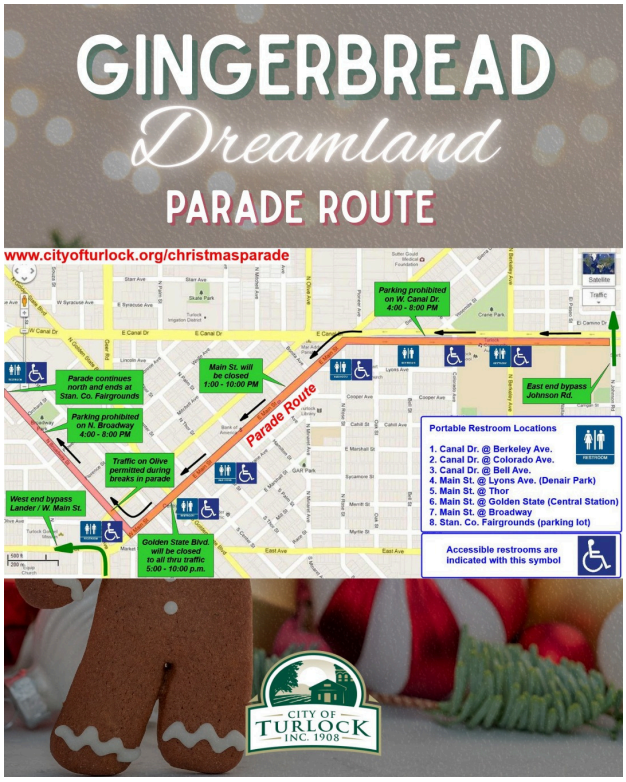




Turlock is gearing up for a festive month with two wonderful community events you won't want to miss.

Join us on Friday, December 5 at 6:30 p.m. for the 46th Annual Turlock Downtown Christmas Parade – Gingerbread Dreamland in downtown Turlock. Then, bring the family to the Cookies with Santa event on Saturday, December 13 from 10:00 a.m. to 2:00 p.m. at the Turlock Senior Center for cookies, crafts, photos, and holiday fun!









Local artwork is now on display at City Hall.

The Turlock Senior Citizens Art Show highlights the creativity and talent of our senior community, and we invite you to stop by Monday through Friday from 8 a.m. to 5 p.m., or during a council meeting, to see it in person.

Thank you to our artists for sharing their work and to the staff who helped make this display possible







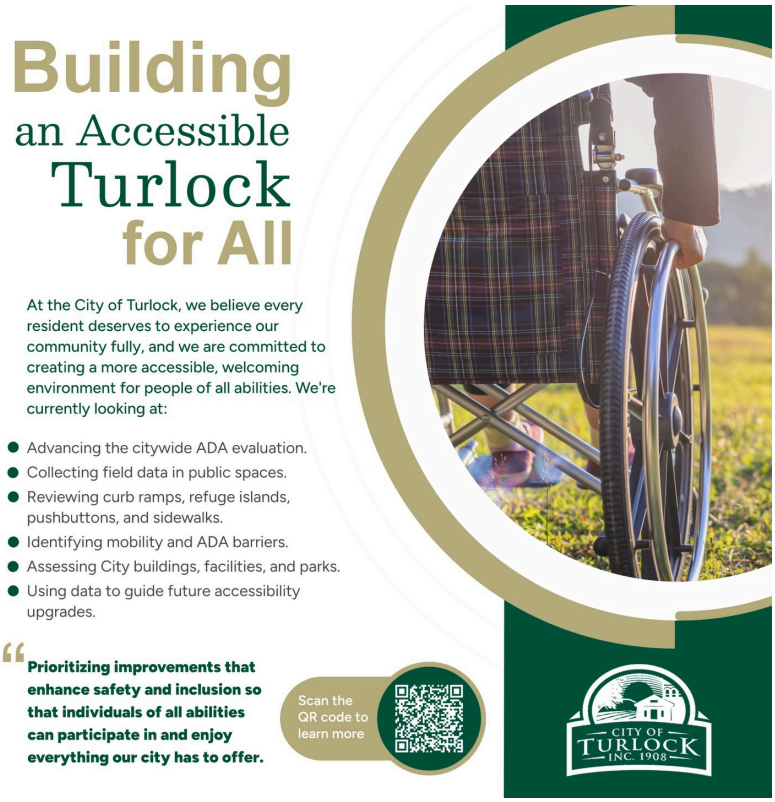
Congratulations to Joanne Foster on her retirement after 30 years with the City of Turlock!

Joanne has served with dedication and professionalism throughout her career, including her valued work in the Planning Division, where she supported key development processes and helped residents and businesses navigate important planning services. Her commitment to public service has made a lasting impact on the community and the departments she worked alongside. We thank Joanne for three decades of outstanding service and wish her a well-earned retirement!









Building an Accessible Turlock for All.

At the City of Turlock, we believe every resident deserves to experience our community fully, and we are committed to creating a more accessible, welcoming environment for people of all abilities.

We're currently looking at:

Advancing the citywide ADA evaluation.
Collecting field data in public spaces.
Reviewing curb ramps, refugee islands, push-buttons, and sidewalks.

Identifying mobility and ADA barriers.
Assessing City buildings, facilities, and parks.

Using data to guide future accessibility upgrades.

To learn more about this project, visit:

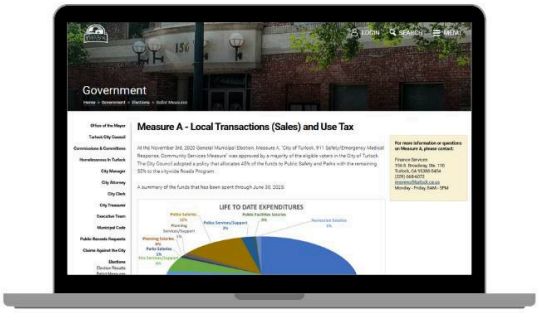
https://www.cityofturlock.org/government/documentsreports/adaaccessibility/

Measure A

Local Transactions (Sales) and Use Tax

Did you know?

Measure A is paving the way for progress — 65,310 feet of roads repaired, and 13,915 additional feet on the way this year!



Measure A background:

At the November 3rd, 2020 General Municipal Election, Measure A, "City of Turlock, 911 Safety/Emergency Medical Response, Community Services Measure" was approved by a majority of the eligible voters in the City of Turlock.

The City Council adopted a policy that allocates 45% of the funds to Public Safety and Parks with the remaining 55% to the citywide Roads Program.

LEARN MORE

www.cityofturlock.org/government/elections/measureatransactionsandusetax.asp

Your Measure A Dollars at Work

Thanks to voter support, Measure A continues to improve Turlock's roads and enhance key city services. To date, 65,310 feet of roads have been repaired, with more projects underway this year.

Stay informed about how Measure A benefits our community:

https://www.cityofturlock.org/government/elections/measureatransactionsandusetax.asp

City Update

Happy Thanksgiving

November 15, 2025



Dear Turlock Community,

As we reflect on the past month, I'm reminded once again of the incredible sense of community that defines our city.

Halloween was such a fun time for families across Turlock, especially during the October 30th Trick-or-Treat & Meet event at our Public Safety Center. It was wonderful that so many families, vendors, and City departments came together to create a safe and enjoyable evening for all.

The Annual City of Turlock Job Fair was another great success, bringing together more than 40 employers and over 460 job seekers. Events like these strengthen our local workforce and help connect residents with meaningful career opportunities right here in Turlock.

The City's Roads Program continues to make strong progress, with recent improvements on Zinfandel Lane and Novo Drive, and construction is underway on California Avenue, Arbor Way, Linda Vista Street, La Sombra Court, Linn Court, North Quincy Road, and more. The recent Geer Road Rehabilitation Project meeting underscored the City's continued commitment to infrastructure improvements, with several additional miles of road projects planned. Roads and public safety remain top priorities, and I'm proud of the progress we've made together.

Have you seen our "Discover Turlock for the Holidays" videos? This citywide campaign is designed to attract more visitors to Turlock while encouraging residents to shop local and support our businesses. So far, our holiday ads have been viewed more than 389,000 times, spreading holiday cheer and showcasing all that Turlock has to offer this season!

As we look ahead, I want to take a moment to thank our City staff, leadership team, and community partners for their continued dedication and hard work. Turlock is strong because of our shared commitment to collaboration, growth, and community pride.

Lastly, don't miss out on our fun upcoming community events!

I look forward to celebrating the season with all of you.

-Amy Bublak

P.S. Chick-fil-A (2630 West Tuolumne Road) will be breaking ground at the end of November!

Holiday Events

Turkey Trot
A great community event for both adults and children. Prizes for top finishers in each age category.

Saturday, 11/22/25 Check-in at 8:00am (Donnelly Park)

Festival of Lights
Tree lighting ceremony at 6 PM and an evening of dazzling lights, entertainment, shopping, and fun for the entire family to follow.

Friday 11/28/25 5:00pm - 9:00pm (Central Park)

46th Annual Christmas Parade
Gingerbread Dreamland | Friday, 12/05/25 6:30pm (Downtown Turlock)

Discover Turlock for the Holidays
Celebrate the season with hometown charm. There is so much to do together with friends and family, right here in Turlock.

Watch The Holiday Promo
VIDEO NOW

CITY OF TURLOCK INC. 1908



Leadergov Training for Department

Through the City of Turlock's partnership with Leadergov for professional learning and development, the Economic Development and Communications Department participates in monthly leadership sessions focused on enhancing individual and team performance. These sessions provide structured opportunities for staff to engage in strategic activities that foster professional growth, strengthen communication and collaboration, and align departmental efforts with the City's broader organizational goals. The program also supports the development of leadership competencies, promotes a culture of continuous improvement, and reinforces the City's commitment to high-quality public service.

Initial department activities and topics include:

- DISC Assessments
- Department Goal Setting Session
- Department SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)
- My Personal inventory Activity (describing individual work style, personality, etc.)
- Leading Change and Keys to facilitating Change





COMMUNICATIONS UPDATE

Did you know?

You can stay up to date on City of Turlock announcements and information by visiting the following website and social media pages.

https://www.cityofturlock.org/

https://www.facebook.com/CityofTurlockCityHall

https://www.facebook.com/CityofTurlockEconomicDevelopment

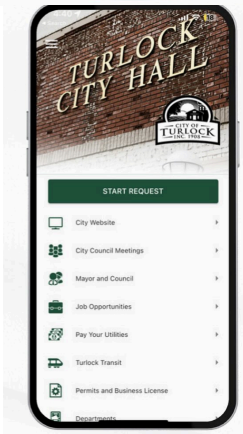
https://www.instagram.com/city.of.turlock

https://www.linkedin.com/company/city-of-turlock/

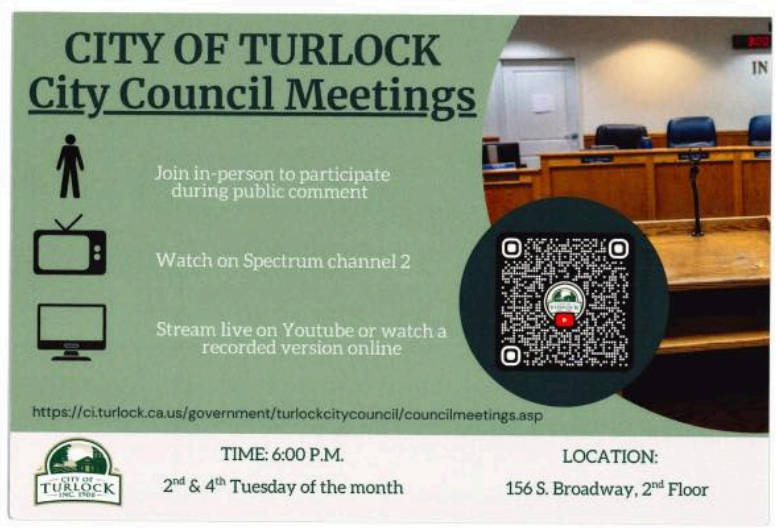
To stay up to date on FREE business workshops, resources, and events visit:

www.cityofturlock.org/businessresources

Download **MyTurlock**



Download the City of Turlock Mobile App



Economic Development Department - Communications Department

Current Project List

Updated: 12/9/2025 – *Please note, highlighted projects are higher priority at the moment.*

Name of Project	Assigned To	Project Start Date	Anticipated Completion Date	Current Status of Project
PBID Downtown Contract – COT and TDPOA	Econ Dev.	11/2022	10/2023	Completed end of 2023
Sports Complex	Econ Dev.	2022	Project Paused	Project temporarily paused due to economic climate.
Economic Development Strategic Plan Update	Econ Dev.	8/2024	September 2025	Completed in September of 2025. In planning process of highlighting plan.
Business Visitation Program (Goal of 100+ Business meetings annually)	Econ Dev.	7/1/2025	6/30/2026	7/1/2024 – 6/30/2025: 190 meetings completed 7/1/2025 – 6/30/2026: 86 meetings completed
Business Workshops (Goal of 12 – 15 workshops annually)	Econ Dev.	7/1/2025	6/30/2026	7/1/2024 – 6/30/2025: 16 completed 7/1/2025 – 6/30/2026: 5 completed In que: Turlock Business Conference (March 2026)
City of Turlock Small Business Development and Assistance Program	Econ Dev.	7/1/2024	Program Concluded 9/1/2025	Program launched in August 2024. Businesses eligible to receive $3,500 in grants for social media ads (2 checks, $1,750 each). 72 Grant Applications submitted 49 businesses have been sent first check. 23 businesses have been sent the second check. $150k left in funding; researching more programs.
DiscoverTurlock for the Holidays	Econ Dev.	9/22/2025	1/1/2026	Project Start Date: 10/14/2025 Project Goal: increase shopping/visitors in Turlock Metrics (10/14/2025 – 12/1/2025): 575,000 Total Views 407,013 Static Ads, 168,921 Video Ads (74% Completion Rate)
Turlock Partnership Incentive Program	Econ Dev.	11/18/2025	On-going	Increased grant to $3,500 (awarded to new businesses that qualify for program). Recent Applications: The Caffeinated Cow

Annual City of Turlock Job Fair	Econ Dev.	Annual Event	11/5/2025	Completed 11/5/2025 Metrics: 42 employers, 460 jobseekers
Business Concierge Program	Econ Dev./Planning	1/1/2025	On-going	More information to come: Developing program and program marketing material.
Economic Development Attraction Efforts	Econ Dev.	July 2022	On-going	On-going. High Profile Sites: Turlock Marketplace Shopping Center (new 30-acre development on Countryside Drive) WISP (Westside Industrial Specific Plan) W. Main WISP Sites 99 and Lander Site Party City Location Rite Aid Location on Monte Vista
Fresno State – Parent University (Wrkfrce Dev/Talent Development Initiative)	Econ Dev.	8/1/2025	7/1/2026	2024-2025 Reporting Period (153 Certs Achieved) 2025-2026 Reporting Period (43 Certs Achieved so far)
Annual Turlock Bus.Conference	Econ Dev.	Feb. 2025	March 2026	On-going; Staff is planning the 2026 event.
Turlock Marketplace-Chick Fil A Project	Econ Dev/Dev Svcs	2023	December 2025 – Spring of 2026	Turlock Marketplace permit approved 8/4/2025. Chick-Fil-A site set to begin construction on 12/8/2025.
WISP Marketing	Econ Dev/Dev Svcs	8/2025	On-going	Create content to promote WISP dev. opportunities.
Development Svcs Marketing	Econ Dev/Dev Svcs	10/2025	On-going	Developing content to revamp flyers and advertise Development Services Dept. Effort is to promote business growth.
COMMUNICATIONS DEPT:				
Communications Plan	Econ Dev./Comms.	March 2024	September 2025	Completed in September of 2025. In planning process of highlighting plan.
Turlock Citizen Survey	Econ Dev./Comms.	8/14/2025	11/3/2025	Survey Launched 8/14/2025, Concluded 11/3/2025 963 Responses Submitted
Virtual Turlock Website and Mobile App Button	Econ Dev./Comms.	9/16/2025	5/1/2026	Partnership with CSUS Computer Science and STEM department. Project will showcase Turlock for residents, businesses, investors, students, and visitors. Project will benefit economic development, tourism, and community branding. Kick-off meeting took place in September.
Comms/Media Request Support Form	Econ Dev. /Comms.	9/10/2025	12/15/2025	Dept. has been getting more media request support from other departments. Creating a support ticket system to

				measure results, as well as be more prepared for events the department is asked to cover. Request in que.
City of Turlock Mobile App	Econ Dev./Comms.	Jan. 2024	May 2024	Completed as of May 2024 “MyTurlock” (free to download)
City of Turlock Website	I.T. Dept. and Comms. Dept.	2024	2026	I.T. Dept. is leading project, Communications team will assist in advising design and layout phase of website.
Social Media Liaisons Monthly Meetings	Econ Dev./Comms.	November 2023	On-going	On-going
Social Media – Platforms/Goals	Econ Dev./Comms.	July 2022	On-going	On-going
Social Media - Instagram	Econ Dev./Comms.	July 2022	On-going	Metrics: cityofturlock.ca Instagram: 5,925 followers)
Social Media - Facebook	Econ Dev./Comms.	July 2022	On-going	Metrics: City Hall FB: 1,700 folowers City of Turlock Economic Development: 1,100 followers
Social Media - LinkedIn	Econ Dev./Comms.	July 2022	On-going	Metrics: City of Turlock: 7,573 followers)
Attend Farmers Market	Econ Dev./Comms.	July 2025	On-going	Staff attended 5 Turlock Farmers Markets promoting city events and programs.
Other Communications Initiatives: Surveys -Speaking at CVAR, Rotary, Chamber, etc.	Econ Dev./Comms.	Q1 2024	On-going	On-going
City of Turlock Econ Dev. Youtube Channel	Econ Dev./Comms.	1/15/2025	1/15/2026	Channel is targeting to launch in mid-January 2026.
Annual Business Survey	Econ Dev./Comms.	2/3/2025	Paused	Paused. The Turlock Chamber of Commerce recently initiated a business outreach survey. The Turlock Chamber of Commerce will be sharing survey results with the City of Turlock Economic Development Department.
Department Communications Projects to encourage community engagement.	Econ Dev./Comms.	6/15/2025	On-going	Communications staff is working with other departments to gather and create content to advertise department programs to Turlock community and encourage/increase community engagement.

Payment Register

From Payment Date: 11/7/2025 - To Payment Date: 11/13/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - Accounts Payable									
Check									
151205	11/12/2025	Open			Utility Management Refund	ADROIT CAPITAL LLC	$431.44		

Account Type	Account Number	Description	Transaction Date	Transaction Type
Single Family Res Metered	177121-003	MOVE OUT CREDIT	11/10/2025	Refund

Paying Fund	Cash Account	Amount
420 - WATER	420.11000 (Cash)	$431.44

151206	11/12/2025	Open			Utility Management Refund	BAXTER, DANIEL	$150.95		

Account Type	Account Number	Description	Transaction Date	Transaction Type
Single Family Res Metered	101931-006	MOVE OUT CREDIT	11/10/2025	Refund

Paying Fund	Cash Account	Amount
119 - American Rescue Plan Act	119.11000 (Cash)	$1.28
420 - WATER	420.11000 (Cash)	$149.67

151207	11/12/2025	Open			Utility Management Refund	DOST, AHMAD ZAFAR	$103.16		

Account Type	Account Number	Description	Transaction Date	Transaction Type
Single Family Res Metered	90328-004	MOVE OUT CREDIT	11/10/2025	Refund

Paying Fund	Cash Account	Amount
420 - WATER	420.11000 (Cash)	$103.16

151208	11/12/2025	Open			Utility Management Refund	ESTRADA, ERICKA	$290.15		

Account Type	Account Number	Description	Transaction Date	Transaction Type
Single Family Res Metered	236586-007	MOVE OUT BILL	11/10/2025	Refund

Paying Fund	Cash Account	Amount
420 - WATER	420.11000 (Cash)	$290.15

151209	11/12/2025	Open			Utility Management Refund	MOULES, TONY	$436.00		

Account Type	Account Number	Description	Transaction Date	Transaction Type
Single Family Res Metered	406066-008	MOVE OUT CREDIT	11/10/2025	Refund

Paying Fund	Cash Account	Amount
420 - WATER	420.11000 (Cash)	$436.00

151210	11/12/2025	Open			Utility Management Refund	OROZCO DE LA TORRE, JAIME	$450.00		

Account Type	Account Number	Description	Transaction Date	Transaction Type
Single Family Res Metered	130222-006	MOVE OUT CREDIT	11/10/2025	Refund

Paying Fund	Cash Account	Amount
420 - WATER	420.11000 (Cash)	$450.00

151211	11/13/2025	Open			Accounts Payable	A & P CONSTRUCTION	$46,431.00		

Invoice	Date	Description	Amount
201	10/20/2025	2065 Cody Ct.-25% Progress Payment	$30,264.75
104	10/16/2025	1827 Shadow Park Dr.- 90% Progress Payment	$16,166.25

Paying Fund	Cash Account	Amount
255 - CDBG	255.11000 (Cash)	$16,165.26
260 - PLHA-PermanentLocalHousingAlloc	260.11000 (Cash)	$30,265.74

Payment Register

From Payment Date: 11/7/2025 - To Payment Date: 11/13/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151212	11/13/2025	Open			Accounts Payable	ABS DIRECT INC	$25,974.13		
	Invoice		Date	Description			Amount		
	141138		10/22/2025	UT STATEMENTS - 10/10/25			$17,974.13		
	MP-20251105		11/05/2025	POSTAGE ADVANCE FOR DEC 2025/JAN 2026			$8,000.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$13,991.38		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$5,991.38		
	420 - WATER			420.11000 (Cash)			$5,991.37		
151213	11/13/2025	Open			Accounts Payable	ALLEGIANCE INDUSTRIAL SUPPLY, LLC	$2,268.64		
	Invoice		Date	Description			Amount		
	INV8650		10/20/2025	ALLEGIANCE - JANITORIAL SUPPLIES			$128.66		
	INV8439		10/03/2025	ALLEGIANCE - JANITORIAL SUPPLIES			$745.69		
	INV8029		09/04/2025	ALLEGIANCE - JANITORIAL SUPPLIES			$101.02		
	INV8868		11/03/2025	ALLEGIANCE - JANITORIAL SUPPLIES			$565.98		
	INV8667		10/23/2025	ALLEGIANCE - JANITORIAL SUPPLIES			$727.29		
	Paying Fund			Cash Account			Amount		
	505 - Fleet			505.11000 (Cash)			$2,268.64		
151214	11/13/2025	Open			Accounts Payable	AMERICA'S AUTO GLASS	$356.10		
	Invoice		Date	Description			Amount		
	00006621		10/28/2025	POL 24-1394 GLASS INSTALL			$356.10		
	Paying Fund			Cash Account			Amount		
	505 - Fleet			505.11000 (Cash)			$356.10		
151215	11/13/2025	Open			Accounts Payable	AMERICAN WATER WORKS ASSOCIATION	$226.00		
	Invoice		Date	Description			Amount		
	SO264668		10/03/2025	SRWA - AWWA Membership Eric Berger 4006759			$113.00		
	SO264671		10/03/2025	SRWA - AWWA Membership Robert Reischman 4006763			$113.00		
	Paying Fund			Cash Account			Amount		
	450 - SRWA - Operations			450.11000 (Cash)			$226.00		
151216	11/13/2025	Open			Accounts Payable	Animal Damage Management, Inc	$1,755.00		
	Invoice		Date	Description			Amount		
	422796		10/29/2025	GOPHER CONTROL - OCTOBER 2025			$1,755.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$1,620.00		
	246 - Landscape Assessment			246.11000 (Cash)			$135.00		
151217	11/13/2025	Open			Accounts Payable	AT & T	$175.00		
	Invoice		Date	Description			Amount		
	588826		10/10/2025	LOCATION ACTIVATION TP25005299			$175.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$175.00		
151218	11/13/2025	Open			Accounts Payable	AT&T MOBILITY	$1,822.36		
	Invoice		Date	Description			Amount		
	4412X09272025		09/19/2025	FIRE AIR CARDS - SEPT 2025			$814.09		
	5470X10102025		10/02/2025	ADMIN/ENGINE PHONES SEP 03-OCT 02, 2025			$981.83		
	287361182385X		10/26/2025	SRWA Industrial Data & Alarm October 2025			$26.44		
	Paying Fund			Cash Account			Amount		

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From Payment Date: 11/7/2025 - To Payment Date: 11/13/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	110 - General Fund			110.11000 (Cash)			$1,795.92		
	450 - SRWA - Operations			450.11000 (Cash)			$26.44		
151219	11/13/2025	Open			Accounts Payable	AT&T/SBC	$66.05		

Invoice	Date	Description	Amount
RELAY 11/1/25	11/01/2025	Acct# 248 134-2929 655 9/ California Relay Srvc TDD	$4.30
FIRE 11/1/25	11/01/2025	Acct# 233 841-5391 333 1/ Fire Dept	$61.75
Paying Fund		Cash Account	Amount
110 - General Fund		110.11000 (Cash)	$66.05

151220	11/13/2025	Open			Accounts Payable	B & V Commercial Cleaning, Inc	$2,495.06		

Invoice	Date	Description	Amount
3827	11/01/2025	SRWA - Janitorial Cleaning Service October 2025	$2,495.06
Paying Fund		Cash Account	Amount
950 - SRWA - JPA		950.11000 (Cash)	$2,495.06

151221	11/13/2025	Open			Accounts Payable	BICSEC SECURITY INC	$1,984.91		

Invoice	Date	Description	Amount
233447	11/01/2025	CITY HALL; COMMERCIAL & FIRE MONITORING: 12/01 - 12/31/2025	$195.00
234355	11/01/2025	PSF BLDG- UL Cert. & Fire Inspections; 12/01-12/31/2025	$241.66
233439	11/01/2025	CNG BLDG FIRE MONITORING: 12/1 - 12/31/2025	$138.25
233446	11/01/2025	CHLORINE BLDG- FIRE MONITORING; 12/01 - 12/31/2025	$161.25
233448	11/01/2025	SWITCH GEAR FIRE MONITORING: 12/01 - 12/31/2025	$120.00
233442	11/01/2025	FIRE STATION FIRE MONITORING: 12/01 - 12/31/2025	$121.25
233404	11/01/2025	TRANSIT CENTER; FIRE MONITORING; 12/01 - 12/31/2025	$186.25
233444	11/01/2025	TRANSIT CENTER; COMMERCIAL MONITORING; 12/01 - 12/31/2025	$20.00
234067	11/01/2025	TRAINING FACILITY - U.L. Cert 12/1- 12/31/2025	$20.00
233617	11/01/2025	ASSESSMENT BLDG; COMMERCIAL MONITORING: 12/01 - 12/31/2025	$36.00
233618	11/01/2025	ASSESSMENT BLDG; FIRE MONITORING: 12/01 - 12/31/2025	$263.00
233659	11/01/2025	FLEET; COMMERCIAL MONITORING: 12/01 - 12/31/2025	$36.00
233683	11/01/2025	BUS SHOP; COMMERCIAL MONITORING: 12/01 - 12/31/2025	$36.00
233669	11/01/2025	PARKS, REC & PFM; COMMERCIAL MONITORING: 12/01 - 12/31/2025	$36.00
233664	11/01/2025	UTILITIES MAINT.; COMMERCIAL MONITORING: 12/1 - 12/31/2025	$36.00
233665	11/01/2025	PAINT SHOP; COMMERCIAL MONITORING: 12/01 - 12/31/2025	$36.00
233654	11/01/2025	PEDRETTI SHOP; COMMERCIAL MONITORING 12/1 - 12/31/2025	$36.00
233389	11/01/2025	SRWA BICSEC - SECURITY AND FIRE ALARM MONITORING November 2025	$266.25
Paying Fund		Cash Account	Amount

Payment Register

From Payment Date: 11/7/2025 - To Payment Date: 11/13/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	110 - General Fund			110.11000 (Cash)			$613.91		
	205 - Sports Facilities			205.11000 (Cash)			$36.00		
	217 - Streets - Gas Tax			217.11000 (Cash)			$36.00		
	246 - Landscape Assessment			246.11000 (Cash)			$299.00		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$281.25		
	420 - WATER			420.11000 (Cash)			$36.00		
	426 - Transit			426.11000 (Cash)			$380.50		
	505 - Fleet			505.11000 (Cash)			$36.00		
	950 - SRWA - JPA			950.11000 (Cash)			$266.25		
151222	11/13/2025	Open			Accounts Payable	CA-NV SECTION AWWA	$1,760.00		
	Invoice		Date	Description			Amount		
	5455		10/22/2025	SRWA - ON-SITE TRAINING FOR SAMPLING WORKSHOP			$1,760.00		
	Paying Fund			Cash Account			Amount		
	450 - SRWA - Operations			450.11000 (Cash)			$1,760.00		
151223	11/13/2025	Open			Accounts Payable	CENTRAL SANITARY SUPPLY LLC dba BRADY INDUSTRIES	$3,345.32		
	Invoice		Date	Description			Amount		
	10696490		10/01/2025	JANITORIAL PAPER & CLEANING SUPPLIES			$74.65		
	10750804		09/26/2025	JANITORIAL PAPER & CLEANING SUPPLIES			$894.47		
	10757588		10/15/2025	JANITORIAL PAPER & CLEANING SUPPLIES			$21.08		
	10757589		10/15/2025	JANITORIAL PAPER & CLEANING SUPPLIES			$988.86		
	10771437		10/17/2025	JANITORIAL PAPER & CLEANING SUPPLIES			$195.14		
	10827991		10/31/2025	JANITORIAL PAPER & CLEANING SUPPLIES			$1,171.12		
	Paying Fund			Cash Account			Amount		
	505 - Fleet			505.11000 (Cash)			$3,345.32		
151224	11/13/2025	Open			Accounts Payable	CHAMPION INDUSTRIAL	$23,621.97		
	Invoice		Date	Description			Amount		
	85604		10/27/2025	Service Call 10/8/2025 - City Hall; Unit #9			$269.46		
	85599		10/27/2025	Repairs at PSF 10/27/2025; Materials only- 2 Hot Water Hoses			$1,742.00		
	85602		10/27/2025	Service call 10/8/2025 @ PSF; noise in ducts			$916.84		
	85259		09/29/2025	PM- July 2025; Section 1 & Section 3 (City Hall Server Room)			$20,693.67		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$11,957.20		
	205 - Sports Facilities			205.11000 (Cash)			$563.23		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$7,374.66		
	420 - WATER			420.11000 (Cash)			$495.36		
	426 - Transit			426.11000 (Cash)			$1,481.05		
	501 - Information Technology			501.11000 (Cash)			$854.97		
	505 - Fleet			505.11000 (Cash)			$895.50		
151225	11/13/2025	Open			Accounts Payable	CHARTER COMMUNICATIONS	$1,987.39		
	Invoice		Date	Description			Amount		
	170078401110125		11/01/2025	170078401 / D. LEWIS 2014 Independence Dr. Admin Internet			$84.98		
	170074001110125		11/01/2025	170074001 / WQC 901 S Walnut Rd			$109.99		
	170078701110125		11/01/2025	170078701 / L. MACHADO 4304 Arcadian Dr IT Internet			$100.00		

Payment Register

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	170075001110125		11/01/2025	170075001 / CITY HALL 156 S Broadway #116 City Wide Internet			$1,049.00		
	170073601110125		11/01/2025	170073601 / PSF TV & INTERNET 244 N Broadway			$643.42		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$728.40		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$54.99		
	420 - WATER			420.11000 (Cash)			$55.00		
	501 - Information Technology			501.11000 (Cash)			$1,149.00		
151226	11/13/2025	Open			Accounts Payable	CINTAS FIRST AID AND SAFETY, CINTAS CORP NO 2	$564.33		
	Invoice		Date	Description			Amount		
	5299817108		10/28/2025	First Aid & Safety Supplies Management			$223.78		
	5300056102		10/29/2025	First Aid & Safety Supplies Management			$8.18		
	5300056103		10/29/2025	First Aid & Safety Supplies Management			$332.37		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$564.33		
151227	11/13/2025	Open			Accounts Payable	CLARK PEST CONTROL OF STOCKTON, INC	$2,690.00		
	Invoice		Date	Description			Amount		
	38418051		10/22/2025	SRWA Pest/Weed Control Services Monthly Pest October 2025			$320.00		
	38498210		10/14/2025	SRWA Pest/Weed Control Services Monthly Weed October 2025			$2,370.00		
	Paying Fund			Cash Account			Amount		
	950 - SRWA - JPA			950.11000 (Cash)			$2,690.00		
151228	11/13/2025	Open			Accounts Payable	Cloudburst Consulting Group, Inc.	$1,317.50		
	Invoice		Date	Description			Amount		
	18402		09/30/2025	On Demand Consulting- FY 2025-2026- September 2025 Services			$1,317.50		
	Paying Fund			Cash Account			Amount		
	255 - CDBG			255.11000 (Cash)			$968.75		
	256 - Stanislaus Housing Consortium			256.11000 (Cash)			$348.75		
151229	11/13/2025	Open			Accounts Payable	CRIME GUARD INC	$6,324.00		
	Invoice		Date	Description			Amount		
	28718		10/31/2025	LIVE MONITORING; DENAIR PARK; 10/01-10/31/2025			$868.00		
	28714		10/31/2025	LIVE MONITORING; BROADWAY PARK; 10/01-10/31/2025			$868.00		
	28715		10/31/2025	LIVE MONITORING; CENTRAL PARK; 10/01-10/31/2025			$1,736.00		
	28716		10/31/2025	LIVE MONITORING; COLUMBIA PARK; 10/01-10/31/2025			$868.00		
	28717		10/31/2025	LIVE MONITORING; CORP YARD; 10/01-10/31/2025			$1,116.00		
	28719		10/31/2025	LIVE MONITORING; DONNELLY PARK; 10/01-10/31/2025			$868.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$6,324.00		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151230	11/13/2025	Open			Accounts Payable	DEPARTMENT OF MOTOR VEHICLES	$27.00		
	Invoice		Date	Description			Amount		
	POL96-1139		11/03/2025	POL96-1139 License Plate Replacement VIN# 1S9SP1015TC128036			$27.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$27.00		
151231	11/13/2025	Open			Accounts Payable	DOCUSCRIPT, LLC	$450.64		
	Invoice		Date	Description			Amount		
	2976		11/04/2025	TRANSCRIPTION SERVICES FOR OCTOBER 2025			$450.64		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$450.64		
151232	11/13/2025	Open			Accounts Payable	ENTERPRISE HOLDINGS LLC	$1,281.42		
	Invoice		Date	Description			Amount		
	40330218		10/31/2025	SCU RENTAL FOR OCTOBER 2025			$1,281.42		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$1,281.42		
151233	11/13/2025	Open			Accounts Payable	EQUIFAX	$14.38		
	Invoice		Date	Description			Amount		
	2068066791		10/17/2025	PD BACKGROUNDS			$14.38		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$14.38		
151234	11/13/2025	Open			Accounts Payable	FASTENAL COMPANY INC	$317.24		
	Invoice		Date	Description			Amount		
	CATUR201245		10/29/2025	10 10 0 VP/ATC-25ID Fuse			$31.99		
	CATUR201244		10/29/2025	5 25 0 3/8x1/4PipeConnector			$197.68		
	CATUR201243		10/29/2025	5 5 0 30A ATO Blade Box			$87.57		
	Paying Fund			Cash Account			Amount		
	505 - Fleet			505.11000 (Cash)			$317.24		
151235	11/13/2025	Open			Accounts Payable	FEDERAL EXPRESS	$220.57		
	Invoice		Date	Description			Amount		
	9-058-03707		11/07/2025	SHIPPING CHARGES FOR 11/7/25			$220.57		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$116.28		
	215 - Streets - Grant Funded Projects			215.11000 (Cash)			$104.29		
151236	11/13/2025	Open			Accounts Payable	FIRST SHIELD SECURITY AND PATROL	$10,416.00		
	Invoice		Date	Description			Amount		
	6727		11/03/2025	SRWA - Unarmed Security Services October 2025			$10,416.00		
	Paying Fund			Cash Account			Amount		
	950 - SRWA - JPA			950.11000 (Cash)			$10,416.00		
151237	11/13/2025	Open			Accounts Payable	GDR ENGINEERING INC	$88,640.00		
	Invoice		Date	Description			Amount		
	2943		09/30/2025	SR03, 25-051 El Paseo and Arbor Sewer Line Replacement-9/30/25			$88,640.00		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$88,640.00		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151238	11/13/2025	Open			Accounts Payable	GHD INC	$7,205.20		
	Invoice		Date	Description			Amount		
	380-0080629		11/01/2025	SR10, 25-062 Signal Timing Plan Teg/Pow,Wal/Spring-11/1/25			$7,205.20		
	Paying Fund			Cash Account			Amount		
	216 - Streets - Local Transportation			216.11000 (Cash)			$7,205.20		
151239	11/13/2025	Open			Accounts Payable	GILLIG LLC	$14.44		
	Invoice		Date	Description			Amount		
	41367583		10/27/2025	13-54347-000 1 EA SWITCH, FAN CONTROL			$14.44		
	Paying Fund			Cash Account			Amount		
	505 - Fleet			505.11000 (Cash)			$14.44		
151240	11/13/2025	Open			Accounts Payable	Goldfarb & Lipman LLP	$803.00		
	Invoice		Date	Description			Amount		
	487675		10/20/2025	Legal Services- Housing FY 2025-26-September 2025			$803.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$328.50		
	255 - CDBG			255.11000 (Cash)			$73.00		
	256 - Stanislaus Housing Consortium			256.11000 (Cash)			$292.00		
	260 - PLHA-PermanentLocalHousingAlloc			260.11000 (Cash)			$109.50		
151241	11/13/2025	Open			Accounts Payable	GRAINGER INC, W W	$3,690.05		
	Invoice		Date	Description			Amount		
	9692651418		10/29/2025	SRWA Supplies - Cable/Pipe Protector			$1,854.21		
	9692806137		10/29/2025	SRWA Supplies - PVC Welding Rods			$23.16		
	9693193238		10/30/2025	SRWA Supplies - Thermo Plastic Welder			$1,812.68		
	Paying Fund			Cash Account			Amount		
	450 - SRWA - Operations			450.11000 (Cash)			$3,690.05		
151242	11/13/2025	Open			Accounts Payable	GREEN HORIZON INC	$2,220.00		
	Invoice		Date	Description			Amount		
	48521		11/01/2025	Landscape Services- 1827 Shadow Park, October Services			$130.00		
	48520		11/01/2025	Landscape Services-570 Jason Dr., October Services			$100.00		
	48523		11/01/2025	Landscape Services-573 Birchwood Way, October Services			$165.00		
	48522		11/01/2025	Landscape Services-2065 Cody Ct., October Services			$165.00		
	48713		11/01/2025	SRWA - Landscape Services-Green Horizon October 2025			$1,660.00		
	Paying Fund			Cash Account			Amount		
	255 - CDBG			255.11000 (Cash)			$560.00		
	950 - SRWA - JPA			950.11000 (Cash)			$1,660.00		
151243	11/13/2025	Open			Accounts Payable	HD SUPPLY INC, DBA USABLUEBOOK	$57.86		
	Invoice		Date	Description			Amount		
	INV00875021		11/03/2025	SRWA supplies - Red Buffer			$57.86		
	Paying Fund			Cash Account			Amount		
	450 - SRWA - Operations			450.11000 (Cash)			$57.86		
151244	11/13/2025	Open			Accounts Payable	Jocelyn E. Roland Ph.D., ABPP, INC	$1,000.00		
	Invoice		Date	Description			Amount		
	24456		10/30/2025	CONTRACT NOVEMBER 2025			$1,000.00		

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	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$1,000.00		
151245	11/13/2025	Open			Accounts Payable	L & L SIGNS	$1,140.00		
	Invoice		Date	Description			Amount		
	8872		10/18/2025	ENGINE LETTERS			$1,140.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$1,140.00		
151246	11/13/2025	Open			Accounts Payable	LANGUAGE LINE SERVICES	$11.82		
	Invoice		Date	Description			Amount		
	11744422		10/31/2025	Acct #9020101104 - Translation services for Police Department			$11.82		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$11.82		
151247	11/13/2025	Open			Accounts Payable	Life-Assist, Inc	$633.99		
	Invoice		Date	Description			Amount		
	1644551		10/07/2025	Epinephrine			$245.00		
	1643727		10/03/2025	Quikclot			$388.99		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$633.99		
151248	11/13/2025	Open			Accounts Payable	Linde Inc.	$12,406.46		
	Invoice		Date	Description			Amount		
	52929430		10/30/2025	SRWA SUPPLY & DELIVERY OF LIQUID CARBON DIOXIDE 10.30.25			$12,406.46		
	Paying Fund			Cash Account			Amount		
	450 - SRWA - Operations			450.11000 (Cash)			$12,406.46		
151249	11/13/2025	Open			Accounts Payable	MARTIN MARIETTA MATERIALS INC	$176.38		
	Invoice		Date	Description			Amount		
	47729997		10/31/2025	ASPHALT			$89.32		
	47756349		10/31/2025	ASPHALT			$87.06		
	Paying Fund			Cash Account			Amount		
	219 - SB1 Road Maint & Rehab Account			219.11000 (Cash)			$176.38		
151250	11/13/2025	Open			Accounts Payable	MRC SMART TECHNOLOGY SOLUTIONS dba MR. COPY INC	$8,693.17		
	Invoice		Date	Description			Amount		
	IN4927438		07/30/2025	Printer Maintenance and Management System 7/25/25 -10/25/25			$2,130.93		
	IN4977046		08/29/2025	Printer Maintenance and Management System 7/25/25 -10/25/25			$2,259.12		
	IN50126658		09/29/2025	Printer Maintenance and Management System 7/25/25 -10/25/25			$2,299.29		
	IN5077888		10/25/2025	Printer Maintenance and Management System 7/25/25 -10/25/25			$2,003.83		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$7,765.12		
	256 - Stanislaus Housing Consortium			256.11000 (Cash)			$10.68		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$650.41		
	420 - WATER			420.11000 (Cash)			$206.84		
	501 - Information Technology			501.11000 (Cash)			$8.78		

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	505 - Fleet			505.11000 (Cash)		$51.34			
151251	11/13/2025	Open			Accounts Payable	MUNIQUIP LLC	$1,438.76		
	Invoice		Date	Description		Amount			
	108048		10/29/2025	SRWA Supplies - Ashcroft Diaphragm Seal		$1,438.76			
	Paying Fund			Cash Account		Amount			
	450 - SRWA - Operations			450.11000 (Cash)		$1,438.76			
151252	11/13/2025	Open			Accounts Payable	MWI VETERINARY SUPPLY CO DBA MWI ANIMAL HEALTH	$128.77		
	Invoice		Date	Description		Amount			
	64299617		11/03/2025	GLV EXAM SM/MED/LG NIGHT ANGEL NITRL		$128.77			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		$128.77			
151253	11/13/2025	Open			Accounts Payable	NAPA AUTO PARTS	$3,574.17		
	Invoice		Date	Description		Amount			
	847470		10/27/2025	48880640 NB BRAKE ROTOR HUB		$830.26			
	847544		10/27/2025	7266 520 BAT ENV 6MO WTY BAT ()		$236.07			
	847572		10/28/2025	H6054BLN LMP PREMIUM SEALED BEAMS		$36.93			
	847575		10/28/2025	14232 MS SGLE EDGE BLADES		$9.84			
	847584		10/28/2025	7526 BAT 2YR WTY BAT		$134.30			
	847588		10/28/2025	8212737 BK BULLDOG SQ JACK 8K TW		$221.98			
	847613		10/28/2025	W023587215 TWD Firestone Air Spring - Suspension		$47.88			
	847620		10/28/2025	7453046 BK WHEEL BEARING PROTECT		$114.03			
	847649		10/28/2025	3060 FPG MATERIAL ASSORTMENT		$13.36			
	847681		10/29/2025	7526 BAT 2YR WTY BAT ()		$537.22			
	847690		10/29/2025	604228 NOE AIR DOOR ACTUATOR		$21.00			
	847696		10/29/2025	97960 LIT DOCUMENT HOLDER KIT		$57.88			
	847699		10/29/2025	7590 BAT 2YR WTY BAT		$150.07			
	847725		10/29/2025	27356MP SFI ENGINE OIL FILTER		$15.21			
	847746		10/30/2025	220107 FIL AIR FILTER		$122.36			
	847749		10/30/2025	1056 FIL OIL FILTER		$469.82			
	847754		10/30/2025	2985 FIL AIR FILTER		$169.84			
	847759		10/30/2025	21040MP SFI ENGINE OIL FILTER		$2.17			
	847763		10/30/2025	7750S FIL OIL FILTER		$18.25			
	847769		10/30/2025	3011 FIL FUEL FILTER		$20.61			
	847812		10/31/2025	W5369 PTT FUSE ASSORTMENT ()		$33.57			
	847836		10/31/2025	UBOLT NON 3/8 ubolt ()		$100.63			
	847865		10/31/2025	CCREEPLP400 CHT LOW PROFILE 400LBS CR		$129.43			
	847885		11/03/2025	48-89-9221 MIL 3PC DRILL BIT SET (M01)		$81.46			
	Paying Fund			Cash Account		Amount			
	505 - Fleet			505.11000 (Cash)		$3,574.17			
151254	11/13/2025	Open			Accounts Payable	National Coating & Lining Co	$28,367.43		
	Invoice		Date	Description		Amount			
	PP8/CP 23-027		09/30/2025	23-027 Secondary Clarifier No. 4 Recoating-9/30/25		$28,367.43			
	Paying Fund			Cash Account		Amount			
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)		$28,367.43			
151255	11/13/2025	Open			Accounts Payable	Operational Technical Services, LLC	$5,318.04		
	Invoice		Date	Description		Amount			
	5208		10/22/2025	SRWA - Senior Operator MC 10.20.25 - 10.22.25		$5,318.04			

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	Paying Fund			Cash Account			Amount		
	450 - SRWA - Operations			450.11000 (Cash)			$5,318.04		
151256	11/13/2025	Open			Accounts Payable	OREILLY AUTO PARTS	$56.97		
	Invoice		Date	Description			Amount		
	2800-196723		11/03/2025	SAC 4B965360 LIFT SUPPORT			$43.08		
	2800-196745		11/03/2025	OPT MC99RK LIGHT BAR			$13.89		
	Paying Fund			Cash Account			Amount		
	505 - Fleet			505.11000 (Cash)			$56.97		
151257	11/13/2025	Open			Accounts Payable	P G & E	$661.96		
	Invoice		Date	Description			Amount		
	102925 573 Birch		10/29/2025	3511883216-7 573 Birchwood Way			$41.92		
	FIRE#3 11/2/25		11/02/2025	2087893140-9 / 501 E Monte Vista Ave			$64.55		
	CITY HALL11/5/25		11/05/2025	3254375586-5 / 156 S Broadway			$104.09		
	FIRE#1 11/5/25		11/05/2025	3159594551-5 / 540 Marshall St			$252.95		
	SENIOR 11/5/25		11/05/2025	2890831960-2 / 1191 Cahill St			$198.45		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$620.04		
	255 - CDBG			255.11000 (Cash)			$41.92		
151258	11/13/2025	Open			Accounts Payable	PROVOST & PRITCHARD ENGINEERING GROUP INC	$14,713.75		
	Invoice		Date	Description			Amount		
	124250		09/30/2025	SR01, 23-046 Well 29 Chlorination-9/30/25			$2,820.00		
	124027		09/30/2025	SR02, 24-045 Well 36 GAC Treatment-Environmental-9/30/25			$5,254.80		
	124028		09/30/2025	SR03, 24-025 Morgan Ranch Sewer Lift Station Offsite Pipe9/30/25			$6,638.95		
	Paying Fund			Cash Account			Amount		
	414 - Sewer LIne/Trunk Construction			414.11000 (Cash)			$6,638.95		
	420 - WATER			420.11000 (Cash)			$2,820.00		
	422 - Well Remediation			422.11000 (Cash)			$5,254.80		
151259	11/13/2025	Open			Accounts Payable	Pryme Infil, Inc.	$6,500.00		
	Invoice		Date	Description			Amount		
	33-2026		11/03/2025	PRYME INFIL SOFTWARE AND ONBOARDING			$6,500.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$6,500.00		
151260	11/13/2025	Open			Accounts Payable	R & S ERECTION INC	$3,461.94		
	Invoice		Date	Description			Amount		
	144324-1		11/04/2025	SERVICE CALL; PSF; GATE NOT FUNCTIONING 9/29/25			$1,322.94		
	144324-2		11/04/2025	SERVICE CALL; PSF; GATE NOT FUNCTIONING 10/17/25			$2,139.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$3,461.94		
151261	11/13/2025	Open			Accounts Payable	R3 Consulting Group, Inc.	$8,985.00		
	Invoice		Date	Description			Amount		
	124747		09/02/2025	September 2025			$2,368.75		
	124884		11/03/2025	November 2025			$6,616.25		
	Paying Fund			Cash Account			Amount		

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	204 - SolidWaste/Recycle/PublicEducati			204.11000 (Cash)		$8,985.00			
151262	11/13/2025	Open			Accounts Payable	REED INC, GEORGE	$104.20		
	Invoice		Date	Description		Amount			
	100382276		10/28/2025	ASPHALT		$104.20			
	Paying Fund			Cash Account		Amount			
	219 - SB1 Road Maint & Rehab Account			219.11000 (Cash)		$104.20			
151263	11/13/2025	Open			Accounts Payable	ROBIC REFRIGERATION INC	$724.14		
	Invoice		Date	Description		Amount			
	0000036352		10/16/2025	SREVICE REQUEST FOR ICE MACHINE IN UPSTAIRS BREAK ROOM		$724.14			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		$724.14			
151264	11/13/2025	Open			Accounts Payable	RUSH TRUCK CENTERS OF CALIFORNIA, INC.	$288.19		
	Invoice		Date	Description		Amount			
	3043794211		11/01/2025	LB5Z18125AC:FRD SHOCK ABSORBER ASY		$335.05			
	3043735608		10/24/2025	2313486:CT GASKET		($46.86)			
	Paying Fund			Cash Account		Amount			
	505 - Fleet			505.11000 (Cash)		$288.19			
151265	11/13/2025	Open			Accounts Payable	Sandis Civil Engineers Surveyors Planners	$6,232.75		
	Invoice		Date	Description		Amount			
	3509298-M		09/30/2025	SR02, 25-030 Pedestrian Cross W Christoffersen & Mckenna 9/30/25		$6,232.75			
	Paying Fund			Cash Account		Amount			
	218 - Measure L			218.11000 (Cash)		$6,232.75			
151266	11/13/2025	Open			Accounts Payable	SHARPENING SHOP	$2,444.01		
	Invoice		Date	Description		Amount			
	2026-00000375		11/04/2025	25.4 CC CURVED SHAFT EDGER (5)		$2,444.01			
	Paying Fund			Cash Account		Amount			
	246 - Landscape Assessment			246.11000 (Cash)		$2,444.01			
151267	11/13/2025	Open			Accounts Payable	SIEGFRIED ENGINEERING INC	$30,466.34		
	Invoice		Date	Description		Amount			
	50738		09/30/2025	25-026 Design Roads Task 3 CIP-September 2025		$30,466.34			
	Paying Fund			Cash Account		Amount			
	115 - Measure A - Roads			115.11000 (Cash)		$30,466.34			
151268	11/13/2025	Open			Accounts Payable	SOUTHERN TIRE MART	$6,021.15		
	Invoice		Date	Description		Amount			
	7320020211		11/03/2025	255/60R18 FIREHAWK PURSUIT		$2,111.69			
	7320020270		11/03/2025	205/75R15 TOWMASTER		$1,877.04			
	7320020271		11/03/2025	ST225/75R15/10 CARAWAY ST		$1,983.77			
	7320020272		11/03/2025	P075U WHEEL WEIGHTS .75 OZ		$48.65			
	Paying Fund			Cash Account		Amount			
	505 - Fleet			505.11000 (Cash)		$6,021.15			
151269	11/13/2025	Open			Accounts Payable	STANISLAUS COUNTY - TAX	$24,611.12		
	Invoice		Date	Description		Amount			
	050-009-002 2526		09/17/2025	Montana Ave Property Taxes FY 25/26		$4,939.50			

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	044-057-028 2526		09/17/2025	Zach Ct Property Taxes FY 25/26			$21.34		
	058-031-026 2526		09/17/2025	0 W Harding Rd Property Taxes FY 25/26			$130.66		
	058-023-028 2526		09/17/2025	0 Carpenter Rd Property Taxes FY 25/26			$119.40		
	043-045-017 2526		09/17/2025	144 S Broadway Property Taxes FY 25/26			$2,043.30		
	043-045-016 2526		09/17/2025	156 S Broadway Property Taxes FY 25/26			$12,095.94		
	045-044-054 2526		09/17/2025	0 Berkeley Ave Property Taxes FY 25/26			$144.70		
	073-009-014 2526		09/17/2025	3500 N Quincy Rd Property Taxes FY 25/26			$4,316.34		
	061-016-031 2526		09/17/2025	140 1st St Property Taxes FY 25/26			$640.36		
	044-062-031 2526		09/17/2025	1765 Warp Dr Property Taxes FY 25/26			$25.54		
	044-062-032 2526		09/17/2025	1760 Warp Dr Property Taxes FY 25/26			$25.54		
	044-062-033 2526		09/17/2025	1740 Warp Dr Property Taxes FY 25/26			$25.54		
	044-062-030 2526		09/17/2025	1745 Warp Dr Property Taxes FY 25/26			$25.54		
	043-060-011 2526		09/17/2025	Hartvickson Dr Property Taxes FY 25/26			$29.14		
	073-036-001 2526		09/17/2025	1623 Alex Way Property Taxes FY 25/26			$28.28		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$19,719.10		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$430.98		
	420 - WATER			420.11000 (Cash)			$4,461.04		
151270	11/13/2025	Open			Accounts Payable	STANISLAUS COUNTY DEPT OF ENVIRONMENTAL RESOURCES	$1,176.00		
	Invoice		Date	Description			Amount		
	493094		10/27/2025	4001 493094 10/7/2025 APSA - STATE SURCHARGE			$1,176.00		
	Paying Fund			Cash Account			Amount		
	505 - Fleet			505.11000 (Cash)			$1,176.00		
151271	11/13/2025	Open			Accounts Payable	STERICYCLE INC	$115.76		
	Invoice		Date	Description			Amount		
	8012409187		10/25/2025	ST#1 - STERI-SAFE MONTHLY TREATMENT			$28.94		
	8012409183		10/25/2025	ST#2 - STERI-SAFE MONTHLY TREATMENT			$28.94		
	8012409181		10/25/2025	ST#4 - STERI-SAFE MONTHLY TREATMENT			$28.94		
	8012409185		10/25/2025	ST#3 - STERI-SAFE MONTHLY TREATMENT			$28.94		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$115.76		
151272	11/13/2025	Open			Accounts Payable	T I D	$30.91		
	Invoice		Date	Description			Amount		
	102725 1827 Shad		10/27/2025	5637003297 1827 Shadow Park Dr.			$30.91		
	Paying Fund			Cash Account			Amount		
	255 - CDBG			255.11000 (Cash)			$30.91		
151273	11/13/2025	Open			Accounts Payable	Talkington Inc dba Lancaster Painting	$44,500.00		
	Invoice		Date	Description			Amount		
	24-1741		11/03/2025	Bus Maintenance Shop Floor Refinishing and Repairs			$44,500.00		
	Paying Fund			Cash Account			Amount		
	426 - Transit			426.11000 (Cash)			$44,500.00		
151274	11/13/2025	Open			Accounts Payable	TITAN FENCE INC	$25,746.11		
	Invoice		Date	Description			Amount		
	4275		09/09/2025	FENCE @ 115 S. GOLDEN STATE (INCLUDING PANIC GATE WITH HARDWARE)			$11,813.41		

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	4268		08/29/2025	FENCE REPLACEMENT AT 200, 222 & 300 N. SODERQUIST RD.		$13,932.70			
	Paying Fund			Cash Account		Amount			
	219 - SB1 Road Maint & Rehab Account			219.11000 (Cash)		$13,932.70			
	301 - Capital Improvements			301.11000 (Cash)		$11,813.41			
151275	11/13/2025	Open			Accounts Payable	TOTLCOM - VOICE & DATA SYSTEMS	$20,355.00		
	Invoice		Date	Description		Amount			
	330979		08/01/2025	Mitel System Support 9/29/25 - 9/28/26		$20,355.00			
	Paying Fund			Cash Account		Amount			
	501 - Information Technology			501.11000 (Cash)		$20,355.00			
151276	11/13/2025	Open			Accounts Payable	TRIMAX MOWING SYSTEMS	$1,793.55		
	Invoice		Date	Description		Amount			
	INV2031695		10/28/2025	414-000-095 Roller Weldment - Loctek 290		$1,793.55			
	Paying Fund			Cash Account		Amount			
	505 - Fleet			505.11000 (Cash)		$1,793.55			
151277	11/13/2025	Open			Accounts Payable	TURF STAR	$2,561.29		
	Invoice		Date	Description		Amount			
	INV122201		10/29/2025	110-9685-03: RH BALL JOINT ASM		$216.78			
	INV122223		10/29/2025	3220-12: NUT-HEX JAM LH (Supersedes 103638)		$220.10			
	INV122347		10/30/2025	134-1244: RIVET		$12.79			
	INV122401		10/30/2025	256-121: WASHER-THRUST		$539.00			
	INV122440		10/30/2025	107-4738: BELT-HH		$821.81			
	INV122441		10/30/2025	63-8400: CASTER WHEEL ASM		$750.81			
	Paying Fund			Cash Account		Amount			
	505 - Fleet			505.11000 (Cash)		$2,561.29			
151278	11/13/2025	Open			Accounts Payable	TURLOCK JOURNAL	$1,403.00		
	Invoice		Date	Description		Amount			
	406476		10/31/2025	Legal AD: BID 25-018 10/11/25		$138.00			
	406477		10/31/2025	Legal AD BID 25-019 10/18/25		$138.00			
	406478		10/31/2025	Legal AD BID 25-016 10/18/25		$161.00			
	406479		10/31/2025	Legal AD BID 25-015 10/22/2025		$138.00			
	406500		10/31/2025	LEGAL AD TJ#10-31 901 PIONEER AVE		$414.00			
	405559		10/19/2025	LEGAL AD TJ#10-20 TP25002333 & F25020		$414.00			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		$1,104.00			
	115 - Measure A - Roads			115.11000 (Cash)		$138.00			
	255 - CDBG			255.11000 (Cash)		$161.00			
151279	11/13/2025	Open			Accounts Payable	TURLOCK POLICE WIDOWS & ORPHANS	$1,252.00		
	Invoice		Date	Description		Amount			
	JUL-DEC 2022		11/13/2025	PD WIDOW - Police Widows & Orphans Charitab*		$1,252.00			
	Paying Fund			Cash Account		Amount			
	104 - Payroll Clearing Fund			104.11000 (Cash)		$1,252.00			
151280	11/13/2025	Open			Accounts Payable	UNITED RENTAL INC	$2,623.71		
	Invoice		Date	Description		Amount			
	254809414-001		10/27/2025	SHIPPING & RECEIVING GENERAL SUPPLIES		$842.84			
	254810321-001		10/27/2025	SHIPPING & RECEIVING GENERAL SUPPLIES		$1,263.90			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	254873895-001		10/28/2025	SHIPPING & RECEIVING GENERAL SUPPLIES			$516.97		
	Paying Fund			Cash Account			Amount		
	505 - Fleet			505.11000 (Cash)			$2,623.71		
151281	11/13/2025	Open			Accounts Payable	UNIVAR SOLUTIONS USA, LLC dba UNIVAR SOLUTIONS USA	$14,819.87		
	Invoice		Date	Description			Amount		
	53440626		10/29/2025	SRWA SUPPLY AND DELIVERY OF SODIUM HYPOCHLORITE 10.29.25			$14,819.87		
	Paying Fund			Cash Account			Amount		
	450 - SRWA - Operations			450.11000 (Cash)			$14,819.87		
151282	11/13/2025	Open			Accounts Payable	VERIZON WIRELESS	$565.55		
	Invoice		Date	Description			Amount		
	6126327904		10/18/2025	642482150-00001 Utilities Wellsites-Sim Card 9/19-10/18 2025			$565.55		
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			$565.55		
151283	11/13/2025	Open			Accounts Payable	Vestra Resources, Inc.	$7,966.75		
	Invoice		Date	Description			Amount		
	82212-28		09/16/2025	GIS Professional Services August - Sept 2025			$7,866.50		
	82212		10/21/2025	GIS Professional Services August - Sept 2025			$100.25		
	Paying Fund			Cash Account			Amount		
	501 - Information Technology			501.11000 (Cash)			$7,966.75		
151284	11/13/2025	Open			Accounts Payable	WEST PUBLISHING CORPORATION	$293.03		
	Invoice		Date	Description			Amount		
	852756763		11/01/2025	ONLINE SOFTWARE SUBSCRIPTION FOR 10/01/25 - 10/31/25			$293.03		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$293.03		
151285	11/13/2025	Open			Accounts Payable	WEST YOST & ASSOCIATES INC.	$1,670.00		
	Invoice		Date	Description			Amount		
	2064934		09/30/2025	Professional Serves			$1,670.00		
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			$1,670.00		
151286	11/13/2025	Open			Accounts Payable	WINTON-IRELAND STROM AND GREEN INSURANCE	$215.00		
	Invoice		Date	Description			Amount		
	1229462		11/07/2025	Add Unit #32582 2025 Ford Transit Van			$108.00		
	1228744		11/04/2025	Add Unit #s 42601 & 42612 2026 Ford F-250s			$246.00		
	1224090		10/20/2025	Delete FR08-291 2008 HME/Ahrens-Fox Fire Engine			($139.00)		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			($139.00)		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$246.00		
	426 - Transit			426.11000 (Cash)			$108.00		
151287	11/13/2025	Open			Accounts Payable	World Oil, LLC	$1,318.98		
	Invoice		Date	Description			Amount		
	I500-01286842		10/28/2025	MIXED FUEL- 55 GL DR (3); 55 GAL O/T TOP DRUM RECON (3)			$1,318.98		
	Paying Fund			Cash Account			Amount		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name		Transaction Amount	Reconciled Amount	Difference
	217 - Streets - Gas Tax			217.11000 (Cash)			$1,318.98			
151288	11/13/2025	Open			Accounts Payable	Zoho Corporation		$3,565.00		
	Invoice		Date	Description			Amount			
	5020027305		10/07/2025	Manage Engine AD SelfService 11/04/25 - 12/04/26			$2,370.00			
	5020027306		10/07/2025	Manage Engine Service Desk Plus 12/05/2025 - 12/04/2026			$1,195.00			
	Paying Fund			Cash Account			Amount			
	501 - Information Technology			501.11000 (Cash)			$3,565.00			
151289	11/13/2025	Open			Accounts Payable	ZUMAR INDUSTRIES INC		$1,578.46		
	Invoice		Date	Description			Amount			
	54021		09/16/2025	MISC. SUPPLIES FOR STREETS TEAM			$1,578.46			
	Paying Fund			Cash Account			Amount			
	217 - Streets - Gas Tax			217.11000 (Cash)			$1,578.46			
151290	11/13/2025	Open			Accounts Payable	CADE, DARRIAN		$103.19		
	Invoice		Date	Description			Amount			
	DEMAND - DCADE		10/31/2025	UNIFORM REIMBURSEMENT			$103.19			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$103.19			
151291	11/13/2025	Open			Accounts Payable	FRANCO, LILIA		$153.17		
	Invoice		Date	Description			Amount			
	TR 5200 PER DIEM		11/12/2025	DEMAND FOR AIRPORT BAGS, PARKING AND PER DIEM			$153.17			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$153.17			
151292	11/13/2025	Open			Accounts Payable	GOLDEN HIGHWAY LLC		$11,024.58		
	Invoice		Date	Description			Amount			
	GP 21-016G		11/08/2025	PROJECT DIED, REFUND PERMIT FEES LESS 2 HR & RECORDS RETENTION			$11,024.58			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$421.63			
	240 - Small Equipment Replacement			240.11000 (Cash)			$584.86			
	420 - WATER			420.11000 (Cash)			$1,663.00			
	502 - Engineering			502.11000 (Cash)			$8,355.09			
151293	11/13/2025	Open			Accounts Payable	HERNANDEZ, HENRY		$370.00		
	Invoice		Date	Description			Amount			
	TR 5205 PER DIEM		11/05/2025	CNOA, 11/20/25-11/25/25			$370.00			
	Paying Fund			Cash Account			Amount			
	201 - Asset Forfeiture			201.11000 (Cash)			$370.00			
151294	11/13/2025	Open			Accounts Payable	JIMENEZ, JONATHAN		$42.00		
	Invoice		Date	Description			Amount			
	JJIMENEZ -PERMIT		10/28/2025	OVERPAYMENT FOR CANNABIS PERMIT			$42.00			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$42.00			
151295	11/13/2025	Open			Accounts Payable	Machado, Luis		$170.20		
	Invoice		Date	Description			Amount			
	TRN5222 Per Diem		11/07/2025	TR5222 Microsoft Ignite 2025 11/18/25-11/29/25			$170.20			
	Paying Fund			Cash Account			Amount			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name		Transaction Amount	Reconciled Amount	Difference
	501 - Information Technology			501.11000 (Cash)			$170.20			
151296	11/13/2025	Open			Accounts Payable	MARQUEZ, MARTIN		$370.00		
	Invoice		Date	Description			Amount			
	TR 5205 PER DIEM		11/05/2025	CNOA, 11/20/25-11/25/25, SAN DIEGO			$370.00			
	Paying Fund			Cash Account			Amount			
	201 - Asset Forfeiture			201.11000 (Cash)			$370.00			
151297	11/13/2025	Open			Accounts Payable	MINER, DAN & ROBYNN		$100.00		
	Invoice		Date	Description			Amount			
	R25-008247		10/30/2025	A/C REFUND			$100.00			
	Paying Fund			Cash Account			Amount			
	203 - Animal Fee Forfeiture			203.11000 (Cash)			$100.00			
151298	11/13/2025	Open			Accounts Payable	MINER, DAN & ROBYNN		$6.00		
	Invoice		Date	Description			Amount			
	R25-008332		10/30/2025	A/C REFUND			$6.00			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$6.00			
151299	11/13/2025	Open			Accounts Payable	MODERN WASTE SOLUTIONS		$259.46		
	Invoice		Date	Description			Amount			
	11846		10/31/2025	BIOHAZARD DESTRUCTION			$259.46			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$259.46			
151300	11/13/2025	Open			Accounts Payable	Ramos De La Cruz, Juan, Carlos		$306.85		
	Invoice		Date	Description			Amount			
	518 Mitchell Ave		10/28/2025	FTHB Payoff refund for 518 Mitchell Ave., Turlock			$306.85			
	Paying Fund			Cash Account			Amount			
	256 - Stanislaus Housing Consortium			256.11000 (Cash)			$306.85			
151301	11/13/2025	Open			Accounts Payable	SANCHEZ, DOMINIQUE		$180.00		
	Invoice		Date	Description			Amount			
	TR 5219 PER DIEM		11/05/2025	TOC CONFERENCE, 11/16/25 - 11/19/25, CORONADO			$180.00			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$180.00			
151302	11/13/2025	Open			Accounts Payable	Silveira, Sam		$294.80		
	Invoice		Date	Description			Amount			
	TRN5222 PerDiem		11/07/2025	TR5222 Microsoft Ignite 2025 11/17/25-11/20/25			$294.80			
	Paying Fund			Cash Account			Amount			
	501 - Information Technology			501.11000 (Cash)			$294.80			
151303	11/13/2025	Open			Accounts Payable	STAPLER , MICHAEL		$350.00		
	Invoice		Date	Description			Amount			
	TR 5221 PER DIEM		11/12/2025	FBI-LEEDA, 11/30/25-12/5/25, SANTE FE SPRINGS			$350.00			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$350.00			
151304	11/13/2025	Open			Accounts Payable	VILLAPUDUA , ROBERT		$370.00		
	Invoice		Date	Description			Amount			
	TR 5205 PER DIEM		11/05/2025	CNOA, 11/20/25-11/25/25, SAN DIEGO			$370.00			
	Paying Fund			Cash Account			Amount			

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From Payment Date: 11/7/2025 - To Payment Date: 11/13/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name		Transaction Amount	Reconciled Amount	Difference
	201 - Asset Forfeiture			201.11000 (Cash)			$370.00			
Type Check Totals:					100 Transactions			$558,194.99		
AP - Accounts Payable Totals										

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	100	$558,194.99	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00
	Total	100	$558,194.99	$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	100	$558,194.99	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00
	Total	100	$558,194.99	$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	**100**	**$558,194.99**	**$0.00**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**0**	**$0.00**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**100**	**$558,194.99**	**$0.00**

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	**100**	**$558,194.99**	**$0.00**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**0**	**$0.00**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**100**	**$558,194.99**	**$0.00**

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From Payment Date: 11/14/2025 - To Payment Date: 11/20/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - Accounts Payable									
Check									
151305	11/14/2025	Open			Accounts Payable	BLUETRITON BRANDS INC	$488.30		

Invoice	Date	Description	Amount
15K0033258518	11/08/2025	5 Gallon drinking water and plastic cups.WATER RESOURCE BUILDING	$23.89
15K0033242389	11/08/2025	5 Gallon drinking water and plastic cups. WASTE MGMT	$441.61
15K0033242363	11/08/2025	5 Gallon drinking water and plastic cups. UTILITIES	$22.80

Paying Fund	Cash Account	Amount
410 - WATER QUALITY CONTROL (WQC)	410.11000 (Cash)	$244.14
420 - WATER	420.11000 (Cash)	$244.16

151306	11/18/2025	Open			Utility Management Refund	VALENCIA, JAIME	$352.97

Account Type	Account Number	Description	Transaction Date	Transaction Type
Single Family Res Metered	189057-005	MOVE OUT CREDIT	11/17/2025	Refund

Paying Fund	Cash Account	Amount
420 - WATER	420.11000 (Cash)	$352.97

151307	11/20/2025	Open			Accounts Payable	AMERICAN VALLEY WASTE OIL INC	$565.00

Invoice	Date	Description	Amount
223629	11/07/2025	used oil dispoal	$565.00

Paying Fund	Cash Account	Amount
505 - Fleet	505.11000 (Cash)	$565.00

151308	11/20/2025	Open			Accounts Payable	AssetWorks Inc	$220.00

Invoice	Date	Description	Amount
SIN018453	10/31/2025	Plummer - Implementation Post Go Live 10/1-10/4 2025	$220.00

Paying Fund	Cash Account	Amount
505 - Fleet	505.11000 (Cash)	$220.00

151309	11/20/2025	Open			Accounts Payable	AT&T MOBILITY	$2,271.53

Invoice	Date	Description	Amount
5677X10272025	10/19/2025	Municipal Services - AT&T Phone Services	$1,141.58
4173X10272025	10/19/2025	Municipal Services - AT&T Phone Services	$1,129.95

Paying Fund	Cash Account	Amount
205 - Sports Facilities	205.11000 (Cash)	$13.54
410 - WATER QUALITY CONTROL (WQC)	410.11000 (Cash)	$1,603.93
420 - WATER	420.11000 (Cash)	$535.76
450 - SRWA - Operations	450.11000 (Cash)	$118.30

151310	11/20/2025	Open			Accounts Payable	AT&T/SBC	$31.54

Invoice	Date	Description	Amount
PD 11/7/25	11/07/2025	Acct# 234 371-3447 543 0/ Police Dept	$31.54

Paying Fund	Cash Account	Amount
110 - General Fund	110.11000 (Cash)	$31.54

151311	11/20/2025	Open			Accounts Payable	AutoZone Stores LLC	$33.36

Invoice	Date	Description	Amount
05701901718	11/06/2025	37479 1 THRDLKER 271 HEAV SKU-000571473	$33.36

Paying Fund	Cash Account	Amount
505 - Fleet	505.11000 (Cash)	$33.36

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151312	11/20/2025	Open			Accounts Payable	BAY CITY BOILER AND ENGINEERING CO., INC.	$1,625.00		

Invoice	Date	Description	Amount
39807	10/30/2025	HOT WATER BOILER REPAIRS AND PREVENTATIVE MAINTENANCE SERVICES	$1,625.00

Paying Fund	Cash Account	Amount
410 - WATER QUALITY CONTROL (WQC)	410.11000 (Cash)	$1,625.00

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151313	11/20/2025	Open			Accounts Payable	BLUETRITON BRANDS INC	$22.80		

Invoice	Date	Description	Amount
15K0033309543	11/08/2025	5 Gallon water & plastic cups @ Corp Yard (10/7 - 11/6/2025)	$22.80

Paying Fund	Cash Account	Amount
110 - General Fund	110.11000 (Cash)	$11.40
217 - Streets - Gas Tax	217.11000 (Cash)	$5.70
246 - Landscape Assessment	246.11000 (Cash)	$5.70

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151314	11/20/2025	Open			Accounts Payable	Brown Armstrong Accountancy Corporation	$9,816.25		

Invoice	Date	Description	Amount
282809	10/26/2025	Final on 2024 ACFR: GASB 75 Audit	$1,200.00
282810	10/26/2025	Final on 2024 Audit - PFA Bond Letters	$3,500.00
282811	10/26/2025	Final on 2024 Audit - TDA	$3,011.25
282812	10/26/2025	2024 Audit - SRWA	$2,105.00

Paying Fund	Cash Account	Amount
110 - General Fund	110.11000 (Cash)	$600.00
216 - Streets - Local Transportation	216.11000 (Cash)	$1,003.65
255 - CDBG	255.11000 (Cash)	$30.00
410 - WATER QUALITY CONTROL (WQC)	410.11000 (Cash)	$1,930.00
420 - WATER	420.11000 (Cash)	$1,930.00
426 - Transit	426.11000 (Cash)	$2,187.60
621 - Successor Agency - Non LMI	621.11000 (Cash)	$30.00
950 - SRWA - JPA	950.11000 (Cash)	$2,105.00

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151315	11/20/2025	Open			Accounts Payable	CA-NV SECTION AWWA	$7,040.00		

Invoice	Date	Description	Amount
5433	10/22/2025	ON-SITE TRAINING FOR SAMPLING WORKSHOP	$7,040.00

Paying Fund	Cash Account	Amount
410 - WATER QUALITY CONTROL (WQC)	410.11000 (Cash)	$1,980.00
420 - WATER	420.11000 (Cash)	$5,060.00

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151316	11/20/2025	Open			Accounts Payable	CAPTUREPOINT	$291.38		

Invoice	Date	Description	Amount
SI-237131	11/04/2025	BBPOS WISEPOS E CARD READER	$291.38

Paying Fund	Cash Account	Amount
110 - General Fund	110.11000 (Cash)	$291.38

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151317	11/20/2025	Open			Accounts Payable	CAROLLO ENGINEERS	$63,973.61		

Invoice	Date	Description	Amount
FB73351	10/09/2025	CHEMICAL SYST UPGRADES PROG AT RWQC	$63,973.61

Paying Fund	Cash Account	Amount
410 - WATER QUALITY CONTROL (WQC)	410.11000 (Cash)	$63,973.61

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151318	11/20/2025	Open			Accounts Payable	CENTRAL VALLEY CONCRETE	$1,142.28		
	Invoice		Date	Description			Amount		
	283767		11/03/2025	RECYCLED AB			$582.00		
	283801		11/04/2025	FILL SAND			$560.28		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$1,142.28		
151319	11/20/2025	Open			Accounts Payable	CHARTER COMMUNICATIONS	$312.98		
	Invoice		Date	Description			Amount		
	170075101110725		11/07/2025	170075101 / CITY HALL (TV Service) 156 S Broadway #112			$312.98		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$61.05		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$39.25		
	420 - WATER			420.11000 (Cash)			$39.26		
	501 - Information Technology			501.11000 (Cash)			$173.42		
151320	11/20/2025	Open			Accounts Payable	CINCINNATI LIFE INS INC	$459.74		
	Invoice		Date	Description			Amount		
	4010452452		11/18/2025	OCTOBER 2025 PREMIUMS			$459.74		
	Paying Fund			Cash Account			Amount		
	104 - Payroll Clearing Fund			104.11000 (Cash)			$459.74		
151321	11/20/2025	Open			Accounts Payable	CITY OF MODESTO	$43,029.79		
	Invoice		Date	Description			Amount		
	161574		08/25/2025	RECYCLED WATER STUDIES - FAR FIELD DILUTION & CEC STUDY			$43,029.79		
	Paying Fund			Cash Account			Amount		
	416 - Recycled Water Sales			416.11000 (Cash)			$43,029.79		
151322	11/20/2025	Open			Accounts Payable	CLARK PEST CONTROL OF STOCKTON, INC	$7,793.00		
	Invoice		Date	Description			Amount		
	QP-10-25		10/31/2025	QTRLY PEST CONTROL SERVICES OCT-DEC 2025			$1,630.00		
	MW-10-25		10/31/2025	MONTHLY WEED CONTROL SERVICES - OCT 2025			$4,398.00		
	MP-10-25		10/31/2025	MONTHLY PEST CONTROL SERVICES - OCT 2025			$1,765.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$1,826.66		
	205 - Sports Facilities			205.11000 (Cash)			$140.00		
	217 - Streets - Gas Tax			217.11000 (Cash)			$368.00		
	246 - Landscape Assessment			246.11000 (Cash)			$28.34		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$4,300.00		
	416 - Recycled Water Sales			416.11000 (Cash)			$75.00		
	420 - WATER			420.11000 (Cash)			$850.00		
	426 - Transit			426.11000 (Cash)			$60.00		
	505 - Fleet			505.11000 (Cash)			$145.00		
151323	11/20/2025	Open			Accounts Payable	Crane & Hoist Services, Ltd	$649.35		
	Invoice		Date	Description			Amount		
	12057		09/24/2025	CRANE & HOIST PREVENTATIVE MAINTENANCE, REPAIRS AND REPLACEMENT			$649.35		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$649.35		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151324	11/20/2025	Open			Accounts Payable	CRESCENT SURPLUS INC	$155.68		
	Invoice		Date	Description			Amount		
	460333		11/12/2025	LAPD BLU PANT - JESUS NUNEZ CSO			$155.68		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$155.68		
151325	11/20/2025	Open			Accounts Payable	CULLIGAN INC	$97.85		
	Invoice		Date	Description			Amount		
	CD2909565		10/26/2025	ACCT #180900 De-ionized water for WQC Lab			$97.85		
	CD2930973		10/29/2025	ACCT #180900 De-ionized water for WQC Lab			$0.00		
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			$97.85		
151326	11/20/2025	Open			Accounts Payable	EKI Environment & Water Inc.	$45,090.75		
	Invoice		Date	Description			Amount		
	C50010.00-02		11/14/2025	November 2025			$45,090.75		
	Paying Fund			Cash Account			Amount		
	423 - PCE Downtown (Prop 1 Grant)			423.11000 (Cash)			$45,090.75		
151327	11/20/2025	Open			Accounts Payable	EMPLOYMENT DEVELOP DEPT	$40.00		
	Invoice		Date	Description			Amount		
	11082025GONZALEZ		11/17/2025	11082025 PAYROLL WITHHOLDING			$40.00		
	Paying Fund			Cash Account			Amount		
	104 - Payroll Clearing Fund			104.11000 (Cash)			$40.00		
151328	11/20/2025	Open			Accounts Payable	ENTERPRISE FM TRUST	$4,804.20		
	Invoice		Date	Description			Amount		
	FBN5483207		11/05/2025	SRWA Enterprise Leased Vehicles - November 2025			$4,804.20		
	Paying Fund			Cash Account			Amount		
	450 - SRWA - Operations			450.11000 (Cash)			$4,804.20		
151329	11/20/2025	Open			Accounts Payable	FASTENAL COMPANY INC	$1,161.56		
	Invoice		Date	Description			Amount		
	CATUR201242		10/30/2025	STAINLESS STEEL BOLTS			$194.94		
	CATUR201497		11/06/2025	100 100 0 8-18x5/8 HWH SDS2 Z			$67.56		
	CATUR201498		11/06/2025	2 25 25 0 1/4 Bulkhead Union			$480.21		
	CATUR201666		11/10/2025	20 20 0 #10 1-1/16-1/2x9/16H			$418.85		
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			$194.94		
	505 - Fleet			505.11000 (Cash)			$966.62		
151330	11/20/2025	Open			Accounts Payable	FEDERAL EXPRESS	$169.88		
	Invoice		Date	Description			Amount		
	9-067-66829		11/14/2025	SHIPPING CHARGES FOR 11/14/25			$169.88		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$169.88		
151331	11/20/2025	Open			Accounts Payable	FIRST SHIELD SECURITY AND PATROL	$28,811.44		
	Invoice		Date	Description			Amount		
	6728		10/31/2025	Unarmed Security Services for Transit Center 10/1/25-10/31/25			$20,832.00		
	6740		10/31/2025	Security Services - City Hall Special Meetings&Coverage Oct 2025			$653.94		
	6733		10/31/2025	Security Services for City Hall - Oct 2025			$7,325.50		

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	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$7,979.44		
	426 - Transit			426.11000 (Cash)			$20,832.00		
151332	11/20/2025	Open			Accounts Payable	FISHER SCIENTIFIC PRO INC	$99.98		
	Invoice		Date	Description			Amount		
	4667625		10/30/2025	POT PHOSPATE PWD CR ACS 100G			$99.98		
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			$99.98		
151333	11/20/2025	Open			Accounts Payable	FRANCHISE TAX BOARD	$186.70		
	Invoice		Date	Description			Amount		
	11082025ZAPIEN		11/17/2025	11082025 PAYROLL WITHHOLDING			$186.70		
	Paying Fund			Cash Account			Amount		
	104 - Payroll Clearing Fund			104.11000 (Cash)			$186.70		
151334	11/20/2025	Open			Accounts Payable	FRANCHISE TAX BOARD	$326.05		
	Invoice		Date	Description			Amount		
	11082025OSBORNE		11/17/2025	11082025 PAYROLL WITHHOLDING			$326.05		
	Paying Fund			Cash Account			Amount		
	104 - Payroll Clearing Fund			104.11000 (Cash)			$326.05		
151335	11/20/2025	Open			Accounts Payable	Genfare, LLC	$1,048.15		
	Invoice		Date	Description			Amount		
	90214007		11/17/2025	Generic Unencoded Media for Transfers			$1,048.15		
	Paying Fund			Cash Account			Amount		
	426 - Transit			426.11000 (Cash)			$1,048.15		
151336	11/20/2025	Open			Accounts Payable	GILLIG LLC	$579.48		
	Invoice		Date	Description			Amount		
	41371742		11/06/2025	53-47678-002 800MM	20 EA BLADE, W/S WIPER,		$579.48		
	Paying Fund			Cash Account			Amount		
	505 - Fleet			505.11000 (Cash)			$579.48		
151337	11/20/2025	Open			Accounts Payable	GOMES & SONS INC, JOE M	$27,624.40		
	Invoice		Date	Description			Amount		
	98578		11/15/2025	CUST #24090 - Fuel Expense for 11/1/25 - 11/15/25			$26,467.27		
	98470		11/10/2025	Fuel for Fire #3			$1,157.13		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$15,492.00		
	205 - Sports Facilities			205.11000 (Cash)			$387.10		
	217 - Streets - Gas Tax			217.11000 (Cash)			$2,383.76		
	246 - Landscape Assessment			246.11000 (Cash)			$1,213.15		
	255 - CDBG			255.11000 (Cash)			$90.94		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$2,756.29		
	420 - WATER			420.11000 (Cash)			$2,192.12		
	426 - Transit			426.11000 (Cash)			$2,606.92		
	450 - SRWA - Operations			450.11000 (Cash)			$419.45		
	501 - Information Technology			501.11000 (Cash)			$57.89		
	505 - Fleet			505.11000 (Cash)			$24.78		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151338	11/20/2025	Open			Accounts Payable	GOMES PROPANE	$459.01		

Invoice	Date	Description	Amount
12972	09/22/2025	PROPANE FOR MISC. EQUIPMENT FOR PFM DEPT	$64.52
12970	09/12/2025	PROPANE FOR MISC. EQUIPMENT FOR PFM DEPT	$43.34
12967	09/04/2025	PROPANE FOR MISC. EQUIPMENT FOR PFM DEPT	$63.55
12975	09/25/2025	PROPANE FOR MISC. EQUIPMENT FOR PFM DEPT	$28.68
13001	10/30/2025	PROPANE FOR MISC. EQUIPMENT FOR PFM DEPT	$66.00
12995	10/22/2025	PROPANE FOR MISC. EQUIPMENT FOR PFM DEPT	$67.13
12987	10/13/2025	PROPANE FOR MISC. EQUIPMENT FOR PFM DEPT	$60.94
12983	10/06/2025	PROPANE FOR MISC. EQUIPMENT FOR PFM DEPT	$64.85

Paying Fund	Cash Account	Amount
219 - SB1 Road Maint & Rehab Account	219.11000 (Cash)	$459.01

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151339	11/20/2025	Open			Accounts Payable	Government Consulting Partners, Inc.	$15,500.00		

Invoice	Date	Description	Amount
155	11/11/2025	Citywide Cost Allocation Plan-Engineering ICRP FY 25/26	$15,500.00

Paying Fund	Cash Account	Amount
110 - General Fund	110.11000 (Cash)	$15,500.00

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151340	11/20/2025	Open			Accounts Payable	GRAINGER INC, W W	$272.76		

Invoice	Date	Description	Amount
9651728041	09/23/2025	2 WAY BALL VALVE, PRESS BRONZE	$272.76

Paying Fund	Cash Account	Amount
410 - WATER QUALITY CONTROL (WQC)	410.11000 (Cash)	$272.76

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151341	11/20/2025	Open			Accounts Payable	Guarantee Janitorial Service	$7,264.21		

Invoice	Date	Description	Amount
3086	11/17/2025	Bus Stop Cleaning and Waste Removal	$7,264.21

Paying Fund	Cash Account	Amount
426 - Transit	426.11000 (Cash)	$7,264.21

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151342	11/20/2025	Open			Accounts Payable	Harris & Associates, Inc.	$7,644.25		

Invoice	Date	Description	Amount
69976	10/25/2025	25-046 Dev Impact Fees-Annual Report FY24/25-10/25/25	$7,644.25

Paying Fund	Cash Account	Amount
230 - NW Triangle Specific Plan	230.11000 (Cash)	$120.59
305 - Capital Facility Fees	305.11000 (Cash)	$2,170.68
307 - NE Turlock Master Plan	307.11000 (Cash)	$120.59
308 - Turlock Regional Industrial Park	308.11000 (Cash)	$120.59
309 - East Tuolumne Master Plan	309.11000 (Cash)	$4,870.60
411 - Storm Drainage Construction	411.11000 (Cash)	$120.60
414 - Sewer LIne/Trunk Construction	414.11000 (Cash)	$120.60

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151343	11/20/2025	Open			Accounts Payable	HAWORTH INC	$7,993.21		

Invoice	Date	Description	Amount
3002111170	11/14/2025	Office Furniture for Municipal Services Director-Chris	$7,993.21

Paying Fund	Cash Account	Amount
241 - Asset Replacement	241.11000 (Cash)	$1,598.64
410 - WATER QUALITY CONTROL (WQC)	410.11000 (Cash)	$2,397.97
420 - WATER	420.11000 (Cash)	$2,397.96
426 - Transit	426.11000 (Cash)	$1,598.64

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151344	11/20/2025	Open			Accounts Payable	HILMAR LUMBER INC	$395.23		
	Invoice		Date	Description			Amount		
	751008		10/31/2025	WQC SUPPLIES			$284.27		
	747485		10/08/2025	PLUMBERS PUTTY 1LB 1/3 HP FOOD DISPOSER			$110.96		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$395.23		
151345	11/20/2025	Open			Accounts Payable	Hinderliter, de Llamas and Associates	$187.50		
	Invoice		Date	Description			Amount		
	SIN056067		10/31/2025	Cannabis Management Program - October 2025 Services			$187.50		
	Paying Fund			Cash Account			Amount		
	117 - Cannabis			117.11000 (Cash)			$187.50		
151346	11/20/2025	Open			Accounts Payable	HSI MECHANICAL INC	$2,000.00		
	Invoice		Date	Description			Amount		
	19661		11/03/2025	HSI TO PROVIDE LABOR TO REPAIR CRACK AS NEEDED AND ADD			$2,000.00		
	Paying Fund			Cash Account			Amount		
	426 - Transit			426.11000 (Cash)			$2,000.00		
151347	11/20/2025	Open			Accounts Payable	iFlow Inc.	$7,735.98		
	Invoice		Date	Description			Amount		
	103962		11/06/2025	2IN METERS			$7,735.98		
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			$7,735.98		
151348	11/20/2025	Open			Accounts Payable	Imperial Bag & Paper Co., LLC DBA Imperial Dade	$1,205.12		
	Invoice		Date	Description			Amount		
	3984726		10/16/2025	SHIPPING & RECEIVING GENERAL SUPPLIES			$208.26		
	39401296		10/17/2025	SHIPPING & RECEIVING GENERAL SUPPLIES			$578.95		
	39543898		10/30/2025	SHIPPING & RECEIVING GENERAL SUPPLIES			$417.91		
	Paying Fund			Cash Account			Amount		
	505 - Fleet			505.11000 (Cash)			$1,205.12		
151349	11/20/2025	Open			Accounts Payable	INDUSTRIAL ELECTRICAL CO.	$2,232.56		
	Invoice		Date	Description			Amount		
	PI-085315		07/31/2025	WATER WELL MOTOR REPAIR SERVICES- STORM			$2,232.56		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$2,232.56		
151350	11/20/2025	Open			Accounts Payable	INSTRUMENT TECHNOLOGY CORPORATION	$6,988.55		
	Invoice		Date	Description			Amount		
	26055		10/29/2025	LOCATOR			$6,988.55		
	Paying Fund			Cash Account			Amount		
	246 - Landscape Assessment			246.11000 (Cash)			$6,988.55		
151351	11/20/2025	Open			Accounts Payable	JARVIS FAY LLP	$38.50		
	Invoice		Date	Description			Amount		
	21026		11/17/2025	LEGAL SERVICES - TOT REVISION & BALLOT MEASURE			$38.50		
	Paying Fund			Cash Account			Amount		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name		Transaction Amount	Reconciled Amount	Difference
	110 - General Fund			110.11000 (Cash)			$38.50			
151352	11/20/2025	Open			Accounts Payable	JORGENSEN & CO INC		$1,142.14		
	Invoice		Date	Description			Amount			
	6217844		10/20/2025	WELL #37 - FIRE EXT AMX #5			$72.79			
	6220817		11/03/2025	CREDIT MEMO FOR INV#6217844			($72.79)			
	6220872		11/04/2025	WELL #37 - FIRE EXT AMX #5			$61.92			
	6217847		10/20/2025	WELL #20 - FIRE EXT AMX #5			$72.79			
	6220801		11/03/2025	CREDIT MEMO FOR INV#6217847			($72.79)			
	6220883		11/04/2025	WELL #20 - FIRE EXT AMX #5			$61.92			
	6217846		10/20/2025	WELL #30 - FIRE EXT AMX #5			$72.79			
	6220807		11/03/2025	CREDIT MEMO FOR INV#6217846			($72.79)			
	6220880		11/04/2025	WELL #30 - FIRE EXT AMX #5			$61.92			
	6220998		11/05/2025	CREDIT MEMO FOR INV#6220880			($61.92)			
	6218398		10/22/2025	WELL #30 - FIRE EXT AMX #5			$71.49			
	6220823		11/03/2025	CREDIT MEMO FOR INV#6218398			($71.49)			
	6220867		11/04/2025	WELL #30 - FIRE EXT AMX #5			$71.92			
	6217841		10/20/2025	WELL #32 - FIRE EXT AMX #5			$72.79			
	6220814		11/03/2025	CREDIT MEMO FOR INV#6217841			($72.79)			
	6220878		11/04/2025	WELL #32 - FIRE EXT AMX #5			$61.92			
	6217848		10/20/2025	WELL #22 - FIRE EXT AMX #5			$72.79			
	6220819		11/03/2025	CREDIT MEMO FOR INV#6217848			($72.79)			
	6220870		11/04/2025	WELL #22 - FIRE EXT AMX #5			$61.92			
	6218399		10/22/2025	NW STORAGE TANK - FIRE EXT 6 YR SERVICE (5) QTY			$232.43			
	6220821		11/03/2025	CREDIT MEMO FOR INV#6218399			($232.43)			
	6220855		11/04/2025	NW STORAGE TANK - FIRE EXT 6 YR SERVICE (5) QTY			$232.90			
	6218400		10/22/2025	SW STORAGE TANK - FIRE EXT 6 YR SERVICE (5) QTY			$232.43			
	6220831		11/04/2025	CREDIT MEMO FOR INV#6218400			($232.43)			
	6220839		11/04/2025	SW STORAGE TANK - FIRE EXT 6 YR SERVICE (5) QTY			$232.90			
	6218401		10/22/2025	SE STORAGE TANK - FIRE EXT 6 YR SERVICE (5) QTY			$232.90			
	6217843		10/20/2025	WELL #31 - FIRE EXT AMX #5			$61.92			
	6217842		10/20/2025	WELL #39 - FIRE EXT AMX #5			$72.79			
	6220775		11/03/2025	CREDIT MEMO FOR INV#6217842			($72.79)			
	6220853		11/04/2025	WELL #39 - FIRE EXT AMX #5			$61.92			
	Paying Fund			Cash Account			Amount			
	420 - WATER			420.11000 (Cash)			$1,142.14			
151353	11/20/2025	Open			Accounts Payable	Mark Thomas & Company, Inc.		$197,720.82		
	Invoice		Date	Description			Amount			
	55944		07/31/2025	24-031 Design for Roads Task Order 4 Roads CIP-MAY 2025			$5,954.20			
	56276		07/31/2025	24-031 Design for Roads Task Order 4 Roads CIP-June 2025			$18,327.08			
	56722		07/31/2025	24-031 Design for Roads Task Order 4 Roads CIP-July 2025			$1,645.75			
	57091		08/31/2025	24-031 Design for Roads Task Order 4 Roads CIP-August 2025			$1,209.46			

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	57546		09/30/2025	24-031 Design for Roads Task Order 4 Roads CIP-September 2025			$259.63		
	57634		10/31/2025	23-052 Design Task Order 2 Roads-Geer Rd. CIP-October 2025			$170,324.70		
	Paying Fund			Cash Account			Amount		
	115 - Measure A - Roads			115.11000 (Cash)			$197,720.82		
151354	11/20/2025	Open			Accounts Payable	MARTIN MARIETTA MATERIALS INC	$262.68		
	Invoice		Date	Description			Amount		
	47770231		11/05/2025	ASPHALT			$81.77		
	47769315		11/05/2025	ASPHALT			$84.79		
	47827368		11/10/2025	ASPHALT			$96.12		
	Paying Fund			Cash Account			Amount		
	219 - SB1 Road Maint & Rehab Account			219.11000 (Cash)			$262.68		
151355	11/20/2025	Open			Accounts Payable	MODESTO IRRIGATION DISTRICT	$3,221.50		
	Invoice		Date	Description			Amount		
	157191		11/06/2025	SRWA - Cost Sharing Tuolumne River Watershed Sanitary Survey			$3,221.50		
	Paying Fund			Cash Account			Amount		
	950 - SRWA - JPA			950.11000 (Cash)			$3,221.50		
151356	11/20/2025	Open			Accounts Payable	MODESTO POLICE DEPARTMENT	$625.00		
	Invoice		Date	Description			Amount		
	CI00425		11/13/2025	CIT FOR RH, YD, BC, GT, RL - 12/8/25 - 12/12/25			$625.00		
	Paying Fund			Cash Account			Amount		
	266 - Police Services Grants			266.11000 (Cash)			$625.00		
151357	11/20/2025	Open			Accounts Payable	monday.com Ltd	$9,002.18		
	Invoice		Date	Description			Amount		
	INV01250024054		09/30/2025	monday.com Work Management Pro 9/30/2025-9/29/2026			$9,002.18		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$4,276.03		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$1,575.38		
	420 - WATER			420.11000 (Cash)			$1,350.33		
	426 - Transit			426.11000 (Cash)			$1,125.28		
	505 - Fleet			505.11000 (Cash)			$225.05		
	950 - SRWA - JPA			950.11000 (Cash)			$450.11		
151358	11/20/2025	Open			Accounts Payable	MUNIQUIP LLC	$1,373.67		
	Invoice		Date	Description			Amount		
	108066		11/05/2025	GRUNDFOS KIT			$1,373.67		
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			$1,373.67		
151359	11/20/2025	Open			Accounts Payable	MUNISERVICES LLC	$625.00		
	Invoice		Date	Description			Amount		
	INV06-021970		11/05/2025	STARS Services for 2nd Quarter 2025 Data			$625.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$625.00		
151360	11/20/2025	Open			Accounts Payable	NAPA AUTO PARTS	$3,748.37		
	Invoice		Date	Description			Amount		
	847942		11/04/2025	89102 UP BRAKE AWAY KITS ACCES			$107.86		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name		Transaction Amount	Reconciled Amount	Difference
	847945		11/04/2025	45A3 LIT REFLECTO			$30.31			
	847958		11/04/2025	7182 FIL FILTER			$86.01			
	847991		11/04/2025	07480 MMM SURF CONDITIONING DSC ()			$54.86			
	847992		11/04/2025	05539 MMM DISC PAD ()			$38.76			
	848005		11/04/2025	48882867 NB BRAKE ROTOR			$1,166.33			
	848027		11/04/2025	770-1784 BK KEY STOC ()			$4.36			
	848037		11/05/2025	G4602 GRO CORNER LED LAMP			$50.14			
	848038		11/05/2025	G6002 GRO S/T/T LED			$60.31			
	848059		11/05/2025	7701783 BK KEY STOC			$3.06			
	848060		11/05/2025	74486 NOE SUNVISOR			$147.62			
	848066		11/05/2025	6671 FIL AIR FILTER			$32.34			
	848077		11/05/2025	740237 NW BATT CABLE CONNECTOR ()			$60.92			
	848089		11/05/2025	6489 FIL AIR FILTER			$31.11			
	848116		11/06/2025	NPF002 NAF 2.5 DEF			$352.76			
	848129		11/06/2025	1394MP FIL ENGINE OIL FILTER			$52.57			
	848145		11/06/2025	TL-251 NON 3/4 3 wire marker lights ()			$37.76			
	848148		11/06/2025	921227 ECH SENSOR - TPMS			$208.17			
	848219		11/07/2025	AR174 ECH RELAY			$161.42			
	848241		11/10/2025	PCB22 NON WIPER CONVENTIONAL ()			$748.21			
	848297		11/10/2025	7237 BAT 18MO WTY BAT 520 ENV CA Battery Environmental Fee			$163.42			
	848384		11/12/2025	7590 BAT 2YR WTY BAT			$150.07			
	Paying Fund			Cash Account			Amount			
	426 - Transit			426.11000 (Cash)			$60.92			
	505 - Fleet			505.11000 (Cash)			$3,687.45			
151361	11/20/2025	Open			Accounts Payable	NBS GOVERNMENT FINANCE GROUP		$1,250.00		
	Invoice		Date	Description			Amount			
	202511-3551		11/03/2025	Development Impact Fee Comparison through October 25, 2025			$1,250.00			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$1,250.00			
151362	11/20/2025	Open			Accounts Payable	NV5 INC.		$2,900.00		
	Invoice		Date	Description			Amount			
	468427		08/28/2025	SR03, 23-046 Well 29 Chlorination			$2,900.00			
	Paying Fund			Cash Account			Amount			
	420 - WATER			420.11000 (Cash)			$2,900.00			
151363	11/20/2025	Open			Accounts Payable	Operational Technical Services, LLC		$7,009.78		
	Invoice		Date	Description			Amount			
	5213		11/02/2025	SRWA - Senior Operator MC 10.29.25 - 11.02.25			$7,009.78			
	Paying Fund			Cash Account			Amount			
	450 - SRWA - Operations			450.11000 (Cash)			$7,009.78			
151364	11/20/2025	Open			Accounts Payable	OREILLY AUTO PARTS		$416.24		
	Invoice		Date	Description			Amount			
	2800-197154		11/04/2025	OPT MC99RK LIGHT BAR			$55.57			
	2800-197770		11/06/2025	PRE 5CB40486 CTRL ARM ASY			$360.67			
	Paying Fund			Cash Account			Amount			
	505 - Fleet			505.11000 (Cash)			$416.24			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151365	11/20/2025	Open			Accounts Payable	P G & E	$37,551.04		

Invoice	Date	Description	Amount
701 WLNT 11/9/25	11/09/2025	6224543828-8 / 701 S Walnut Rd	$294.30
FIRE#2 11/6/25	11/06/2025	6182877164-4 / 791 S Walnut Rd	$47.08
AC 11/7/25	11/07/2025	6266210492-6 / 801 S Walnut Rd	$136.72
WLNT#E 11/6/25	11/06/2025	6141210500-1 / 701 S Walnut Rd E	$8.11
CNG 11/9/25	11/09/2025	8466606707-3 / 901 S Walnut Rd CNG	$788.34
WQC 11/6/25	11/06/2025	6349543820-0 / 901 S Walnut Rd	$13.96
WLNT#A 11/9/25	11/09/2025	3794250242-0 / 701 S Walnut Rd Ste A / CNG Slow Fill Station	$13,162.08
WQC 11/06/25	11/06/2025	6307877156-3 / 901 S Walnut Rd	$12,514.83
PSF 11/9/25	11/09/2025	8391988340-1 / 244 N Broadway-PSF	$5,450.25
TRANSIT211/09/25	11/09/2025	9448303839-7 / 1418 N Golden State Blvd Ste 2	$60.55
TRANSIT1 11/9/25	11/09/2025	0913752739-7 / 1418 N Golden State Blvd Ste 1	$49.31
COL POOL 11/9/25	11/09/2025	8183464653-1 / 595 Columbia St	$5,025.51

Paying Fund	Cash Account	Amount
110 - General Fund	110.11000 (Cash)	$10,659.56
217 - Streets - Gas Tax	217.11000 (Cash)	$8.11
410 - WATER QUALITY CONTROL (WQC)	410.11000 (Cash)	$12,528.79
426 - Transit	426.11000 (Cash)	$13,271.94
505 - Fleet	505.11000 (Cash)	$1,082.64

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151366	11/20/2025	Open			Accounts Payable	PRICE FORD OF TURLOCK INC	$503.80		

Invoice	Date	Description	Amount
48459	11/05/2025	WT15-502 keys cut	$169.13
16614	10/02/2025	POL16-1144 CUT AND PROGRAM 1 ADDITIONAL PATS KEY	$334.67

Paying Fund	Cash Account	Amount
110 - General Fund	110.11000 (Cash)	$334.67
420 - WATER	420.11000 (Cash)	$169.13

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151367	11/20/2025	Open			Accounts Payable	REED INC, GEORGE	$320.84		

Invoice	Date	Description	Amount
100383216	11/05/2025	ASPHALT	$109.69
100383294	11/06/2025	ASPHALT	$110.61
100383559	11/10/2025	ASPHALT	$100.54

Paying Fund	Cash Account	Amount
219 - SB1 Road Maint & Rehab Account	219.11000 (Cash)	$320.84

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151368	11/20/2025	Open			Accounts Payable	Rexel USA, Inc.	$51.97		

Invoice	Date	Description	Amount
6o45116	08/28/2025	IMT K122 POLE BRKT ADAPTER	$51.97

Paying Fund	Cash Account	Amount
410 - WATER QUALITY CONTROL (WQC)	410.11000 (Cash)	$51.97

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151369	11/20/2025	Open			Accounts Payable	RUSH TRUCK CENTERS OF CALIFORNIA, INC.	$302.63		

Invoice	Date	Description	Amount
3043896215	11/05/2025	XU5Z9030MA:FRD CAP ASY - FUEL TANK	$24.90
3043906964	11/06/2025	FL3Z9943400HA:FRD HANDLE	$210.49
3043964751	11/10/2025	5405392:CE SEAL,OIL	$67.24

Paying Fund	Cash Account	Amount

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	505 - Fleet			505.11000 (Cash)		$302.63			
151370	11/20/2025	Open			Accounts Payable	SEEGERS PRINTING INC	$1,383.89		
	Invoice		Date	Description		Amount			
	0146758-IN		11/05/2025	Bill insert TCP Notice		$1,383.89			
	Paying Fund			Cash Account		Amount			
	420 - WATER			420.11000 (Cash)		$1,383.89			
151371	11/20/2025	Open			Accounts Payable	SHARPENING SHOP	$312.81		
	Invoice		Date	Description		Amount			
	453381		11/10/2025	COMPLETE FORESTRY HELMET SYSTEM (3)		$312.81			
	Paying Fund			Cash Account		Amount			
	217 - Streets - Gas Tax			217.11000 (Cash)		$312.81			
151372	11/20/2025	Open			Accounts Payable	SOUTHERN TIRE MART	$4,031.11		
	Invoice		Date	Description		Amount			
	7320020388		11/10/2025	LT225/75R16/10 TRANSFORCE HT3		$530.53			
	7320020389		11/10/2025	LT245/75R17/10 tires		$1,467.58			
	7320020390		11/10/2025	LT245/75R17/10 TRANSFORCE HT		$1,467.58			
	7320020391		11/10/2025	LT245/75R16/10 TRANSFORCE HT3		$565.42			
	Paying Fund			Cash Account		Amount			
	505 - Fleet			505.11000 (Cash)		$4,031.11			
151373	11/20/2025	Open			Accounts Payable	ST FRANCIS ELECTRIC, LLC	$7,900.00		
	Invoice		Date	Description		Amount			
	23044599		10/31/2025	Traffic signal preventative maintenance CHRISTOFERSON & BERKELEY		$7,900.00			
	Paying Fund			Cash Account		Amount			
	219 - SB1 Road Maint & Rehab Account			219.11000 (Cash)		$7,900.00			
151374	11/20/2025	Open			Accounts Payable	STATE OF CALIFORNIA	$4,635.98		
	Invoice		Date	Description		Amount			
	834140		08/07/2025	JULY FINGERPRINTING 2025		$1,455.00			
	841069		09/05/2025	AUGUST FINGERPRINTING 2025		$1,304.00			
	000818		10/29/2025	QUARTERLY CLETS BILLING JULY - SEPTEMBER 2025		$1,876.98			
	Paying Fund			Cash Account		Amount			
	110 - General Fund			110.11000 (Cash)		$4,635.98			
151375	11/20/2025	Open			Accounts Payable	STATE WATER RESOURCES CONTROL BOARD	$1,542,380.53		
	Invoice		Date	Description		Amount			
	DECEMBER 1 2025		11/18/2025	Contract #11836-550-0; Project #5256-110		$1,542,380.53			
	Paying Fund			Cash Account		Amount			
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)		$1,542,380.53			
151376	11/20/2025	Open			Accounts Payable	STOMMEL INC DBA LEHR	$473.20		
	Invoice		Date	Description		Amount			
	SI125641		11/05/2025	RAM-VB-195-SW1 Ram Mounts, Vehicle Sys 2015 Ford F150		$355.51			
	SI125767		11/07/2025	DBM-1150-KL-0304 Havis, Dual Ball Mount w/ 1.5" Knob-Style Long		$117.69			
	Paying Fund			Cash Account		Amount			
	505 - Fleet			505.11000 (Cash)		$473.20			

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151377	11/20/2025	Open			Accounts Payable	SUPPORT PAYMENT CLEARING	$405.35		

Invoice	Date	Description	Amount
110825BECCHETTI	11/17/2025	11082025 PAYROLL WITHHOLDING	$405.35

Paying Fund	Cash Account	Amount
104 - Payroll Clearing Fund	104.11000 (Cash)	$405.35

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151378	11/20/2025	Open			Accounts Payable	T I D	$344,197.34		

Invoice	Date	Description	Amount
083201 - NOV 25	11/09/2025	ACC#0832010000 - NOV 2025	$8,732.85
183201 - NOV 25	11/10/2025	ACC#1832010000 - NOV 2025	$14,316.99
283201 - NOV 25	11/09/2025	ACC#2832010000 - NOV 2025	$15,814.44
383201 - NOV 25	11/09/2025	ACC#3832010000 - NOV 2025	$4,230.03
483201 - NOV 25	11/10/2025	ACC#4832010000 - NOV 2025	$199,999.62
683201 - NOV 25	11/09/2025	ACC#6832010000 - NOV 2025	$4,995.91
773201 - NOV 25	11/09/2025	ACC#7732010000 - NOV 2025	$9,597.49
873201 - NOV 25	11/09/2025	ACC#8732010000 - NOV 2025	$7,751.15
973201 - NOV 25	11/10/2025	ACC#9732010000 - NOV 2025	$78,758.86

Paying Fund	Cash Account	Amount
110 - General Fund	110.11000 (Cash)	$27,318.94
205 - Sports Facilities	205.11000 (Cash)	$4,420.18
217 - Streets - Gas Tax	217.11000 (Cash)	$14,985.34
219 - SB1 Road Maint & Rehab Account	219.11000 (Cash)	$24,066.82
232 - CFD #3 - Maintenance Services	232.11000 (Cash)	$118.47
246 - Landscape Assessment	246.11000 (Cash)	$10,815.13
410 - WATER QUALITY CONTROL (WQC)	410.11000 (Cash)	$164,711.32
416 - Recycled Water Sales	416.11000 (Cash)	$8,155.34
420 - WATER	420.11000 (Cash)	$86,100.26
426 - Transit	426.11000 (Cash)	$1,565.15
505 - Fleet	505.11000 (Cash)	$1,940.39

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151379	11/20/2025	Open			Accounts Payable	TAYLOR VETERINARY HOS INC	$483.16		

Invoice	Date	Description	Amount
3458652	10/28/2025	A042803	$348.65
3458605	10/29/2025	A041475	$134.51

Paying Fund	Cash Account	Amount
110 - General Fund	110.11000 (Cash)	$483.16

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151380	11/20/2025	Open			Accounts Payable	TURLOCK CITY TOW INC	$646.38		

Invoice	Date	Description	Amount
137368	10/20/2025	TOWING SERVICE FOR EVIDENCE ON 10/20/25	$184.68
138349	10/22/2025	TOWING SERVICE FOR PD ON 10/22/25	$159.03
137369	10/23/2025	TOWING SERVICE FOR EVIDENCE ON 10/23/25	$261.63
142206	10/23/2025	TOWING SERVICE FOR EVIDENCE ON 10/23/25	$41.04

Paying Fund	Cash Account	Amount
110 - General Fund	110.11000 (Cash)	$646.38

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151381	11/20/2025	Open			Accounts Payable	TURLOCK IRRIGATION DISTRICT	$54,898.56		

Invoice	Date	Description	Amount
40431	11/05/2025	SRWA - TID Commissioning Procedures & Normal Operations Oct 2025	$54,898.56

Paying Fund	Cash Account	Amount
950 - SRWA - JPA	950.11000 (Cash)	$54,898.56

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151382	11/20/2025	Open			Accounts Payable	TURLOCK JOURNAL	$483.00		
	Invoice		Date	Description			Amount		
	407010		11/09/2025	LEGAL AD TJ#10-37 313 ALMOND AVE FORFEITURE			$483.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$483.00		
151383	11/20/2025	Voided	INCORRECT VENDOR	11/21/2025	Accounts Payable	TURLOCK SCAVENGER CO INC	$20,749.25		
	Invoice		Date	Description			Amount		
	031010		10/31/2025	Take Pride in Turlock Clean-Up			$20,749.25		
	Paying Fund			Cash Account			Amount		
	204 - SolidWaste/Recycle/PublicEducati			204.11000 (Cash)			$20,749.25		
151384	11/20/2025	Open			Accounts Payable	TURLOCK SMOG LLC	$28.00		
	Invoice		Date	Description			Amount		
	#13054		10/21/2025	TRA15-1042 smog			$28.00		
	Paying Fund			Cash Account			Amount		
	426 - Transit			426.11000 (Cash)			$28.00		
151385	11/20/2025	Open			Accounts Payable	TURLOCK TRANSFER INC	$736.50		
	Invoice		Date	Description			Amount		
	030965		09/30/2025	UHC REFUSE DISPOSAL SEPTEMBER 2025			$584.25		
	030915		08/31/2025	UHC REFUSE DISPOSAL AUGUST 2025			$152.25		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$736.50		
151386	11/20/2025	Open			Accounts Payable	UMR	$984.47		
	Invoice		Date	Description			Amount		
	TOSTA DEC 2025		11/01/2025	Retiree Health Premiums December 2025			$984.47		
	Paying Fund			Cash Account			Amount		
	104 - Payroll Clearing Fund			104.11000 (Cash)			$984.47		
151387	11/20/2025	Open			Accounts Payable	UNITED PAVEMENT MAINTENANCE, INC.	$218,821.69		
	Invoice		Date	Description			Amount		
	Pay#10 Retention		11/12/2025	23-032 Construction Roads CIP-Retention Release			$218,821.69		
	Paying Fund			Cash Account			Amount		
	115 - Measure A - Roads			115.11000 (Cash)			$218,821.69		
151388	11/20/2025	Open			Accounts Payable	UNITED RENTAL INC	$29,609.13		
	Invoice		Date	Description			Amount		
	252080925-001		11/12/2025	2026-00000674 - SKID STEER BRUSH MOWER ATTACHMENT RENTAL			$7,075.96		
	252080925-002		11/12/2025	SKID STEER BRUSH MOWER ATTACHMENT RENTAL			$6,658.71		
	252350940-002		11/12/2025	LOADER WHEEL 4.0-4.9 CUBIC YARD rental			$7,273.53		
	252350940-001		11/12/2025	LOADER WHEEL 4.0-4.9 CUBIC YARD rental			$8,600.93		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$29,609.13		
151389	11/20/2025	Open			Accounts Payable	UNIVAR SOLUTIONS USA, LLC dba UNIVAR SOLUTIONS USA	$31,468.90		
	Invoice		Date	Description			Amount		
	53454427		11/04/2025	SODIUM HYPOCHLORITE			$17,161.28		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	53447855		11/01/2025	SODIUM HYPOCHLORITE			$14,307.62		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$31,468.90		
151390	11/20/2025	Open			Accounts Payable	VERIZON WIRELESS	$8,903.10		
	Invoice		Date	Description			Amount		
	6127640640		11/03/2025	972530635-00026 - CM/CA/EDC/CC - Verizon			$429.09		
	6127640637		11/03/2025	POLICE OCT 04 - NOV 03 2025			$4,632.02		
	6127640647		11/03/2025	972530635-00037 Master Radio WQC- Oct 04-Nov 03 2025			$42.65		
	6127640644		11/03/2025	972530635-00032 Electrical WQC - Oct 04-Nov 03 2025			$68.55		
	6127640643		11/03/2025	972530635-00030 WQC - Oct 04-Nov 03 2025			$494.13		
	6127640642		11/03/2025	972530635-00029 Utilities - Oct 04-Nov 03 2025			$1,320.34		
	6127640638		11/03/2025	972530635-00023 Engineering - Oct 04-Nov 03 2025			$473.70		
	6127640646		11/03/2025	972530635-00036 Maintenance - Oct 04-Nov 03 2025			$492.31		
	6127640645		11/03/2025	972530635-00033 Transit - Oct 04-Nov 03 2025			$301.14		
	6127640641		11/03/2025	972530635-00028 Recreation - Oct 04-Nov 03 2025			$649.17		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$5,816.13		
	205 - Sports Facilities			205.11000 (Cash)			$68.03		
	217 - Streets - Gas Tax			217.11000 (Cash)			$259.45		
	246 - Landscape Assessment			246.11000 (Cash)			$80.02		
	270 - Recreation Grants			270.11000 (Cash)			$414.48		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$1,201.18		
	420 - WATER			420.11000 (Cash)			$722.49		
	426 - Transit			426.11000 (Cash)			$301.14		
	505 - Fleet			505.11000 (Cash)			$40.18		
151391	11/20/2025	Open			Accounts Payable	Vestis Group Inc DBA Vestis Services LLC	$4,666.55		
	Invoice		Date	Description			Amount		
	10/31/25		10/31/2025	UNIFORM RENTAL & LAUNDRY SERVICES - OCTOBER 2025			$4,666.55		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$1,289.90		
	205 - Sports Facilities			205.11000 (Cash)			$184.60		
	217 - Streets - Gas Tax			217.11000 (Cash)			$196.30		
	246 - Landscape Assessment			246.11000 (Cash)			$272.64		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$1,271.80		
	420 - WATER			420.11000 (Cash)			$348.82		
	426 - Transit			426.11000 (Cash)			$154.20		
	450 - SRWA - Operations			450.11000 (Cash)			$429.64		
	505 - Fleet			505.11000 (Cash)			$518.65		
151392	11/20/2025	Open			Accounts Payable	WARDEN'S OFFICE INC	$1,005.30		
	Invoice		Date	Description			Amount		
	212828-00		11/12/2025	Name Plates			$81.99		
	412248-00		11/14/2025	Install Office Furniture for Municipal Srvcs Director-Chris			$923.31		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$54.66		

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From Payment Date: 11/14/2025 - To Payment Date: 11/20/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name		Transaction Amount	Reconciled Amount	Difference
	241 - Asset Replacement			241.11000 (Cash)			$184.66			
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$304.32			
	420 - WATER			420.11000 (Cash)			$276.99			
	426 - Transit			426.11000 (Cash)			$184.67			
151393	11/20/2025	Open			Accounts Payable	AMEZCUA, DIEGO		$98.00		
	Invoice		Date	Description			Amount			
	090525		11/07/2025	REIMBURSMENT FOR CLASS B TEST			$98.00			
	Paying Fund			Cash Account			Amount			
	420 - WATER			420.11000 (Cash)			$98.00			
151394	11/20/2025	Open			Accounts Payable	Borrego, Susan		$43.77		
	Invoice		Date	Description			Amount			
	SB10.28.25		10/28/2025	Reimbursement for Meeting Paid OOP			$43.77			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$43.77			
151395	11/20/2025	Open			Accounts Payable	Borrego, Susan		$74.66		
	Invoice		Date	Description			Amount			
	SB10.6.25		10/06/2025	Reimbursement for Meeting Paid OOP			$74.66			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$74.66			
151396	11/20/2025	Open			Accounts Payable	FRANCISCO-TORRES, VERONICA		$111.92		
	Invoice		Date	Description			Amount			
	TR5171PERDIEM		11/04/2025	EA IGNITE 2025 CONF-UBER AND PARKING REIMB			$111.92			
	Paying Fund			Cash Account			Amount			
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$55.96			
	420 - WATER			420.11000 (Cash)			$55.96			
151397	11/20/2025	Open			Accounts Payable	GEORGE REED		$791.94		
	Invoice		Date	Description			Amount			
	METER #23930273		11/12/2025	REFUND FOR HYDRANT METER #23930273			$791.94			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$3,495.00			
	420 - WATER			420.11000 (Cash)			($2,703.06)			
151398	11/20/2025	Open			Accounts Payable	Hedden, Jason		$248.81		
	Invoice		Date	Description			Amount			
	TR5210.2		10/17/2025	Additional Reimb. for TR5210			$248.81			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$248.81			
151399	11/20/2025	Open			Accounts Payable	KIMLEY-HORN & ASSOC., INC.		$669.00		
	Invoice		Date	Description			Amount			
	GP21-005G		11/11/2025	DUST SECURITY REFUND GP 21-005G 2800 N GOLDEN STATE BLVD			$669.00			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$669.00			
151400	11/20/2025	Open			Accounts Payable	Morris D, William		$600.00		
	Invoice		Date	Description			Amount			
	ProDev FY25/26		11/07/2025	Professional Delvelopment-Purchase of HP Laptop			$600.00			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$600.00			

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From Payment Date: 11/14/2025 - To Payment Date: 11/20/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151401	11/20/2025	Open			Accounts Payable	PITMAN HIGH SCHOOL ASSOCIATED STUDENT BODY ACCOUNT	$80.44		

Invoice	Date	Description	Amount
2022-00000004	11/10/2025	OVERPAYMENT INVOICES 2022-004	$80.44

Paying Fund	Cash Account	Amount
110 - General Fund	110.11000 (Cash)	$80.44

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151402	11/20/2025	Open			Accounts Payable	TURLOCK UNIFIED SCHOOL DISTRICT	$2,672.39		

Invoice	Date	Description	Amount
2025-00000105	11/10/2025	OVERPAYMENT INVOICES 2025-105	$2,672.39

Paying Fund	Cash Account	Amount
110 - General Fund	110.11000 (Cash)	$2,672.39

Type Check Totals: 98 Transactions $2,862,854.67
AP - Accounts Payable Totals

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	97	$2,842,105.42	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	1	$20,749.25	$0.00
	Stopped	0	$0.00	$0.00
	Total	98	$2,862,854.67	$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	97	$2,842,105.42	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	1	$20,749.25	$0.00
	Stopped	0	$0.00	$0.00
	Total	98	$2,862,854.67	$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	**97**	**$2,842,105.42**	**$0.00**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**1**	**$20,749.25**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**98**	**$2,862,854.67**	**$0.00**

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	**97**	**$2,842,105.42**	**$0.00**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**1**	**$20,749.25**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**98**	**$2,862,854.67**	**$0.00**

Payment Register

From Payment Date: 11/21/2025 - To Payment Date: 11/27/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
AP - Accounts Payable									
Check									
151403	11/21/2025	Open			Accounts Payable	Urban SDK, Inc	$24,500.00		

Invoice	Date	Description	Amount
1741	07/01/2025	Urban SDK, Inc. Software Subscription-7/1/25 - 6/30/26	$24,500.00

Paying Fund	Cash Account	Amount
110 - General Fund	110.11000 (Cash)	$24,500.00

151404	11/21/2025	Open			Accounts Payable	Petrulakis Law & Advocacy, APC	$53,653.60		

Invoice	Date	Description	Amount
3166	09/30/2025	General Municipal	$18,930.10
3167	09/30/2025	Meetings - Other 9-30-25	$1,479.20
3168	09/30/2025	Meetings - City Council 9-30-25	$756.80
3169	09/30/2025	Ordinance Massage 9-30-25	$3,646.40
3170	10/31/2025	General Municipal 10-31-25	$19,510.10
3171	10/31/2025	Meetings - Other 10-31-25	$688.00
3172	10/31/2025	Meetings - City Council 10-31-25	$1,238.40
3173	10/31/2025	Ordinance Smoke Shops	$7,404.60

Paying Fund	Cash Account	Amount
110 - General Fund	110.11000 (Cash)	$53,653.60

151405	11/24/2025	Open			Utility Management Refund	GRIFFIN, JAMES	$210.54		

Account Type	Account Number	Description	Transaction Date	Transaction Type
Single Family Res Metered	816671-009	MOVE OUT CREDIT	11/24/2025	Refund

Paying Fund	Cash Account	Amount
420 - WATER	420.11000 (Cash)	$210.54

151406	11/24/2025	Open			Utility Management Refund	HOLLAND, TRACEY	$1,399.11		

Account Type	Account Number	Description	Transaction Date	Transaction Type
Single Family Res Metered	704512-003	OVERPAYMENT REFUND - PAYMENT MADE IN ERROR	11/24/2025	Refund

Paying Fund	Cash Account	Amount
420 - WATER	420.11000 (Cash)	$1,399.11

151407	11/24/2025	Open			Utility Management Refund	JIN, RUN	$347.88		

Account Type	Account Number	Description	Transaction Date	Transaction Type
Single Family Res Metered	214272-009	MOVE OUT CREDIT	11/24/2025	Refund

Paying Fund	Cash Account	Amount
420 - WATER	420.11000 (Cash)	$347.88

151408	11/24/2025	Open			Utility Management Refund	PARSON, SHANE	$330.65		

Account Type	Account Number	Description	Transaction Date	Transaction Type
Single Family Res Metered	710326-003	MOVE OUT CREDIT	11/24/2025	Refund

Paying Fund	Cash Account	Amount
420 - WATER	420.11000 (Cash)	$330.65

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From Payment Date: 11/21/2025 - To Payment Date: 11/27/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151409	11/24/2025	Open			Utility Management Refund	PENA, JAIME	$13.23		

Account Type	Account Number	Description	Transaction Date	Transaction Type
Single Family Res Metered	169846-006	MOVE OUT CREDIT	11/24/2025	Refund

Paying Fund	Cash Account	Amount
119 - American Rescue Plan Act	119.11000 (Cash)	$3.04
420 - WATER	420.11000 (Cash)	$10.19

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151410	11/24/2025	Open			Utility Management Refund	WESTERN PACIFIC TRUCK SCHOOL	$423.56		

Account Type	Account Number	Description	Transaction Date	Transaction Type
Commercial Metered	929700-003	MOVE OUT CREDIT	11/24/2025	Refund

Paying Fund	Cash Account	Amount
410 - WATER QUALITY CONTROL (WQC)	410.11000 (Cash)	$59.15
420 - WATER	420.11000 (Cash)	$364.41

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151411	11/25/2025	Open			Accounts Payable	A & P CONSTRUCTION	$64,344.50		

Invoice	Date	Description	Amount
106 1827 Shadow	11/15/2025	1827 Shadow Park Dr.- Change Order #4 for Invoice #106	$1,500.00
107 1827 Shadow	11/15/2025	1827 Shadow Park Dr.- Change Order #3 for Invoice 107	$600.00
106 2065 Cody Ct	11/13/2025	2065 Cody Ct.- 50% Progress Payments, Invoice 106	$30,264.75
110 2065 Cody Ct	11/15/2025	2065 Cody Ct.- 75% Progress Payment, Invoice 110	$30,264.75
108 1827 Shadow	11/15/2025	1827 Shadow Park Dr.- Change Order #1, Invoice 108	$885.00
109 1827 Shadow	11/15/2025	1827 Shadow Park Dr.- Change Order #2 for Invoice 109	$830.00

Paying Fund	Cash Account	Amount
255 - CDBG	255.11000 (Cash)	$3,815.00
260 - PLHA-PermanentLocalHousingAlloc	260.11000 (Cash)	$60,529.50

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151412	11/25/2025	Open			Accounts Payable	A-Z BUS SALES INC	$729.95		

Invoice	Date	Description	Amount
INVCOL58979	11/17/2025	FF00048WBK NKS WMT GEAR RACK KIT SHIPOUT	$518.22
INVSAC40570	11/18/2025	2005549 SWITCH ACTUATOR, RAMP	$211.73

Paying Fund	Cash Account	Amount
505 - Fleet	505.11000 (Cash)	$729.95

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151413	11/25/2025	Open			Accounts Payable	Abacus Software Systems, Corp DBA Abacus IT	$1,145.00		

Invoice	Date	Description	Amount
QB12361	09/09/2025	Elfiq E60 - 2000 Renewal 1 yr 9/01/25 - 8/31/26	$1,145.00

Paying Fund	Cash Account	Amount
501 - Information Technology	501.11000 (Cash)	$1,145.00

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151414	11/25/2025	Open			Accounts Payable	AIRGAS NCN	$1,745.04		

Invoice	Date	Description	Amount
5520485424	10/31/2025	RENT CYL LARGE ACETYLENE/ARGON/DIOXIDE/HELIUM/OXYGEN/ARGON	$1,599.84
9166767935	11/14/2025	TIP MIG 14-30 CU TWECO 5EA	$7.55
9166767948	11/14/2025	WIRE MIG E71T-11 FLUX CORED	$63.44
5520485246	10/31/2025	RENT CYL IND LARGE - WQC SUPPLIES	$74.21

Paying Fund	Cash Account	Amount

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From Payment Date: 11/21/2025 - To Payment Date: 11/27/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	110 - General Fund			110.11000 (Cash)			$533.28		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$678.48		
	420 - WATER			420.11000 (Cash)			$533.28		
151415	11/25/2025	Open			Accounts Payable	ALL STAR TROPHY & SIGN LLC	$2,993.71		
	Invoice		Date	Description			Amount		
	1362		11/18/2025	Holiday Lights Tour Participant signs			$498.59		
	1360		11/18/2025	TFD Christmas Parade Sponsor Banner			$105.37		
	1321		11/12/2025	Active Millitary Banners 25-26			$2,389.75		
	Paying Fund			Cash Account			Amount		
	120 - Tourism			120.11000 (Cash)			$603.96		
	269 - Parks & Public Facilities Grants			269.11000 (Cash)			$2,389.75		
151416	11/25/2025	Open			Accounts Payable	ALLEGIANCE INDUSTRIAL SUPPLY, LLC	$3,220.31		
	Invoice		Date	Description			Amount		
	inv7594		08/08/2025	SHIPPING & RECEIVING GENERAL SUPPLIES			$102.98		
	INV8506		10/08/2025	ALLEGIANCE - JANITORIAL SUPPLIES			$930.76		
	INV8202		09/18/2025	ALLEGIANCE - JANITORIAL SUPPLIES			$572.84		
	INV8945		11/10/2025	ALLEGIANCE - JANITORIAL SUPPLIES			$1,353.03		
	INV9035		11/17/2025	ALLEGIANCE - JANITORIAL SUPPLIES			$260.70		
	Paying Fund			Cash Account			Amount		
	505 - Fleet			505.11000 (Cash)			$3,220.31		
151417	11/25/2025	Open			Accounts Payable	AMERINATN'L COMM SERVICE	$1,002.36		
	Invoice		Date	Description			Amount		
	LPM-25*002148		10/31/2025	Loan Service Provider FY 2025-26- October 2025 Services			$1,002.36		
	Paying Fund			Cash Account			Amount		
	255 - CDBG			255.11000 (Cash)			$1,002.36		
151418	11/25/2025	Open			Accounts Payable	AT&T MOBILITY	$202.72		
	Invoice		Date	Description			Amount		
	x11042025		10/26/2025	UT MIFI & IPADS			$202.72		
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			$202.72		
151419	11/25/2025	Open			Accounts Payable	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	$23,131.52		
	Invoice		Date	Description			Amount		
	768052		10/31/2025	Legal Services October 2025			$23,131.52		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$23,131.52		
151420	11/25/2025	Open			Accounts Payable	BARNES WELDING SUPPLY	$175.09		
	Invoice		Date	Description			Amount		
	0091723833		10/31/2025	CYLINDAR MAINTNENCE			$175.09		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$175.09		
151421	11/25/2025	Open			Accounts Payable	BARTON OVERHEAD DOOR INC	$3,218.00		
	Invoice		Date	Description			Amount		
	017398		11/13/2025	Barton to replace the shop door at tire bay			$3,218.00		
	Paying Fund			Cash Account			Amount		

Payment Register

From Payment Date: 11/21/2025 - To Payment Date: 11/27/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	505 - Fleet			505.11000 (Cash)			$3,218.00		
151422	11/25/2025	Open			Accounts Payable	BELKORP AG LLC	$106.31		
	Invoice		Date	Description			Amount		
	1146964		11/13/2025	1.00 0.00 AM141182 BRAKE PAD			$106.31		
	Paying Fund			Cash Account			Amount		
	505 - Fleet			505.11000 (Cash)			$106.31		
151423	11/25/2025	Open			Accounts Payable	BKS Law Firm, A Professional Corporation	$1,575.00		
	Invoice		Date	Description			Amount		
	October 2025		11/13/2025	SRWA - Legal Services for 2025-26 October 2025			$1,575.00		
	Paying Fund			Cash Account			Amount		
	950 - SRWA - JPA			950.11000 (Cash)			$1,575.00		
151424	11/25/2025	Open			Accounts Payable	BSK & ASSOCIATES	$247.00		
	Invoice		Date	Description			Amount		
	0111341		10/31/2025	SR04, 24-010 Fire Station No. 31 SCBA Compressor Rm-10/31/25			$247.00		
	Paying Fund			Cash Account			Amount		
	240 - Small Equipment Replacement			240.11000 (Cash)			$247.00		
151425	11/25/2025	Open			Accounts Payable	California Dept of Transportation	$9,682.91		
	Invoice		Date	Description			Amount		
	SL260097		10/20/2025	Freeway Maintenance Agreement JULY-SEPTEMBER 2025			$9,682.91		
	Paying Fund			Cash Account			Amount		
	216 - Streets - Local Transportation			216.11000 (Cash)			$9,682.91		
151426	11/25/2025	Open			Accounts Payable	CAROLLO ENGINEERS	$12,673.50		
	Invoice		Date	Description			Amount		
	FB74548		11/12/2025	PROF SVS THROUGH 10/31/25			$1,734.50		
	FB73361		10/13/2025	TURLOCK - ON CALL PLANT MODELING			$10,939.00		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$10,939.00		
	420 - WATER			420.11000 (Cash)			$1,734.50		
151427	11/25/2025	Open			Accounts Payable	CCME, Inc.	$1,142.84		
	Invoice		Date	Description			Amount		
	10 CP23-067 BP1		10/31/2025	23-067 CM for Roads Task Order 2 Bid Package 1-Oct 2025			$1,142.84		
	Paying Fund			Cash Account			Amount		
	115 - Measure A - Roads			115.11000 (Cash)			$1,142.84		
151428	11/25/2025	Open			Accounts Payable	CDW LLC	$5,998.31		
	Invoice		Date	Description			Amount		
	AG56F7R		10/22/2025	Fire Modems			$4,916.74		
	AG2QF5X		09/26/2025	Printer - Muni Asst.			$323.06		
	AG4PJ7C		10/10/2025	HP Laserjet Pro M501DN			$758.51		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$5,675.25		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$161.52		
	420 - WATER			420.11000 (Cash)			$161.54		

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From Payment Date: 11/21/2025 - To Payment Date: 11/27/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151429	11/25/2025	Open			Accounts Payable	CENTRAL VALLEY CONCRETE	$1,089.59		
	Invoice		Date	Description			Amount		
	284639		11/17/2025	FILL SAND			$1,089.59		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$1,089.59		
151430	11/25/2025	Open			Accounts Payable	CHAMPION INDUSTRIAL	$2,194.16		
	Invoice		Date	Description			Amount		
	85316		10/03/2025	SECTION 3: AUGUST 2025- FIRE STATION, CITY HALL & BOILER			$2,194.16		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$1,339.19		
	501 - Information Technology			501.11000 (Cash)			$854.97		
151431	11/25/2025	Open			Accounts Payable	CHARTER COMMUNICATIONS	$333.75		
	Invoice		Date	Description			Amount		
	0006514111525		11/15/2024	INTERNET AT CITY BLDGS; SENIOR CENTER; MARTY YERBY & RUBE BOESCH			$333.75		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$333.75		
151432	11/25/2025	Open			Accounts Payable	Chemtrade Chemicals Corp DBA Chemtrade Chemicals	$4,336.57		
	Invoice		Date	Description			Amount		
	90321573		11/12/2025	SRWA SUPPLY AND DELIVERY OF Aluminum Sulfate 11.12.25			$4,336.57		
	Paying Fund			Cash Account			Amount		
	450 - SRWA - Operations			450.11000 (Cash)			$4,336.57		
151433	11/25/2025	Open			Accounts Payable	CINTAS FIRST AID AND SAFETY, CINTAS CORP NO 2	$724.38		
	Invoice		Date	Description			Amount		
	5303092703		11/14/2025	First Aid & Safety Supplies Management			$290.64		
	5302845311		11/13/2025	First Aid & Safety Supplies Management			$71.24		
	5302578308		11/12/2025	SRWA Medical Supplies 11.20.2025			$216.16		
	5304401209		11/21/2025	First Aid & Safety Supplies Management			$146.34		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$348.22		
	420 - WATER			420.11000 (Cash)			$82.42		
	426 - Transit			426.11000 (Cash)			$8.18		
	450 - SRWA - Operations			450.11000 (Cash)			$216.16		
	505 - Fleet			505.11000 (Cash)			$69.40		
151434	11/25/2025	Open			Accounts Payable	CITY OF MODESTO	$29,554.06		
	Invoice		Date	Description			Amount		
	164198		11/18/2025	RECYCLED WATER STUDIES - FAR FIELD DILUTION & CEC STUDY			$29,554.06		
	Paying Fund			Cash Account			Amount		
	416 - Recycled Water Sales			416.11000 (Cash)			$29,554.06		
151435	11/25/2025	Open			Accounts Payable	Concept Autobody Inc	$3,761.07		
	Invoice		Date	Description			Amount		
	17217		11/12/2025	WT23-875 front end repair			$3,761.07		
	Paying Fund			Cash Account			Amount		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	420 - WATER			420.11000 (Cash)			$3,761.07		
151436	11/25/2025	Open			Accounts Payable	CONDOR EARTH TECH INC	$497.25		
	Invoice		Date	Description			Amount		
	92771		10/31/2025	Environmental Compliance Assistance 09/24/2025-10/23/2025			$497.25		
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			$497.25		
151437	11/25/2025	Open			Accounts Payable	DELL MARKETING LP	$15,528.02		
	Invoice		Date	Description			Amount		
	10839473276		10/03/2025	Dell Workstation - 27 monitor, base and dock			$2,417.46		
	10839265289		10/02/2025	PSF EOC Six Laptop Bundles -			$13,110.56		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$2,417.46		
	119 - American Rescue Plan Act			119.11000 (Cash)			$13,110.56		
151438	11/25/2025	Open			Accounts Payable	EDGES ELECTRICAL GROUP LLC	$1,928.22		
	Invoice		Date	Description			Amount		
	S6586244.001		11/07/2025	SILCN RUB BOOT			$39.69		
	S6590454.001		11/13/2025	CONDUCTOR BOOT / FUSEHOLDER			$868.93		
	S6584015.001		11/05/2025	KLEIN GRAB AND GO IMPACT/ SOCKET SET/ FLASHLIGHT KIT/ HEX KEY			$171.06		
	S6571822.001		11/05/2025	PATHWAY LIGHTS FOR SAFTEY AT PEDRETTI PARK			$848.54		
	Paying Fund			Cash Account			Amount		
	205 - Sports Facilities			205.11000 (Cash)			$848.54		
	246 - Landscape Assessment			246.11000 (Cash)			$868.93		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$210.75		
151439	11/25/2025	Open			Accounts Payable	FASTENAL COMPANY INC	$221.80		
	Invoice		Date	Description			Amount		
	CATUR201495		11/06/2025	STAINLESS STEEL BOLT/ ZIP TIES/ HOSE CLAMPS			$92.32		
	CATUR201667		11/10/2025	PIPE/ GRADE 5 BOLT BIN			$129.48		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$221.80		
151440	11/25/2025	Open			Accounts Payable	FEDERAL EXPRESS	$285.85		
	Invoice		Date	Description			Amount		
	9-076-31650		11/21/2025	SHIPPING CHARGES FOR 11/21/25			$285.85		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$258.60		
	205 - Sports Facilities			205.11000 (Cash)			$13.64		
	450 - SRWA - Operations			450.11000 (Cash)			$13.61		
151441	11/25/2025	Open			Accounts Payable	FISHER SCIENTIFIC PRO INC	$524.35		
	Invoice		Date	Description			Amount		
	4728844		11/03/2025	SODIUM PHOSPHATE DIBASIC HEPTA - LAB SUPPLIES			$55.64		
	4853816		11/07/2025	POLY CUBITAINER - LAB			$468.71		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$524.35		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151442	11/25/2025	Open			Accounts Payable	GILLIG LLC	$1,531.23		

Invoice	Date	Description	Amount
41375713	11/17/2025	26-45474-001L 1 EA WINDSHIELD,ROAD SIDE,W/TINT BAND	$758.22
41375712	11/17/2025	53-66434V001 1 EA WIPER MOTOR ASM, SSLF, LH	$773.01

Paying Fund	Cash Account	Amount
505 - Fleet	505.11000 (Cash)	$1,531.23

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151443	11/25/2025	Open			Accounts Payable	Goldfarb & Lipman LLP	$2,737.50		

Invoice	Date	Description	Amount
488455	11/14/2025	Legal Services- Housing FY 2025-26- October 2025 Services	$2,737.50

Paying Fund	Cash Account	Amount
110 - General Fund	110.11000 (Cash)	$1,241.00
255 - CDBG	255.11000 (Cash)	$365.00
625 - Successor Agency - LMI	625.11000 (Cash)	$1,131.50

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151444	11/25/2025	Open			Accounts Payable	GOMES & SONS INC, JOE M	$1,464.92		

Invoice	Date	Description	Amount
97628	10/28/2025	DEEP WELL OIL	$1,464.92

Paying Fund	Cash Account	Amount
420 - WATER	420.11000 (Cash)	$1,464.92

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151445	11/25/2025	Open			Accounts Payable	GRAINGER INC, W W	$5,768.11		

Invoice	Date	Description	Amount
9709149836	11/12/2025	SHIPPING & RECEIVING GENERAL SUPPLIES	$406.76
9711233131	11/13/2025	SHIPPING & RECEIVING GENERAL SUPPLIES	$103.48
9710865537	11/13/2025	SHIPPING & RECEIVING GENERAL SUPPLIES	$1,699.11
9709669544	11/12/2025	SELF PRIMING PUMP/ NIPPLE	$1,747.58
9711228255	11/13/2025	SOLENOID VALVE BRASS	$200.23
9712518886	11/14/2025	SNAP ACTON SWITHC LEVER	$68.13
9701984826	11/06/2025	ETHERNET ADAPTER	$146.81
9697778067	11/03/2025	SUBMERSIBLE LVL TRANSMITTER	$1,396.01

Paying Fund	Cash Account	Amount
410 - WATER QUALITY CONTROL (WQC)	410.11000 (Cash)	$3,558.76
420 - WATER	420.11000 (Cash)	$1,699.11
505 - Fleet	505.11000 (Cash)	$510.24

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151446	11/25/2025	Open			Accounts Payable	HACH COMPANY	$1,529.42		

Invoice	Date	Description	Amount
14751863	11/11/2025	PUMP TUBING, SILICONE / HACH RPET FLEECE BLANKET	$1,288.42
14758603	11/14/2025	NITRIVER 3PWD PLW / SODIUM THIOSULFATE	$241.00

Paying Fund	Cash Account	Amount
410 - WATER QUALITY CONTROL (WQC)	410.11000 (Cash)	$1,529.42

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151447	11/25/2025	Open			Accounts Payable	HAJOCA CORPORATION	$1,530.69		

Invoice	Date	Description	Amount
s014733749.002	11/14/2025	GATE VALVE	$230.17
S014704279.001	11/07/2025	GALV ELBOW	$1,107.59
S014733749.001	11/07/2025	PVC ELBOW	$192.93

Paying Fund	Cash Account	Amount

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	420 - WATER			420.11000 (Cash)			$1,530.69		
151448	11/25/2025	Open			Accounts Payable	HCI SYSTEMS, INC	$1,900.00		
	Invoice		Date	Description			Amount		
	I0123109		07/08/2025	Semi Annual Suppression: City Hall Data Room Clean Agent Syst			$800.00		
	I0129820		08/29/2025	City Hall - 5 YR Sprinkler Inspection 2025			$1,100.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$1,100.00		
	501 - Information Technology			501.11000 (Cash)			$800.00		
151449	11/25/2025	Open			Accounts Payable	HD SUPPLY INC, DBA USABLUEBOOK	$2,859.18		
	Invoice		Date	Description			Amount		
	INV00746372		06/23/2025	HACH PH SENSOR - LAB			$575.88		
	INV00878709		11/06/2025	STICK TRANSFER PUMP			$2,187.26		
	INV00874832		11/03/2025	SRWA supplies - Potassium Hydroxide			$60.23		
	INV00882887		11/12/2025	SRWA supplies - Sulfuric Acid			$35.81		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$575.88		
	420 - WATER			420.11000 (Cash)			$2,187.26		
	450 - SRWA - Operations			450.11000 (Cash)			$96.04		
151450	11/25/2025	Open			Accounts Payable	Healthy Alternatives to Violent Environments	$3,108.54		
	Invoice		Date	Description			Amount		
	22236; Quarter 1		10/15/2025	Public Service-HAVEN- FY 2025-26- Quarter 1 Draw			$3,108.54		
	Paying Fund			Cash Account			Amount		
	255 - CDBG			255.11000 (Cash)			$3,108.54		
151451	11/25/2025	Open			Accounts Payable	HILMAR LUMBER INC	$1,644.31		
	Invoice		Date	Description			Amount		
	732661		06/26/2025	GALV NIPPLE			$12.92		
	749936		10/24/2025	6' IPS STEEL FLANGE			$292.99		
	F19088		10/24/2025	CREDIT FOR 6'IPS STTEL FLANGE			($292.99)		
	751620		11/05/2025	SCREWS, FASTNERS, PUSH THR ADAPTER			$13.35		
	750749		10/30/2025	GAUGE LIQUID FILLED			$180.07		
	751391		11/04/2025	PUSH THRADPTER / WATER PUMP PLRS			$56.00		
	753464		11/18/2025	WQC SUPPLIES			$318.64		
	752770		11/13/2025	WQC SUPPLIES			$619.03		
	751965		11/07/2025	WQC SUPPLIES			$444.30		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$1,464.24		
	420 - WATER			420.11000 (Cash)			$180.07		
151452	11/25/2025	Open			Accounts Payable	HILMAR READY MIX	$252.43		
	Invoice		Date	Description			Amount		
	13393		10/30/2025	CONCRETE			$166.13		
	13395		10/30/2025	CONCRETE			$86.30		
	Paying Fund			Cash Account			Amount		
	217 - Streets - Gas Tax			217.11000 (Cash)			$86.30		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$166.13		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151453	11/25/2025	Open			Accounts Payable	HOWK WELL & EQUIPMENT CO dba HOWK SYSTEMS INC	$45,542.43		
	Invoice		Date	Description			Amount		
	PP4/CP 23-046		11/07/2025	23-046 Well 29 Chlorination -11/7/25			$45,542.43		
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			$45,542.43		
151454	11/25/2025	Open			Accounts Payable	HSI MECHANICAL INC	$500.00		
	Invoice		Date	Description			Amount		
	19724		11/14/2025	TRA15-1040 FRAME REPAIR			$500.00		
	Paying Fund			Cash Account			Amount		
	426 - Transit			426.11000 (Cash)			$500.00		
151455	11/25/2025	Open			Accounts Payable	INDUSTRIAL ELECTRICAL CO.	$3,107.57		
	Invoice		Date	Description			Amount		
	PI-087482		10/31/2025	WATER WELL MOTOR REPAIR SERVICES			$3,107.57		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$3,107.57		
151456	11/25/2025	Open			Accounts Payable	INSTRUMENT TECHNOLOGY CORPORATION	$452.07		
	Invoice		Date	Description			Amount		
	25958		10/08/2025	2" INDUCTION CLAMP FOR 5-10 ABD 25-WATT TRANSMITTERS			$452.07		
	Paying Fund			Cash Account			Amount		
	246 - Landscape Assessment			246.11000 (Cash)			$452.07		
151457	11/25/2025	Open			Accounts Payable	ITRON INC	$7,644.22		
	Invoice		Date	Description			Amount		
	720594		11/11/2025	HOSTING 12/1 - 12/31/25			$3,933.43		
	709401		07/31/2025	HOSTING 7/1 - 07/31/25			$3,710.79		
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			$7,644.22		
151458	11/25/2025	Open			Accounts Payable	JARVIS FAY LLP	$7,162.50		
	Invoice		Date	Description			Amount		
	21028		10/31/2025	SPECIAL COUNSEL SERVICES Sidewalk Repairs-Oct 2025			$2,292.00		
	21027		10/31/2025	SPECIAL COUNSEL SERVICES Water Rate Study-Oct 2025			$187.50		
	21029		10/31/2025	SPECIAL COUNSEL SERVICES CFD No. 3-Oct 2025			$4,683.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$6,975.00		
	420 - WATER			420.11000 (Cash)			$187.50		
151459	11/25/2025	Open			Accounts Payable	JIM BRISCO ENTERPRISES INC	$122,445.20		
	Invoice		Date	Description			Amount		
	49289		11/04/2025	RWQCF BIOSOLIDS REMOVAL 2ND HAUL			$122,445.20		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$122,445.20		
151460	11/25/2025	Open			Accounts Payable	Linde Inc.	$16,912.99		
	Invoice		Date	Description			Amount		
	53257687		11/18/2025	SRWA SUPPLY & DELIVERY OF LIQUID OXYGEN 11.18.25			$3,379.26		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	53289409		11/20/2025	SRWA SUPPLY & DELIVERY OF LIQUID CARBON DIOXIDE 11.20.25			$13,533.73		
	Paying Fund			Cash Account			Amount		
	450 - SRWA - Operations			450.11000 (Cash)			$16,912.99		
151461	11/25/2025	Open			Accounts Payable	MARTIN MARIETTA MATERIALS INC	$83.28		
	Invoice		Date	Description			Amount		
	47876548		11/13/2024	ASPHALT			$83.28		
	Paying Fund			Cash Account			Amount		
	219 - SB1 Road Maint & Rehab Account			219.11000 (Cash)			$83.28		
151462	11/25/2025	Open			Accounts Payable	Matrix Design Group, Inc.	$13,331.25		
	Invoice		Date	Description			Amount		
	48692		11/19/2025	Professional Services			$13,331.25		
	Paying Fund			Cash Account			Amount		
	301 - Capital Improvements			301.11000 (Cash)			$13,331.25		
151463	11/25/2025	Open			Accounts Payable	MICROBIZ SECURITY COMPANY	$2,391.30		
	Invoice		Date	Description			Amount		
	78444		11/07/2025	Access Cards for HR			$1,198.15		
	78445		11/07/2025	Access Cards for PD			$1,193.15		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$1,193.15		
	501 - Information Technology			501.11000 (Cash)			$1,198.15		
151464	11/25/2025	Open			Accounts Payable	MME	$1,239.32		
	Invoice		Date	Description			Amount		
	043554		11/14/2025	S-27239	SWITCH ACTUATOR S-27260		$152.67		
	043571		11/17/2025	S-20750 30556	STEEL GUTTER BROOM, 5 SEGMENT,		$1,086.65		
	Paying Fund			Cash Account			Amount		
	505 - Fleet			505.11000 (Cash)			$1,239.32		
151465	11/25/2025	Open			Accounts Payable	MUNISERVICES LLC	$535.75		
	Invoice		Date	Description			Amount		
	INV06-022070		11/14/2025	SUTA Services for Tax Qtr ending 6/30/25			$375.25		
	INV06-022071		11/14/2025	SUTA Services for Tax Qtr ending 6/30/25 (District Tax)			$160.50		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$375.25		
	118 - Measure A			118.11000 (Cash)			$160.50		
151466	11/25/2025	Open			Accounts Payable	NAPA AUTO PARTS	$2,061.04		
	Invoice		Date	Description			Amount		
	848439		11/12/2025	500428 FIL AIR FILTER			$62.26		
	848449		11/12/2025	703-1703 THM FUEL CAP ()			$10.07		
	848456		11/13/2025	2011R MIL LIGHT (M01)			$54.30		
	848461		11/13/2025	27356 SFI ENGINE OIL FILTER			$15.28		
	848469		11/13/2025	SL853 ECH SWITCH - STOPLIGHT			$23.77		
	848480		11/13/2025	9407 CHA CHAMPION IRIDIUM SP			$143.71		
	848484		11/13/2025	19417609 AC SPARK PLUG WIRE SET ()			$180.12		
	848496		11/13/2025	786154 NW PROSOFTTOUCHSWITCH ()			$12.85		
	848517		11/13/2025	05050 CRC BRAKE PARTS CLEANER			$279.21		
	848524		11/13/2025	ADA128 TEE AIR DOOR ACTUATOR ()			$29.78		
	848537		11/14/2025	FT8918F FLT FLEET PADS			$79.38		

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	848624		11/17/2025	1540 NBH SIL SDI COOLANT HOSE			$155.03		
	848611		11/17/2025	770-2132 BK SPRING ()			$1.67		
	848644		11/17/2025	200036 FIL AIR FILTER			$44.80		
	848657		11/17/2025	92792 GRO 440 SERIES FRONT LENS			$2.60		
	848702		11/17/2025	8274007 BK Trailer Ball Mount 2" (570)			$42.80		
	848713		11/18/2025	755-1049 BK Trailer Coupler Straight Tongue			$42.61		
	848721		11/17/2025	7306743 BK Battery Box QuickBox Battery Bo ()			$24.26		
	848686		11/17/2025	8251823 BK Pintle Hook / Trailer			$397.92		
	848747		11/17/2025	7822095 BK VALU PAK (468)			$19.42		
	848751		11/18/2025	8274007 BK COMBO BALL MOUNT (570)			($446.98)		
	848789		11/18/2025	48882263 NB NAPA Premium Rear Brake Rotor ()			$251.52		
	848803		11/19/2025	8448AAA BAT BATTERY (170)			$634.66		
	Paying Fund			Cash Account			Amount		
	505 - Fleet			505.11000 (Cash)			$2,061.04		
151467	11/25/2025	Open			Accounts Payable	National Coating & Lining Co	$22,317.66		
	Invoice		Date	Description			Amount		
	CP23-027/PP7		11/19/2025	23-027 Secondary Clarifier No. 4 Recoating-10/31/25			$22,317.66		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$22,317.66		
151468	11/25/2025	Open			Accounts Payable	NBS GOVERNMENT FINANCE GROUP	$10,925.00		
	Invoice		Date	Description			Amount		
	202511-3640		11/06/2025	PROF SVS THROUGH 10/25/25			$2,800.00		
	202511-3573		11/04/2025	PROF SVS THROUGH 10/25/25			$8,125.00		
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			$10,925.00		
151469	11/25/2025	Open			Accounts Payable	Operational Technical Services, LLC	$7,794.50		
	Invoice		Date	Description			Amount		
	5222		11/05/2025	SRWA - Senior Operator MC 11.03.25 - 11.05.25			$7,794.50		
	Paying Fund			Cash Account			Amount		
	450 - SRWA - Operations			450.11000 (Cash)			$7,794.50		
151470	11/25/2025	Open			Accounts Payable	OREILLY AUTO PARTS	$35.76		
	Invoice		Date	Description			Amount		
	2800-199931		11/13/2025	WIX WA11656 HD AIR FLTR			$35.76		
	Paying Fund			Cash Account			Amount		
	505 - Fleet			505.11000 (Cash)			$35.76		
151471	11/25/2025	Open			Accounts Payable	P G & E	$47.66		
	Invoice		Date	Description			Amount		
	FIRE#4 11/12/25		11/12/2025	7556584382-0 / 2820 N Walnut-Fire #4			$47.66		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$47.66		
151472	11/25/2025	Open			Accounts Payable	PACE SUPPLY CORPORATION	$28,861.37		
	Invoice		Date	Description			Amount		
	0510938445		11/12/2025	GLOBE VLAVE			$21,485.58		
	0510911237		11/10/2025	PLATE STRAINER			$3,862.85		
	0510768516-2		11/06/2025	ANGLE METER			$2,784.80		
	0510834405-1		11/06/2025	GLOBE VLAVE			$728.14		
	Paying Fund			Cash Account			Amount		

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Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	420 - WATER			420.11000 (Cash)			$28,861.37		
151473	11/25/2025	Open			Accounts Payable	Pacific Breeze Air Systems Inc	$4,805.00		
	Invoice		Date	Description			Amount		
	i16001		11/08/2025	591 Birchwood Way- Ductwork Repair and duct replacement			$4,805.00		
	Paying Fund			Cash Account			Amount		
	625 - Successor Agency - LMI			625.11000 (Cash)			$4,805.00		
151474	11/25/2025	Open			Accounts Payable	POLYDYNE INC	$15,721.77		
	Invoice		Date	Description			Amount		
	1961902		09/15/2025	POLYDYNE SUPPLY OF ANIONIC EMULSION POLYMER			$15,721.77		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$15,721.77		
151475	11/25/2025	Open			Accounts Payable	RAMONT'S TOW SERVICE	$893.75		
	Invoice		Date	Description			Amount		
	253452		11/15/2025	TRA19-1065 tow bill			$893.75		
	Paying Fund			Cash Account			Amount		
	426 - Transit			426.11000 (Cash)			$893.75		
151476	11/25/2025	Open			Accounts Payable	Rexel USA, Inc.	$2,309.99		
	Invoice		Date	Description			Amount		
	S143718527.001		11/10/2025	NETWORK SWITCH			$2,309.99		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$2,309.99		
151477	11/25/2025	Open			Accounts Payable	Rexel USA, Inc.	$266.10		
	Invoice		Date	Description			Amount		
	6U15121		11/13/2025	TOOLS FOR TRUCK #631			$266.10		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$266.10		
151478	11/25/2025	Open			Accounts Payable	ROBERTSON - BRYAN INC	$30,883.00		
	Invoice		Date	Description			Amount		
	17241.4.3		10/31/2025	NPDES PERMIT COMPLIANCE SERVICES TASK 4 DMC THM STUDY 10/15/2025			$2,799.00		
	17241.4.2		10/31/2025	NPDES PERMIT COMPLIANCE SERVICES TASK 4 DMC THM STUDY 10/15/2025			$871.25		
	17241.1		10/31/2025	NPDES PERMIT COMPLIANCE SERVICES TASK 1 THROUGH 10/15/2025			$25,105.75		
	17241.5		10/31/2025	NPDES PERMIT COMPLIANCE SERVICES TASK 5 THROUGH 10/15/2025			$2,107.00		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$27,212.75		
	416 - Recycled Water Sales			416.11000 (Cash)			$3,670.25		
151479	11/25/2025	Open			Accounts Payable	Robin Cody dba SunRise Consulting	$10,000.00		
	Invoice		Date	Description			Amount		
	454		11/20/2025	Transit ITS Technical Assistance Services Steps 1 & 2			$10,000.00		
	Paying Fund			Cash Account			Amount		
	426 - Transit			426.11000 (Cash)			$10,000.00		

Payment Register

From Payment Date: 11/21/2025 - To Payment Date: 11/27/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
151480	11/25/2025	Open			Accounts Payable	ROMEO MEDICAL CLINIC	$4,645.00		

Invoice	Date	Description	Amount
Oct 2025	10/31/2025	Romeo Medical Service October 2025	$2,834.00
Oct FIRE 2025	10/31/2025	Romeo Medical Services FIRE Oct 2025	$1,811.00

Paying Fund	Cash Account	Amount
110 - General Fund	110.11000 (Cash)	$3,420.00
246 - Landscape Assessment	246.11000 (Cash)	$955.00
270 - Recreation Grants	270.11000 (Cash)	$150.00
410 - WATER QUALITY CONTROL (WQC)	410.11000 (Cash)	$60.00
420 - WATER	420.11000 (Cash)	$60.00

151481	11/25/2025	Open			Accounts Payable	RUSH TRUCK CENTERS OF CALIFORNIA, INC.	$762.61		

Invoice	Date	Description			Amount
3043990520	11/13/2025	29546229:AT SEL-OIL, TUBE, (OIL FILL TUBE)			$38.54
3044005948	11/14/2025	DS7Z5421991C:FRD CYLINDER ASY - LOCK			$123.67
3043971169	11/15/2025	W719490S439:FRD NUT **BIL** 5.07 EA 40.56 8 W715489S442:F	20		$600.40

Paying Fund	Cash Account	Amount
505 - Fleet	505.11000 (Cash)	$762.61

151482	11/25/2025	Open			Accounts Payable	RUTAN & TUCKER, LLP	$7,200.00		

Invoice	Date	Description	Amount
1043757	09/30/2025	SPECIAL COUNSEL SERVICES-Construction Dispute Sep. 2025	$7,200.00

Paying Fund	Cash Account	Amount
115 - Measure A - Roads	115.11000 (Cash)	$7,200.00

151483	11/25/2025	Open			Accounts Payable	SHARPENING SHOP	$54.11		

Invoice	Date	Description	Amount
453557	11/13/2025	4182 740 3501 DRIVER	$26.96
453787	11/18/2025	WOOD CUTTER BAR OIL GAL	$27.15

Paying Fund	Cash Account	Amount
205 - Sports Facilities	205.11000 (Cash)	$27.15
505 - Fleet	505.11000 (Cash)	$26.96

151484	11/25/2025	Open			Accounts Payable	SOUTHERN TIRE MART	$2,484.82		

Invoice	Date	Description			Amount
7320020509	11/17/2025	225/65R17 ALL SEASON	4	96.08	$424.47
7320020511	11/17/2025	245/60R18 DESTINATION LE 3			$1,170.12
7320020514	11/17/2025	265/60R17 FIREHAWK PRST			$837.51
7320020518	11/17/2025	ST06-7054 FLAT REPAIR			$52.72

Paying Fund	Cash Account	Amount
217 - Streets - Gas Tax	217.11000 (Cash)	$52.72
505 - Fleet	505.11000 (Cash)	$2,432.10

151485	11/25/2025	Open			Accounts Payable	ST FRANCIS ELECTRIC, LLC	$29,203.38		

Invoice	Date	Description	Amount
230445100	10/31/2025	Traffic signal preventative maintenance OCTOBER RESPONSE	$14,453.38
230445102	11/18/2025	Traffic signal preventative maintenance WALNUT & SPRINGER	$8,300.00

Payment Register

From Payment Date: 11/21/2025 - To Payment Date: 11/27/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	230445101		10/31/2025	Traffic signal preventative maintenance OCTOBER ROUTINE			$6,450.00		
	Paying Fund			Cash Account			Amount		
	219 - SB1 Road Maint & Rehab Account			219.11000 (Cash)			$29,203.38		
151486	11/25/2025	Open			Accounts Payable	STANISLAUS COUNTY	$10,000.00		
	Invoice		Date	Description			Amount		
	TP24007093		11/17/2025	F24060 - MISC TRUST, FUND 7900, ORG AC06200, ACCT 02650			$10,000.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$10,000.00		
151487	11/25/2025	Open			Accounts Payable	STANISLAUS COUNTY	$693.00		
	Invoice		Date	Description			Amount		
	LeSar 3		11/05/2025	MOU Joint Consolidated Planning- FY 2025-2029			$693.00		
	Paying Fund			Cash Account			Amount		
	255 - CDBG			255.11000 (Cash)			$346.50		
	256 - Stanislaus Housing Consortium			256.11000 (Cash)			$346.50		
151488	11/25/2025	Open			Accounts Payable	STATE WATER RESOURCE CTNL	$60.00		
	Invoice		Date	Description			Amount		
	31087 GUTIERREZ		11/19/2025	T2 RENEWAL FOR ORLANDO GUTIERREZ			$60.00		
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			$60.00		
151489	11/25/2025	Open			Accounts Payable	STITCH QUEEN	$838.08		
	Invoice		Date	Description			Amount		
	997		11/05/2025	SRWA - Supplies - Beanie Hats			$302.05		
	984		10/23/2025	SRWA - Supplies - Jackets			$536.03		
	Paying Fund			Cash Account			Amount		
	450 - SRWA - Operations			450.11000 (Cash)			$838.08		
151490	11/25/2025	Open			Accounts Payable	STOMMEL INC DBA LEHR	$188.58		
	Invoice		Date	Description			Amount		
	SI126103		11/18/2025	DBM-1150-KL-0304 Havis, Dual Ball Mount w/ 1.5" Knob-Style Long			$188.58		
	Paying Fund			Cash Account			Amount		
	505 - Fleet			505.11000 (Cash)			$188.58		
151491	11/25/2025	Open			Accounts Payable	STORER TRANSIT SYSTEMS	$378,462.32		
	Invoice		Date	Description			Amount		
	10153T		11/20/2025	Management and Operation of Turlock Transit Oct 2025			$378,462.32		
	Paying Fund			Cash Account			Amount		
	426 - Transit			426.11000 (Cash)			$378,462.32		
151492	11/25/2025	Open			Accounts Payable	T I D	$47,029.18		
	Invoice		Date	Description			Amount		
	110925 573 Birch		11/09/2025	0826525611 573 Birchwood Way			$33.65		
	110925 2065 Cody		11/09/2025	0978821449 2065 Cody Ct.			$28.42		
	110925 570 Jason		11/09/2025	6279743328 570 Jason Drive			$29.11		
	624170 - Nov 25		11/11/2025	ACC#6241700000 - November 2025			$46,938.00		
	Paying Fund			Cash Account			Amount		
	255 - CDBG			255.11000 (Cash)			$91.18		

Payment Register

From Payment Date: 11/21/2025 - To Payment Date: 11/27/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
	950 - SRWA - JPA			950.11000 (Cash)			$46,938.00		
151493	11/25/2025	Open			Accounts Payable	THOMAS & ASSOCIATES	$471.78		
	Invoice		Date	Description			Amount		
	35007		10/24/2025	SEAL CR			$471.78		
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			$471.78		
151494	11/25/2025	Open			Accounts Payable	TID	$29,281.47		
	Invoice		Date	Description			Amount		
	40447		11/06/2025	REIMBURSE IMPROVEMENT DISTRICTS FOR STORM DRAINAGE			$29,281.47		
	Paying Fund			Cash Account			Amount		
	420 - WATER			420.11000 (Cash)			$29,281.47		
151495	11/25/2025	Open			Accounts Payable	TURF STAR	$0.88		
	Invoice		Date	Description			Amount		
	INV124896		11/14/2025	1 134-1244: RIVET			$0.88		
	Paying Fund			Cash Account			Amount		
	505 - Fleet			505.11000 (Cash)			$0.88		
151496	11/25/2025	Open			Accounts Payable	TURLOCK SCAVENGER CO INC	$124.91		
	Invoice		Date	Description			Amount		
	0003080815		10/31/2025	SRWA - 6 yard Bin Service 11.01.25 - 11.30.25			$124.91		
	Paying Fund			Cash Account			Amount		
	950 - SRWA - JPA			950.11000 (Cash)			$124.91		
151497	11/25/2025	Open			Accounts Payable	UNIVAR SOLUTIONS USA, LLC dba UNIVAR SOLUTIONS USA	$17,690.56		
	Invoice		Date	Description			Amount		
	53471376		11/11/2025	SODIUM HYPOCHLORITE			$17,690.56		
	Paying Fund			Cash Account			Amount		
	410 - WATER QUALITY CONTROL (WQC)			410.11000 (Cash)			$17,690.56		
151498	11/25/2025	Open			Accounts Payable	VERIZON WIRELESS	$522.14		
	Invoice		Date	Description			Amount		
	6127640636		11/03/2025	Human Relations Verizon 10/4/25-11/3/25			$41.39		
	6127640648		11/03/2025	972530635-00038 SRWA Monthly Service & Equipment 11.03.25			$480.75		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$41.39		
	450 - SRWA - Operations			450.11000 (Cash)			$480.75		
151499	11/25/2025	Open			Accounts Payable	Vertosoft LLC	$4,536.00		
	Invoice		Date	Description			Amount		
	INV10309		11/18/2025	OpenGov Professional Services Deployment Quote#Q-15247			$4,536.00		
	Paying Fund			Cash Account			Amount		
	110 - General Fund			110.11000 (Cash)			$4,536.00		
151500	11/25/2025	Open			Accounts Payable	VWR INTERNATIONAL INC	$970.29		
	Invoice		Date	Description			Amount		
	8820416464		11/14/2025	PETRI DISH/ BDH BUFFER PH 7 YELLOW - LAB			$290.32		
	8820362476		11/07/2025	PRESENCE A BSENCE BROTH 500GM			$264.35		

Payment Register

From Payment Date: 11/21/2025 - To Payment Date: 11/27/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name		Transaction Amount	Reconciled Amount	Difference
	8820352186		11/06/2025	PRESENCE A BSENCE BROTH 500GM / TRYPTIC SOY BROTH 2L			$206.25			
	8820336706		11/04/2025	VWR TIMER 3 CHANNEL			$61.38			
	8820443527		11/19/2025	TRYPTIC SOY BROTH 2L - LAB			$74.08			
	8820413492		11/14/2025	BDH BUFFER PH 10 BLUE 20L - LAB			$73.91			
	Paying Fund			Cash Account			Amount			
	420 - WATER			420.11000 (Cash)			$970.29			
151501	11/25/2025	Open			Accounts Payable	WESTERN VIEW MOBILE RANCH		$651.90		
	Invoice		Date	Description			Amount			
	December 2025		11/18/2025	Mobile Rent Subsidy FY 2025-26- December 2025			$651.90			
	Paying Fund			Cash Account			Amount			
	625 - Successor Agency - LMI			625.11000 (Cash)			$651.90			
151502	11/25/2025	Open			Accounts Payable	WILLDAN FINANCIAL SVCS		$735.00		
	Invoice		Date	Description			Amount			
	010-64165		10/31/2025	CFD #3 - Annexation 1 Monarch Estates Subdivision- 10/31/25			$735.00			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$735.00			
151503	11/25/2025	Open			Accounts Payable	ARROYO, ELIAS		$242.00		
	Invoice		Date	Description			Amount			
	TR 5214 PER DIEM		11/24/2025	2025 CATO, 12/2/25-12/4/25, SAN DIEGO			$242.00			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$242.00			
151504	11/25/2025	Open			Accounts Payable	Fiez, Nichole		$1,359.96		
	Invoice		Date	Description			Amount			
	TR5176 Per Diem		11/12/2025	TR5176-NewElectionLaw			$1,359.96			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$1,359.96			
151505	11/25/2025	Open			Accounts Payable	MONTOYA, KARINA		$100.00		
	Invoice		Date	Description			Amount			
	R25-008256		11/21/2025	A/C REFUND			$100.00			
	Paying Fund			Cash Account			Amount			
	203 - Animal Fee Forfeiture			203.11000 (Cash)			$100.00			
151506	11/25/2025	Open			Accounts Payable	RUSH, DEVIN		$242.00		
	Invoice		Date	Description			Amount			
	TR 5214 PER DIEM		11/24/2025	2025 CATO, 12/2/25-12/4/25, SAN DIEGO			$242.00			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$242.00			
151507	11/25/2025	Open			Accounts Payable	YOUNG, JACOB		$242.00		
	Invoice		Date	Description			Amount			
	TR 5214 PER DIEM		11/24/2025	2025 CATO, 12/2/25-12/4/25, SAN DIEGO			$242.00			
	Paying Fund			Cash Account			Amount			
	110 - General Fund			110.11000 (Cash)			$242.00			
Type Check Totals:					105 Transactions			$1,196,580.49		
AP - Accounts Payable Totals										

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	105	$1,196,580.49	$0.00

City of Turlock

Payment Register

From Payment Date: 11/21/2025 - To Payment Date: 11/27/2025

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source		Payee Name	Transaction Amount	Reconciled Amount	Difference
					Reconciled	0	$0.00		$0.00	
					Voided	0	$0.00		$0.00	
					Stopped	0	$0.00		$0.00	
					Total	105	$1,196,580.49		$0.00	

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	105	$1,196,580.49	$0.00
	Reconciled	0	$0.00	$0.00
	Voided	0	$0.00	$0.00
	Stopped	0	$0.00	$0.00
	Total	105	$1,196,580.49	$0.00

Grand Totals:

Checks	Status	Count	Transaction Amount	Reconciled Amount
	Open	**105**	**$1,196,580.49**	**$0.00**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**0**	**$0.00**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**105**	**$1,196,580.49**	**$0.00**

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	**105**	**$1,196,580.49**	**$0.00**
	Reconciled	**0**	**$0.00**	**$0.00**
	Voided	**0**	**$0.00**	**$0.00**
	Stopped	**0**	**$0.00**	**$0.00**
	Total	**105**	**$1,196,580.49**	**$0.00**

City Council Regular Meeting Minutes

November 18, 2025
6:00 PM
City of Turlock Yosemite Room
156 S. Broadway, Turlock, California

1. **CALL TO ORDER**

Mayor Bublak called the meeting to order at 6:00 PM.

2. **SALUTE TO THE FLAG**
3. **ROLL CALL AND DECLARATION OF CONFLICTS**

Present: Councilmembers Cassandra Abram, Kevin Bixel, Erika Phillips, and Mayor Amy Bublak
Absent: Vice Mayor Rebecka Monez

Councilmember Abram	Councilmember Bixel	Vice Mayor Monez	Councilmember Phillips	Mayor Bublak
None	None	Absent	None	None

4. **APPROVAL OF AGENDA AS POSTED OR AMENDED**

Action: Motion: Approval of Agenda as Posted, motioned by Councilmember Abram, seconded by Councilmember Phillips and carried 4/0 by the following vote:

Councilmember Abram	Councilmember Bixel	Vice Mayor Monez	Councilmember Phillips	Mayor Bublak
None	None	Absent	None	None

5. **PROCLAMATIONS, RECOGNITIONS, APPOINTMENTS, ANNOUNCEMENTS, PRESENTATIONS, AND BRIEFINGS**

A. Presentation: Roads Program - Geer Road

Item presented by Roads Program Manager Fred Pezeshz with Ed Noriego from Mark Thomas.

6. **PUBLIC PARTICIPATION**

Mayor Bublak opened public comment and the following members of the public spoke:

Karen Valek
Milt Trieweiler
Bob Puffer

With no further comments, Mayor Bublak closed public comment.

7. CITY MANAGER REPORTS/UPDATES

A. Monthly Department Reports

Interim City Manager Sue Borrego reported that artwork from the Senior Citizen Center is currently displayed on the walls at City Hall. She noted that there are openings on city commissions and committees, and encouraged community members to apply. She also announced that Discover Turlock is currently underway.

8. CONSENT CALENDAR

Mayor Bublak opened the item for public comment. There were no comments from the public, and Mayor Bublak closed public comment.

Deputy City Attorney Sarah Yonan-Alleta stated that the City Attorney's office has a conflict of interest with item 8C and did not review this item.

Action: Motion: by Councilmember Abram, seconded by Councilmember Bixel, to adopt the Consent Calendar and carried 4/0 by the following vote:

Councilmember Abram	Councilmember Bixel	Vice Mayor Monez	Councilmember Phillips	Mayor Bublak
Yes	Yes	Absent	Yes	Yes

A. Accepting the Weekly demands of October 17, 2025 through November 6, 2025 in the amount of $5,732,520.04, the Payroll register for July and September 2025, and the Investment Report for October 2025 in the amount of $315,966,175.47

Action: Approved Motion

B. Accepting the Minutes of the October 28, 2025 Regular City Council Meeting and the October 30, 2025 Special City Council Meeting

Action: Approved Motion

C. Awarding bid and approving an agreement with Machado and Sons Construction for City Utility Trench Repair 2025 in the amount of $155,011.00 (Engineering)

Action: Approved **Resolution No. 2025-193:** Appropriating $53,000 to Fund 410 "Water Quality Control" account number 410-51-531.43145 “Pave Trenches” from unallocated reserves for the construction of City Project No. 25-041"City Utility Trench Repair 2025"

Action: Approved **Motion:** Awarding bid and approving an Agreement with Machado and Sons Construction, Inc of Turlock, California in the amount of $155,011.00 and authorizing a construction contingency amount of $15,500.00 (10.0%) for the construction of City Project No. 25-041"City Utility Trench Repair 2025" to be funded by Fund 410 “Water Quality Control” and Fund 420 "Water"

Action: Approved **Resolution No. 2025-194:** Determining the award of bid for construction of City Project No. 25-041 "City Utility Trench Repair 2025" is exempt from the provisions of CEQA in accordance with section 15301 of the CEQA guidelines

D. Approving Contract Change Order No. 2 with SoCal Pacific Construction, Corp. for City Project No. 23-027, “Secondary Clarifier No. 4 Recoating”, bringing the revised contract total to $290,510.00 (Engineering)

Action: Approved **Motion:** Approving Contract Change Order No. 2 between the City of Turlock and SoCal Pacific Construction, Corp. dba National Coating & Lining Company for City Project No. 23-027, “Secondary Clarifier No. 4 Relocating” in the amount of $16,937.00 bringing the contract total to $290,510.00

E. Authorizing the Interim City Manager to execute a Memorandum of Understanding with the Stanislaus Regional Water Authority regarding the preparation of a Joint 2025 Urban Water Management Plan (Municipal Services)

Action: Approved **Motion:** Authorizing the Interim City Manager to execute a Memorandum of Understanding with the Stanislaus Regional Water Authority regarding the preparation of a Joint 2025 Urban Water Management Plan

F. Adopting the updated Housing Rehabilitation Program and the First Time Homebuyer Secondary Financing Program Policies and Procedures Manuals for the Housing Program Services Division (Housing)

Action: Approved **Motion:** Adopting the updated Housing Rehabilitation Program and the First Time Homebuyer Secondary Financing Program Policies and Procedures Manuals for the Housing Program Services Division.

G. Approving the purchase renewal of backup software and support with Savant Solutions for an amount not to exceed $61,908.55 (Information Technology)

Action: Approved **Motion:** Approving the renewal of Rubrik Data Backup and Recovery Solution software support with Savant Solutions for an amount not to exceed $61,908.55, which includes a base quote of $56,280.50 and a ten percent (10%) contingency ($5,628.05) to accommodate potential increases in cloud storage consumption.

9. **FINAL READINGS**

None

10. **PUBLIC HEARINGS**

A. Adopting the Procurement Manual and the First Reading of an Ordinance Amending Turlock Municipal Code Title 2, Chapter 7, regarding purchasing system to standardize and update the procurement and contracting process (Finance)

Finance Director Isaac Moreno presented the item.

Mayor Bublak opened the item for public comment. There were no comments from the public, and Mayor Bublak closed public comment.

Motioned by Councilmember Abram, seconded by Councilmember Bixel, to adopt the item and carried 4/0 by the following vote:

Councilmember Abram	Councilmember Bixel	Vice Mayor Monez	Councilmember Phillips	Mayor Bublak
Yes	Yes	Absent	Yes	Yes

Action: Approved **Motion:** Adopt the Procurement Manual
Approved **First Reading of an Ordinance:** Amend Turlock Municipal Code Title 2, Chapter 7, regarding purchasing system to standardize and update the procurement and contracting process

11. **ACTION ITEMS**

A. Appropriating $299,399 in ARPA funds and approving an agreement, in a form approved by the City Attorney, with QWAKE Technologies for helmet camera equipment, software, and training (Fire)

Deputy Fire Chief Harcken presented the item in conjunction with Sam Cossman from QWAKE Technologies.

Mayor Bublak opened public comment and the following members of the public spoke:

Milt Trieweilwer
Name not provided

With no further comments, Mayor Bublak closed public comment.

Motioned by Mayor Bublak, seconded by Councilmember Phillips and carried 3/1 by the following vote:

Councilmember Abram	Councilmember Bixel	Vice Mayor Monez	Councilmember Phillips	Mayor Bublak
No	Yes	Absent	Yes	Yes

Action: Approved **Motion:** Approving an agreement with QWAKE Technologies for the purchase of sixteen (16) C-THRU Navigator units, four (4) Command tablets, accessories, shipping, three (3) year term for software subscription and initial training and start up in a form approved by the City Attorney
Approved **Resolution No. 2025-195:** Appropriating $299,399 to Fund 119 "American Rescue Plan Act" account # 119-30- 300.51035 "Helmet Cameras" for the agreement with Qwake Technologies Inc. for the purchase of C-Thru technology equipment, software, training and support

B. Approving an agreement, in form approved by the City Attorney, with StanCOG to receive $454,769 in REAP 2.0 funds and authorizing the Interim City Manager to contract with Dyett & Bhatia and Professional Planners to prepare a Master plan and zoning updates for the seven

unincorporated county islands (Development Services)

Development Services Department Director Werner presented the item.

Mayor Bublak opened public comment and the following member of the public spoke:

Milt Trieweiler

With no further comments, Mayor Bublak closed public comment.

Motioned by Councilmember Abram, seconded by Councilmember Bixel and failed 2/2 by the following vote:

Councilmember Abram	Councilmember Bixel	Vice Mayor Monez	Councilmember Phillips	Mayor Bublak
Yes	Yes	Absent	No	No

Motioned to reconsider and adopt original item, by Mayor Bublak, seconded by Councilmember Abram and carried 4/0 by the following vote:

Councilmember Abram	Councilmember Bixel	Vice Mayor Monez	Councilmember Phillips	Mayor Bublak
Yes	Yes	Absent	Yes	Yes

Action: Approved **Resolution No. 2025-196** Appropriating $454,769 to Revenue Account Number 271-40-400-452.34168 “REAP Grant” to be funded from a sub-allocation from the 2021 Regional Early Action Planning (REAP 2.0) grant and to appropriate $454,769 to Expense Account Number 271-40-400-452.43055_000 “Consultant General” for the preparation of a comprehensive master plan for seven County Islands and the necessary zoning amendments

Action: Approved **Resolution No. 2025-197** Approving a Memorandum of Understanding (MOU), in a form approved by the City Attorney, between the City of Turlock and Stanislaus Council of Governments (StanCOG) accepting the sub-allocation of 2021 Regional Early Action Planning (REAP 2.0) grant funds in the amount of $454,769 and authorizing the Interim City Manager to enter into, execute and deliver the MOU and any and all other documents necessary to secure the grant

Action: Motion: Authorizing the Interim City Manager to enter into a professional services agreement, in a form approved by the City Attorney, with Dyett and Bhatia Urban and Professional Planners for the preparation of a comprehensive master plan for the seven unincorporated county islands within the City’s Sphere of Influence and prepare the appropriate and necessary documents and rezone amendments

C. Accepting the City of Turlock's audited Financial Statements and related reports for the Fiscal Year Ended June 30, 2024 (Finance)

Finance Director Isaac Moreno presented the item in conjunction with Certified Public Accountant, Naeeraj Datta.

Mayor Bublak opened public comment and the following members of the public spoke:

Name not provided
Bob Puffer

With no further comments, Mayor Bublak closed public comment.

Motioned by Councilmember Abram, seconded by Councilmember Bixel and carried 4/0 by the following vote:

Councilmember Abram	Councilmember Bixel	Vice Mayor Monez	Councilmember Phillips	Mayor Bublak
Yes	Yes	Absent	Yes	Yes

Action: Approved **Resolution No. 2025-198:** Accepting the City of Turlock's audited Financial Statements and related reports for the Fiscal Year ended June 30, 2024

D. Approving an agreement with Solid Networks Inc. for the purchase of co-managed project support and professional services for Microsoft 365 for an initial three-year term of $186,000 (Information Technology)

Information Technology Director Nick Showalter presented the item.

Mayor Bublak opened the item for public comment. There were no comments from the public, and Mayor Bublak closed public comment.

Motioned by Councilmember Abram, seconded by Councilmember Phillips and carried 4/0 by the following vote:

Councilmember Abram	Councilmember Bixel	Vice Mayor Monez	Councilmember Phillips	Mayor Bublak
Yes	Yes	Absent	Yes	Yes

Action: Approved **Motion:** Approving an Agreement with Solid Networks Inc. for the purchase of co-managed project support and professional services for Microsoft 365, including the configuration development, migration of email, and lifecycle management, for an initial three (3) year term of $186,000 (including a ten percent contingency) to continue on a month-to-month renewal thereafter, expensed from Fund 501 "Information Technology."

E. Increase Turlock Partnership Incentive Program grant from $1,000 to $3,500 to better support new businesses. (Economic Development)

Communications Specialist Joseph Spangler presented the item.

Mayor Bublak opened the item for public comment. There were no comments from the public, and Mayor Bublak closed public comment.

Motioned by Mayor Bublak, seconded by Councilmember Abram and carried 4/0 by the following vote:

Councilmember Abram	Councilmember Bixel	Vice Mayor Monez	Councilmember Phillips	Mayor Bublak
Yes	Yes	Absent	Yes	Yes

Action: Approved **Motion:** Increase Turlock Partnership Incentive Program grant from $1,000 to $3,500 to better support new businesses

12. **COUNCILMEMBER COMMENTS, ANNOUNCEMENTS AND FUTURE ITEMS**

Councilmember Abram thanked staff for their work on the Veteran's Day event and highlighted upcoming festivities, including the Christmas Parade and the Firetruck Santa, which will have a published route map.

Councilmember Bixel extended warm wishes for a Happy Thanksgiving.

Councilmember Phillips expressed gratitude to City staff as well as the Fire and Police Chiefs.

Mayor Bublak shared that Derik Dami, a member of Measure L and the CDBG Committee, had recently passed away, offering prayers for his family. She also noted upcoming CSU Stanislaus men's soccer and volleyball games, and reminded everyone that the annual tree lighting will take place the day after Thanksgiving.

13. **CLOSED SESSION**

City Clerk Nichole Fiez read aloud the closed session items.

A. Conference with Legal Counsel – Anticipated Litigation, Cal. Gov't Code §54956.9(d)(2)
"For the purposes of this section, litigation shall be considered pending when any of the following circumstances exist... A point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency."
Potential Case(s): One (1)

B. Conference with Labor Negotiators, Cal. Gov't Code §54957.6(a)
"Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions with the local agency's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation."
Agency Designated Representative: Interim City Manager, Sue Borrego
Employee Organization: Turlock Management Association-Public Safety
Employee Organization: Turlock Associated Police Officers

14. **REPORTS FROM CLOSED SESSION**

None

15. **ADJOURNMENT**

Mayor Bublak adjourned the meeting at 8:46 PM.

Respectfully Submitted,

_____
Kelly Renteria, Deputy City Clerk

City Council Staff Report

December 9, 2025

From: Nichole Fiez, City Clerk
Prepared by: Nichole Fiez, City Clerk
Agendized by: Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Adopting the 2025 City Council meeting schedule in accordance with Turlock Municipal Code Section 2-1-02.

2. DISCUSSION OF ISSUE:

The attached Resolution (and Exhibit A) sets forth the dates for the 2025 City Council meeting schedule in accordance with the Turlock Municipal Code. Turlock Municipal Code Section 2-1-02 states that regular meetings of the Council shall, unless canceled by motion and passed by a majority of members present, be held on the second and fourth Tuesdays of each month at the hour of 6:00 p.m. Additionally, pursuant to City Council Resolution 2013-002 and 2013-167, regular meetings of the Public Financing Authority (PFA) and the Successor Agency to the Turlock Redevelopment Agency (SA) shall be held at the same time and place as regular City Council meetings.

The City of Turlock historically experiences a reduction in items that need to be acted upon during the holiday season. For the 2026 calendar year, it is proposed that the City Council not schedule regular meetings on the following dates due to the following circumstances:

1. November 24, 2026 - Thanksgiving holiday
2. December 22, 2026 - Christmas holiday

Instances may arise when it is necessary to call special meetings or workshops to discuss policy and/or community issues, etc.

3. BASIS OF RECOMMENDATION:

Pursuant to Turlock Municipal Code Section, “The regular meetings of the Council shall, unless canceled by motion passed by a majority of members present, be held on the second and fourth Tuesdays of each month at the hour of 6:00 p.m., unless such meeting date shall coincide with Christmas Eve (December 24th) or any holiday on which City Offices are closed, in which event the regular meeting shall be held on the third Tuesday of the month in which the holiday falls.”

4. FISCAL IMPACT / BUDGET AMENDMENT:

None.

5. STAFF RECOMMENDATION:

Recommend approval.

6. CITY MANAGER COMMENTS:
Recommend approval. Recommend Approval.

7. ENVIRONMENTAL DETERMINATION:
This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of “organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” and therefore is not considered a project.

8. ALTERNATIVES:
Council may wish to consider scheduling meetings on every second and fourth Tuesday in 2025 as set forth in the Turlock Municipal Code. This option would still allow the Council to cancel the meetings as the dates draw nearer and does not preclude the Council from setting special meetings as necessary.

9. ATTACHMENTS:
1. Draft Resolution

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF ADOPTING THE 2026 CITY COUNCIL MEETING SCHEDULE IN ACCORDANCE WITH TURLOCK MUNICIPAL CODE SECTION 2-1-02	**}**	**RESOLUTION NO. 2025-XXX**

WHEREAS, annually, the City Council adopts a meeting schedule establishing meetings for the calendar year; and

WHEREAS, Exhibit A to this Resolution sets forth the dates for the 2026 City Council meeting schedule in accordance with the requirements of Turlock Municipal Code Section 2-1-02; and

WHEREAS, for the 2026 calendar year, it is proposed that the City Council not schedule regular meetings on the following dates due to the following circumstances:

1. November 24, 2026 due to the Thanksgiving holiday
2. December 22, 2026 due to the Christmas holiday

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Turlock does hereby adopt the 2026 City Council meeting schedule in accordance with Turlock Municipal Code Section 2-1-02.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:	(-)
NOES:	(-)
NOT PARTICIPATING:	(-)
ABSENT:	(-)

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

CITY OF TURLOCK
2026 CITY COUNCIL MEETINGS
6:00 p.m. Start Time

2026

January 13	
January 27	
February 10	
February 24	
March 10	
March 24	
April 14	
April 28	
May 12	
May 26	
June 9	
June 23	
July 14	
July 28	
August 11	
August 25	
September 8	
September 22	
October 13	
October 27	
November 10	No Meeting Scheduled
November 17	
November 24	No Meeting Scheduled
December 8	(also Regular meeting of the SA/PFA)
December 23	No Meeting Scheduled

2027

January 12
January 26

MEETINGS ARE SCHEDULED TO BE HELD IN THE YOSEMITE COMMUNITY ROOM (COUNCIL CHAMBERS), TURLOCK CITY HALL, 156 S. BROADWAY, TURLOCK. SEE MEETING AGENDA FOR POSSIBLE CHANGES IN LOCATION.

City Council Staff Report

December 9, 2025

From: Christopher Fisher, Municipal Services Director
Prepared by: Fred Pezeshk, P.E., Roads Program Manager
Agendized by: Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Motion: Accepting improvements for City Project No. 22-001 (Bid Package 1) for Roads Program CIP Projects and authorizing the City Engineer to file a Notice of Completion

2. NARRATIVE:

On April 25, 2023, the City Council approved an agreement between the City of Turlock and Cal Valley Construction, Inc., of Fresno, California, in the amount of $9,157,293.75 and a contingency amount of $450,000.00 for the construction of City Project No. 22-001 (Bid Package 1) for Roads Program CIP Projects.

Bid Package 1 provided for the rehabilitation of the following street sections:

City Project No. 22-001 Bid Package 1				
Street Name	**From**	**To**	**Length (Feet)**	**District**
Delbon Ave.	N. Olive Ave.	Colorado Ave.	1,296.00	1
20th Century Blvd.	Geer Rd.	N. Golden State Blvd.	2,442.00	4
Flower St.	N. Soderquist Rd.	N. 1st St.	3,693.00	2
N. Orange St.	W. Main St.	Flower St.	1,053.00	2
Spruce St.	South Ave.	High St.	1,818.00	2
Locust St.	Vermont Ave.	W. Main St.	1,709.00	2
Mira Flores Dr.	El Paseo Dr.	Murphy Dr.	2,849.00	1
Corello St.	Marlee Dr.	Sierra Vista Dr.	1,608.00	1
Julian St.	N. Soderquist Rd.	N. 1st St.	2,981.00	1
Park St.	N. Soderquist Rd.	N. 1st St.	3,445.00	2
East Ave.	S. Golden State Blvd.	S. Daubenberger Rd.	5,967.00	1
Old Vineyard Rd.	E. Marshall St.	E. Canal Dr.	1,312.00	1
Carrigan St.	N. Johnson Rd.	N. Quincy Rd.	974.00	1
		Total Length	31,147.00	

The work consisted, in general, of paving a new Hot Mix Asphalt pavement section, curb and gutter reconstruction, ADA ramp construction, adjustment of valve and manhole covers to grade, striping, and traffic control.

Subsequent to the approval of the agreement, several Contract Change Orders (CCOs) were approved in accordance with Resolution 2025-007 which authorizes the Director to approve

change orders up to 50% of the approved change order contingency and, also, authorizes the Director and City Manager to jointly approve change orders up to 100% of the approved change order contingency. A summary of the approved CCOs is attached.

	Amount	% of Original Contract	Approval Date
Original Contract	$ 9,157,293.75	-	April 25, 2023
CCO Net Amount	$223,000.00	2.44	November 7, 2025
Adjusted Total Contract	$ 9,380,293.75		

Construction has been completed per the approved project plans and specifications. Contractor has now submitted all the required documentation and has agreed with the final quantities. Staff requests City Council approval to authorize the City Engineer to file a Notice of Completion. California Civil Code Section 9204 allows a public entity to record a Notice of Completion as signed and verified by its agent.

The Notice of Completion will establish December 9, 2025 as the official date of project completion and effectively limit the contractor's statutory time to file a claim on the project.

3. FISCAL IMPACT / BUDGET AMENDMENT:

The final cost impact of the construction contract with Cal Valley Construction, Inc. is $9,380,293.75 and will be funded by Fund 115 "Measure A – Roads," account number 115-10-115.51270 "Construction Project."

Appropriate funds have been allocated during Fiscal Year 2025-26 budget process to cover these costs.

4. ENVIRONMENTAL DETERMINATION:

On April 25, 2023, the City Council determined this project is exempt CEQA per Section 15301 (Existing Facilities) of the California Environmental Quality Act (CEQA) Guidelines as this section exempts projects that involve negligible expansion of use of the existing facility. The proposed action does not modify that determination; therefore, no additional determination is needed.

5. ATTACHMENTS:

1. Draft Notice of Completion (NOC)
2. Contract Change Order Summary
3. Final Quantities

RECORDED AT THE REQUEST OF:
CITY OF TURLOCK

WHEN RECORDED MAIL TO:
CITY OF TURLOCK
Office of the City Clerk
156 S. Broadway, Suite 230
TURLOCK, CA 95380-5454

NOTICE OF COMPLETION
CITY PROJECT NO. 22-001 BID PACKAGE 1
ROADS PROGRAM CIP

Notice is hereby given that work on the above-referenced project located on various locations in Turlock, California, was completed by the undersigned agency on December 9, 2025. The contractor of work is Cal Valley Construction, Inc., 5125 N. Gates Avenue, Suite 102, Fresno, California, 93722 and the owner is the City of Turlock, 156 South Broadway, Suite 150, Turlock, California, 95380. Kindly, refer to said Project Number on all communications relating to this work.

Date: _____

_____
(Signature - William D. Morris, PE, PLS; City Engineer; Owner's Agent) City of Turlock

VERIFICATION

I, the undersigned, City Engineer of the owner of the aforesaid interest, have read this notice; I know and understand the contents thereof; and the facts stated therein are true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

CITY OF TURLOCK

_____
William D. Morris, P.E., PLS
CITY ENGINEER
OWNER'S AGENT

Executed on _____, 2025 at Turlock, California, Stanislaus County

CONTRACT CHANGE ORDER SUMMARY

City Project 22-001 Bid Package 1

CCO No.	CCO Description	Item Increase or Decrease	Extra Work (Force Account/Agreed Price) Amount	Total CCO Amount	Cumulative Total	Percent of Contingency	Approved By
1	Unsuitable Subgrade on Carrigan	$0.00	$185,123.82	$185,123.82	$185,123.82	41.14%	Director
2	HMA Price Index Fluctuation Adjustments	$0.00	$50,613.10	$50,613.10	$235,736.92	52.39%	Director & Interim CM
3	Additional Signage	$0.00	$21,207.38	$21,207.38	$256,944.30	57.10%	Director & Interim CM
4	Balancing Change Order	-$260,641.30	$0.00	-$260,641.30	-$3,697.00	-0.82%	Director
5	Added Concrete Removals & Utility Adjustments	$226,697.00	$0.00	$226,697.00	$223,000.00	49.56%	Director
6	Final (Working Days)	$0.00	$0.00	$0.00	$223,000.00	49.56%	Director

TOTALS	-$33,944.30	$256,944.30	$223,000.00

CITY OF TURLOCK

FINAL QUANTITIES

Project No. 22-001 Bid Package 1

Item No.	Item Description	Unit of Measure	Contractor's Unit Price	Final Actual Quantities	Final Actual Amount	Bid Quantities	Bid Amount	Total Difference
1	MOBILIZATION & DEMOBILIZATION	LS	$890,000.00	1.00	$890,000.00	1.00	$890,000.00	$0.00
2	RAILROAD PERMITS	LS	$20,000.00	0.00	$0.00	1.00	$20,000.00	-$20,000.00
3	CONSTRUCTION PROJECT SIGNS	EA	$900.00	4.00	$3,600.00	26.00	$23,400.00	-$19,800.00
4	TEMPORARY TRAFFIC CONTROL	LS	$895,000.00	1.00	$895,000.00	1.00	$895,000.00	$0.00
5	SWPPP	LS	$1,500.00	1.00	$1,500.00	1.00	$1,500.00	$0.00
6	EROSION CONTROL BMP'S	LS	$2,600.00	1.00	$2,600.00	1.00	$2,600.00	$0.00
7	CLEAR & GRUB	LS	$100,000.00	1.00	$100,000.00	1.00	$100,000.00	$0.00
8	TREE REMOVAL	EA	$650.00	12.00	$7,800.00	14.00	$9,100.00	-$1,300.00
9	CONSTRUCTION STAKES, LINES, & GRADES	LS	$69,130.00	1.00	$69,130.00	1.00	$69,130.00	$0.00
10	MATERIALS TESTING	LS	$10,000.00	1.00	$10,000.00	1.00	$10,000.00	$0.00
11	REMOVE EXISTING AC PAVEMENT & BASE	CY	$42.00	8339.00	$350,238.00	8339.00	$350,238.00	$0.00
12	REMOVE EXISTING CONCRETE PAVEMENT	CY	$42.00	523.00	$21,966.00	523.00	$21,966.00	$0.00
13	PAVEMENT UNDERLYING BASE REPAIR (REVOCABLE ITEM)	SF	$1.00	4843.00	$4,843.00	38832.00	$38,832.00	-$33,989.00
14	COLD PLANE HMA - GRINDING	SY	$2.50	91395.00	$228,487.50	91395.00	$228,487.50	$0.00
15	REMOVE EXISTING CURB & GUTTER	LF	$3.60	18614.75	$67,013.10	19520.00	$70,272.00	-$3,258.90
16	REMOVE EXISTING DRIVEWAY/SIDEWALK	SF	$1.00	70088.00	$70,088.00	46191.00	$46,191.00	$23,897.00
17	REMOVE EXISTING VALLEY GUTTER	SF	$1.00	4773.55	$4,773.55	6242.00	$6,242.00	-$1,468.45
18	REMOVE EXISTING CATCH BASIN	EA	$1,750.00	19.00	$33,250.00	23.00	$40,250.00	-$7,000.00
19	RESET FENCE (WOOD)	LF	$32.00	108.00	$3,456.00	290.00	$9,280.00	-$5,824.00
20	RESET FENCE (WROUGHT IRON)	LF	$75.00	0.00	$0.00	31.00	$2,325.00	-$2,325.00
21	RESET FENCE (CHAINLINK)	LF	$45.00	56.00	$2,520.00	77.00	$3,465.00	-$945.00
22	RELOCATE MAILBOX	EA	$50.00	2.00	$100.00	3.00	$150.00	-$50.00
23	POTHOLE EXISTING UTILITIES	LS	$50,000.00	1.00	$50,000.00	1.00	$50,000.00	$0.00
24	RELOCATE FIRE HYDRANT	EA	$3,500.00	0.00	$0.00	5.00	$17,500.00	-$17,500.00
25	ADJUST FRAMES & COVERS TO GRADE (SSMH)	EA	$1,200.00	149.00	$178,800.00	101.00	$121,200.00	$57,600.00
26	ADJUST FRAMES AND COVER TO GRADE (SDMH)	EA	$1,200.00	50.00	$60,000.00	35.00	$42,000.00	$18,000.00
27	ADJUST WATER VALVE BOX TO GRADE	EA	$1,200.00	291.00	$349,200.00	185.00	$222,000.00	$127,200.00
28	ADJUST GAS VALVE BOX TO GRADE	EA	$1,200.00	9.00	$10,800.00	12.00	$14,400.00	-$3,600.00
29	ADJUST COMMUNICATION BOX TO GRADE	EA	$150.00	0.00	$0.00	11.00	$1,650.00	-$1,650.00
30	ADJUST SURVEY MONUMENT COVER TO GRADE	EA	$1,200.00	11.00	$13,200.00	18.00	$21,600.00	-$8,400.00
31	HMA (TYPE A)	TON	$105.00	25464.57	$2,673,779.85	26052.00	$2,735,460.00	-$61,680.15
32	AGGREGATE BASE	CY	$68.00	3,546.00	$241,128.00	4,161.00	$282,948.00	-$41,820.00
33	MINOR CONCRETE (CURB & GUTTER C-1)	LF	$31.00	18418.75	$570,981.25	15856.00	$491,536.00	$79,445.25
34	MINOR CONCRETE (CURB & GUTTER TYPE B2-4 A87A)	LF	$31.00	196.00	$6,076.00	383.00	$11,873.00	-$5,797.00
35	MINOR CONCRETE (SIDEWALK & FLATWORK C-3)	SF	$6.75	50775.28	$342,733.14	56532.00	$381,591.00	-$38,857.86
36	MINOR CONCRETE (RESIDENTIAL DRIVEWAY C-5)	SF	$9.00	14117.48	$127,057.32	15488.00	$139,392.00	-$12,334.68
37	MINOR CONCRETE (ALLEY APPROACH C-7)	SF	$12.00	3,261.75	$39,141.00	1,634.00	$19,608.00	$19,533.00
38	MINOR CONCRETE (COMMERCIAL DRIVEWAY C-8)	SF	$12.00	1934.37	$23,212.44	2249.00	$26,988.00	-$3,775.56
39	MINOR CONCRETE (VALLEY GUTTER)	SF	$11.00	4773.55	$52,509.05	3413.00	$37,543.00	$14,966.05
40	MINOR CONCRETE (BUS PAD ST-14)	CY	$477.00	24.00	$11,448.00	12.00	$5,724.00	$5,724.00
41	CURB RAMP (LABOR ONLY)	EA	$1,900.00	159.00	$302,100.00	154.00	$292,600.00	$9,500.00
42	INSTALL DETECTABLE WARNING SURFACE (C-15)	EA	$850.00	0.00	$0.00	1.00	$850.00	-$850.00
43	STORM DRAIN MANHOLE (48")	EA	$8,000.00	1.00	$8,000.00	2.00	$16,000.00	-$8,000.00
44	STORM DRAIN MANHOLE (60")	EA	$10,000.00	7.00	$70,000.00	6.00	$60,000.00	$10,000.00
45	STORM DRAIN CATCH BASIN (SD-3)	EA	$3,500.00	80.00	$280,000.00	96.00	$336,000.00	-$56,000.00
46	STORM DRAIN PIPE (6" PVC)	LF	$45.00	0.00	$0.00	72.00	$3,240.00	-$3,240.00
47	STORM DRAIN PIPE (10" PVC)	LF	$60.00	56.00	$3,360.00	56.00	$3,360.00	$0.00
48	STORM DRAIN PIPE (12" RCP)	LF	$260.00	2240.00	$582,400.00	2490.00	$647,400.00	-$65,000.00
49	STORM DRAIN PIPE (18" RCP)	LF	$265.00	456.00	$120,840.00	428.00	$113,420.00	$7,420.00
50	CONNCECT TO EXISTING STORM DRAIN MANHOLE	EA	$4,000.00	1.00	$4,000.00	1.00	$4,000.00	$0.00
51	THERMOPLASTIC STRIPING (DETAIL 1)	LF	$1.00	18549.00	$18,549.00	18034.00	$18,034.00	$515.00
52	THERMOPLASTIC STRIPING (DETAIL 8)	LF	$1.00	38.00	$38.00	38.00	$38.00	$0.00
53	THERMOPLASTIC STRIPING (DETAIL 22)	LF	$2.00	7561.00	$15,122.00	8014.00	$16,028.00	-$906.00
54	THERMOPLASTIC STRIPING (DETAIL 27B)	LF	$1.50	1318.00	$1,977.00	1440.00	$2,160.00	-$183.00
55	THERMOPLASTIC STRIPING (DETAIL 38)	LF	$2.00	658.00	$1,316.00	452.00	$904.00	$412.00
56	THERMOPLASTIC STRIPING (DETAIL 38A)	LF	$2.00	33.00	$66.00	33.00	$66.00	$0.00
57	THERMOPLASTIC STRIPING (DETAIL 39)	LF	$1.75	439.00	$768.25	439.00	$768.25	$0.00
58	THERMOPLASTIC STRIPING (CHEVRON 12" WIDE)	LF	$5.00	134.00	$670.00	134.00	$670.00	$0.00
59	THERMOPLASTIC STRIPING (12" STOP BAR)	LF	$5.00	1589.00	$7,945.00	1,764.00	$8,820.00	-$875.00

60	THERMOPLASTIC STRIPING (24" STOP BAR)	LF	$12.00	205.00	$2,460.00	205.00	$2,460.00	$0.00
61	THERMOPLASTIC PAVEMENT MARKINGS (WHITE CROSSWALK)	SF	$5.00	19723.00	$98,615.00	12525.00	$62,625.00	$35,990.00
62	THERMOPLASTIC PAVEMENT MARKINGS (YELLOW CROSSWALK)	SF	$5.00	818.00	$4,090.00	1813.00	$9,065.00	-$4,975.00
63	THERMOPLASTIC PAVEMENT MARKINGS (WHITE)	SF	$6.00	2308.00	$13,848.00	2680.00	$16,080.00	-$2,232.00
64	PAVEMENT MARKER (TYPE BB)	EA	$25.00	55.00	$1,375.00	87.00	$2,175.00	-$800.00
65	REMOVE EXISTING SIGN PANEL	EA	$35.00	24.00	$840.00	24.00	$840.00	$0.00
66	REMOVE EXISTING SIGNPOST & PANELS	EA	$85.00	36.00	$3,060.00	36.00	$3,060.00	$0.00
67	RELOCATE EXISTING SIGN POST & PANELS	EA	$215.00	29.00	$6,235.00	29.00	$6,235.00	$0.00
68	RESET EXISTING SIGN PANEL	EA	$25.00	73.00	$1,825.00	73.00	$1,825.00	$0.00
69	INSTALL SIGNPOST	EA	$180.00	48.00	$8,640.00	48.00	$8,640.00	$0.00
70	INSTALL SIGN PANEL (STREET NAME 36" X 9")	EA	$28.00	72.00	$2,016.00	72.00	$2,016.00	$0.00
71	INSTALL SIGN PANEL (STREET NAME 42" X 9")	EA	$32.00	23.00	$736.00	23.00	$736.00	$0.00
72	INSTALL SIGN PANEL (STREET NAME 48" X 9")	EA	$36.00	37.00	$1,332.00	37.00	$1,332.00	$0.00
73	INSTALL SIGN PANEL (R1-1)	EA	$50.00	4.00	$200.00	4.00	$200.00	$0.00
74	INSTALL SIGN PANEL (R1-3P)	EA	$25.00	4.00	$100.00	4.00	$100.00	$0.00
75	INSTALL SIGN PANEL (R2-1)	EA	$50.00	1.00	$50.00	1.00	$50.00	$0.00
76	INSTALL SIGN PANEL (W10-1)	EA	$60.00	4.00	$240.00	4.00	$240.00	$0.00
77	INSTALL SIGN PANEL (W48-(CA))	EA	$60.00	2.00	$120.00	2.00	$120.00	$0.00
78	INSTALL SIGN PANEL (R15-2P)	EA	$45.00	2.00	$90.00	2.00	$90.00	$0.00
79	INSTALL SIGN PANEL (D11-1 & M6-1)	EA	$70.00	5.00	$350.00	5.00	$350.00	$0.00
80	PAINT EXISTING CURB	LF	$5.00	2120.00	$10,600.00	2083.00	$10,415.00	$185.00
81	TRAFFIC SIGNAL INTERSECTION LOOP DETECTORS	EA	$2,250.00	4.00	$9,000.00	4.00	$9,000.00	$0.00
82	REMOVE EXISTING STREETLIGHT & INSTALL NEW STREETLI	EA	$9,945.00	1.00	$9,945.00	1.00	$9,945.00	$0.00
83	UTILITY TRENCH REPAIR	SF	$11.00	0.00	$0.00	695.00	$7,645.00	-$7,645.00
84	PLANT NEW TREE	EA	$1,000.00	14.00	$14,000.00	14.00	$14,000.00	$0.00
85	REMOVE EXISTING G5 BOX & INSTALL NEW B16 BOX	EA	$750.00	0.00	$0.00	3.00	$2,250.00	-$2,250.00
	SUB-TOTAL CONTRACT ITEMS				**$9,123,349.45**		**$9,157,293.75**	**-$33,944.30**
CCO #	**CHANGE ORDERS (NOT INCLUDING ITEM INCREASE/DECREASE)**							
1	Unsuitable Subgrade on Carrigan	LS	$185,123.82	1.00	$185,123.82			$185,123.82
2	HMA Price Index Fluctuation Adjustments	LS	$50,613.10	1.00	$50,613.10			$50,613.10
3	Additional Signage	LS	$21,207.38	1.00	$21,207.38			$21,207.38
4	Balancing Change Order	N/A		1.00	$0.00			$0.00
5	Added Concrete Removals & Utility Adjustments	N/A		1.00	$0.00			$0.00
6	Final (Working Days)	LS	$0.00	1.00	$0.00			$0.00
	SUB-TOTAL CHANGE ORDER ITEMS				**$256,944.30**			**$256,944.30**
	TOTAL PROJECT				**$9,380,293.75**		**$9,157,293.75**	**$223,000.00**

City Council Staff Report

December 9, 2025

From:	Christopher Fisher, Municipal Services Director
Prepared by:	Fred Pezeshk, P.E., Roads Program Manager
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Motion: Approving Amendment No. 6 for Task Order No. 3 under the terms of the Master Agreement (City Contract No. 2024-112) with CCME, Inc. (Merced, California office) for Construction Management and Inspection Services for the City of Turlock's Roads Initiative Program in the amount of $44,970.20 to be funded by Fund 115 "Measure A – Roads" for Bid Package 3 for City Project No. 23-068 as "CCME CM Task Order No. 3 for City Project No. 23-068, Bid Package 3"

2. NARRATIVE:

On February 27, 2024, the City Council approved a Master Agreement for Construction Management and Inspection Services with CCME, Inc. (City Contract No. 2024-112). The Agreement stipulates that the scope of services and fees associated with specific projects will be agreed upon through task orders approved under the terms of the Master Agreement. Scope of services for construction management and inspection is described in three (3) activity components: Pre-Construction, Construction Management and Inspection, and Post-Construction. "Pre-Construction" activities ensure that the projects are properly set up and organized in the lead-up to start of construction. Activities such as constructability reviews, file reviews and set-up, scheduling, and pre-construction conference with the contractor take place during this stage. "Construction Management and Inspection" activities during the actual construction of the projects will ensure, in general, that the contractor is complying with the contractual requirements, that the work is constructed in compliance with the bid documents, that the quantities of work are measured accurately for proper payment to the contractor, and that issues encountered in the field are resolved in a timely fashion. "Post-Construction" activities ensure that as-built plans are prepared to document and accurately reflect the project as actually constructed and that contract records are adequately and properly organized and complete.

Contract documents for the rehabilitation of a number of street sections are currently being developed as three (3) bid packages under a Task Order issued as an amendment to the Master Agreement for Engineering Design Services between the City of Turlock and Provost & Pritchard Consulting Group (City Contract No. 2023-110). Construction of Bid package 1 has been completed, Bid Package 2 is ready to be advertised, and Bid Package 3 will be advertised for bids in the near future and includes the following streets:

23-068 Bid Package 3				
Street Name	**From**	**To**	**Length (ft)**	**District**
E. Marshall St.	Bell St.	N. Daubenberger Rd.	3,976.00	1
Sycamore St.	Bell St.	N. Berkeley Ave.	1,298.00	1
Merritt St.	Bell St.	N. Johnson Rd.	2,608.00	1
Villa Ct.	Merritt St.	Merritt St.	1,135.00	1
Elena Ct.	South End	Merritt St.	446.00	1
Andrews Ct.	South End	Merritt St.	200.00	1
Fairvale Ct.	South End	Merritt St.	197.00	1
		Total Length	9,860.00	

Since the design is still ongoing, critical items such as the final scope of construction work, the engineer's estimate of construction costs, sequencing of construction, and number of working days are not yet available. Therefore, the proposed amendment for construction management and inspection services only includes the scope and fee for "Pre-Construction" activities. Once the design phase has progressed to a stage where sufficient information is available to develop a detailed scope of services, an amendment will be presented to the City Council for consideration and approval of the scope of services and fee associated with "Construction Management and Inspection" and "Post-Construction Services" activities.

"Pre-Construction" activities will commence shortly after approval of the proposed amendments and will continue through the start of construction.

The proposed Amendment provides the scope of services, associated fees, and schedule for the required services and is essential to ensuring that adequate resources are available for advancing the construction of Roads Program CIP projects.

3. FISCAL IMPACT / BUDGET AMENDMENT:

The fiscal impact of the proposed action will be $44,970.20 which will be funded by Fund 115 "Measure A – Roads", account number 115-10-115.43327 "Construction Management."

Appropriate funds have been allocated during the Fiscal Year 2025-2026 budget process to cover this amendment.

4. ENVIRONMENTAL DETERMINATION:

Approving the amendment to the task order described above will not have a direct or reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378 (Project) because it consists of "organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment" and therefore is not considered a project.

5. ATTACHMENTS:

1. Amendment No. 6 for Task Order No. 3 under the terms of the Master Agreement (City Contract No. 2024-112) with CCME, Inc.

AMENDMENT NO. 6 FOR TASK ORDER NO. 3
Under the Terms of the
MASTER AGREEMENT BETWEEN THE CITY OF TURLOCK
and
CCME, INC.
for
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES
City Contract No. 2024-112

City Project No. 23-068; Bid Package 3

THIS AMENDMENT NO. 6 for Task Order No. 3 under the terms of City Contract No. 2024-112 is entered into by and between the CITY OF TURLOCK, a California municipal corporation ("City"), and CCME, INC., a California corporation ("Professional"), on this _____ day of _____ 2025 (the "Effective Date of Task Order No. 3"). City and Professional may be collectively referred to herein as the "Parties" or individually as "Party." There are no other parties to this Amendment No. 6.

WHEREAS, the Parties hereto previously entered into a Master Agreement (City Contract No. 2024-112) dated February 27, 2024, for Construction Management and Inspection Services for Roads Program Capital Improvement Program (CIP) Projects ("Agreement"); and

WHEREAS, Construction Management and Inspection Services comprise three (3) components: Pre-Construction, Construction Management and Inspection, and Post-Construction; and

WHEREAS, Agreement stipulates that the scope of services and fees associated with specific projects will be agreed upon through task orders approved under the terms of Agreement by a written amendment to the Agreement; and

WHEREAS, City desires that Professional provide Pre-Construction services for Bid Package 3 for City Project No. 23-068 as "CCME CM Task Order No. 3 for City Project No. 23-068, Bid Package 3;" and

WHEREAS, Pre-Construction services will commence shortly after approval of Amendment No. 6 and will continue through the start of construction; and

WHEREAS, Amendment No. 6 for Task Order No. 3 provides for the scope of services and associated fees for said City Project.

NOW, THEREFORE, the Parties hereto mutually agree to amend the Agreement as follows:

1. **Exhibit G**, attached hereto and incorporated herein by reference, is hereby added to the Agreement.

2. Recital B of the Agreement is amended to read as follows:

B. Professional has made a proposal to City to provide such professional services. A description of the services Professional proposes to provide is included in the Scope of Services in **Exhibits A through G** attached hereto and incorporated herein by reference ("Services"). City desires to retain Professional to perform the Services, subject to the terms and conditions set forth in this Agreement.

3. Recital C of the Agreement is amended to read as follows:

C. The Parties anticipate that one or more projects for Services shall be determined through creation of a Task Order as a City-requested modification of services under Section 5.2 of this Agreement which shall be approved by written amendment to this Agreement. The Parties shall outline the schedule or timeline for providing the Services agreed upon under each Task Order ("Completion Schedule"), which shall be included in one or more written amendments to this Agreement. Such Completion Schedule is included in **Exhibit G**.

4. Recital D of the Agreement is amended to read as follows:

D. The Parties shall outline the rates and method of payment to Professional for its performance of the Services under this Agreement as determined under each Task Order ("Compensation Schedule"), which shall be included in one or more written amendments to this Agreement. Such Compensation Schedule is included in **Exhibit G**.

5. Section 5 of the Agreement is amended to read as follows:

5.1. Services. Subject to the terms and conditions set forth in this Agreement, Professional shall provide City the Services described in **Exhibits A through G**. Any request for Services not included in **Exhibits A through G** will be considered a request for additional or modified Services ("Modification" or "Modifications"). Professional shall not receive additional compensation for any Modification of the Services unless the Parties agree otherwise in a writing executed by both Parties.

5.2. City Requested Modification of Services. City may, by written order, authorize Modifications to the Services described in **Exhibits A through G**. If such Modifications cause an increase in the cost or time required for performance of Professional's Services, the Parties shall enter into a written amendment to this Agreement to adjust the Services and the compensation to be paid to Professional and, if necessary, amend the Completion Schedule or Compensation Schedule. The Services, Completion Schedule, or Compensation Schedule shall not be revised unless City and Professional mutually agree to a written amendment to this Agreement reflecting such revisions, additional compensation, time for performance or such other terms or conditions mutually agreed upon by the Parties.

6. Section 6 of the Agreement is amended to read as follows:

6.1. Amount, Time and Manner of Payment for Professional Services. City shall pay Professional according to the rates and timing set forth in the Compensation Schedule for each Task Order within each Amendment to the Agreement. Each Compensation Schedule shall include an exhibit based on Exhibit 10-H of Caltrans Local Assistance Procedures Manual (LAPM). Professional will be allowed to include an amount for the anticipated salary increases as calculated per Exhibit 10-H. City's total compensation to Professional shall not exceed the cumulative amount resulting from each Task Order with each approved Amendment to the Agreement. The compensation for Amendment No. 6 shall not exceed Forty-Four Thousand Nine-Hundred-Seventy Dollars and Twenty Cents ($44,970.20) ("Maximum Payment"), unless the Parties mutually agree in writing otherwise.

7. **Execution and Counterparts**. This Amendment may be executed simultaneously, and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument. The Parties agree that this Amendment and any other documents to be delivered in connection herewith may be electronically signed utilizing services such as DocuSign and Nitro Sign, or by transmitting signatures in pdf or similar format, and that any electronic signatures appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

8. All other terms and conditions of the Agreement shall remain in full force and effect for the Term of the Agreement.

[*Signatures on Following Page*]

IN WITNESS WHEREOF, the Parties have caused this Amendment No. 6 to be executed by and through their respective officers thereunto duly authorized.

PROFESSIONAL

CCME, INC., a California corporation

By: _____
Ramon Montes De Oca, Vice President

Date 11/10/2025

CITY

City of Turlock, a California municipal corporation

By: _____
Susan E. Borrego, Interim City Manager

Date: _____

APPROVED AS TO SUFFICIENCY:

By: _____
Christopher Fisher,
Municipal Services Director

APPROVED AS TO FORM:

By: _____
George A. Petrulakis, City Attorney

ATTEST:

By: _____
Nichole Fiez, City Clerk

SCOPE OF WORK

CCME, Inc. (CCME) will furnish a Project Manager, Construction Manager / Resident Engineer, and associated personnel including inspectors, arborists, material testers, and office engineers for the duration of this project. The CCME construction manager will be responsible for all matters related to the consultant team and report directly to the City's project manager. CCME will also coordinate, when needed, regarding project issues and critical items with the City's designer, other City consultants, third parties, or departments.

Items not specifically requested in the RPF are denoted with an asterisk.

A Pre-Construction Services

A.1 Bid Package Review, Constructability Review and Bidding Assistance- CCME will provide a constructability review of the design bid package at the designated 65% and 100% completion stages to identify any potential conflicts, constructability issues, or specifications that may be unclear or may result in change orders. CCME will review the Designer's schedule and associated working days and provide comments. CCME will also aid the City in bid advertisement, help provide clarification to any bidder's questions and if necessary, prepare addendums to the bid package.

A.2 Schedule Review - Once the specific road packages are identified and plans are nearing completion, CCME will prepare a tentative schedule that will identify anticipated construction sequencing, utility relocations, long lead items, and anticipated submittals to be received from the Contractor.

A.3 Draw Schedule - CCME will use a street by street breakdown of anticipated quantities, and the Contractors baseline and their three-week look ahead to forecast quantity and pay estimates ahead of the progress payment date. CCME will provide the initial forecast schedule based on the Designers schedule and working days.

A.4 Contractor Pre-qualification - CCME will take an active role in prequalifying Contractors and verify the specifications include direction to the Contractor to apply with the DIR. CCME will assist or perform the logging of scoring contractors per the criteria outlines in Section D "PRE-QUALIFICATION CRITERIA QUESTIONS AND SCORING" and in conformance with Public Contracting Code 20101.

A.5 CCME will review the documents found in a typical RE Pending file. These documents offer include but are not limited to Plans, quantity calculations, pavement designs, geotechnical reports, permits, and any other pertinent files and will develop a list of any items that may require changes, creates an issue for the project, or needs further investigation. A red-line markups of the project documents will be provided within three weeks of the NTP.

A.6 CCME will document pre-construction conditions of the roadways and adjacent facilities to assist in determining if any additional damage was caused by the Contractor during construction and to have a baseline condition of the roads. The project limits will be photographed and stored on our server until the project records are transmitted to the City.

A.7* CCME will attend the Bid Opening and review bid results for irregularities.

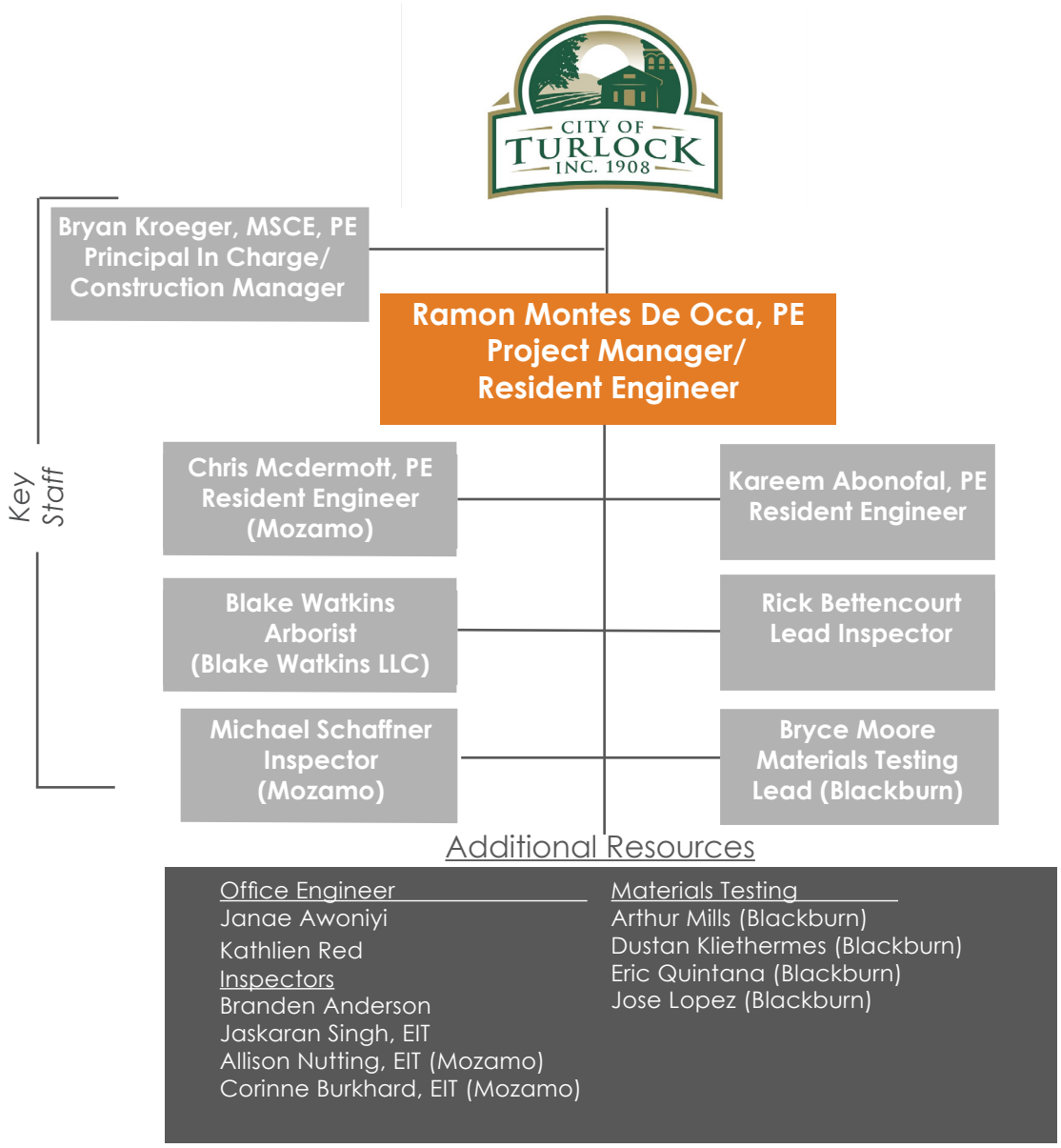
A.8 Project Conference - Attend a meeting between the City and CCME team to coordinate lines of communication and further define the City's expectations of CCME during the life of the project.

A.9 Pre-Construction Conference - CCME will organize and run a preconstruction meeting with the City, Contractor, Designer, and pertinent subcontractors and stakeholders. Deliverables: Preconstruction Meeting Agenda, Preconstruction Meeting Minutes, and review of any Contractor submitted preconstruction submittals.

A.10* File management - organize and maintain project files per Caltrans 63 category filing system and any additional federal, state, or city requirements.

RESPONSIBLE PERSONNEL

Organizational Chart



Key Staff- Bryan Kroeger, Principal In Charge, Construction Manager

Registered Civil Engineer #79177, QSD

Bryan has a master's degree in Civil Engineering from California State University Fresno and 16 years of experience delivering public projects. As a Construction Manager and Resident Engineer, Bryan has worked on all aspects of project delivery including helping with preconstruction permitting issues and utility agreements. Bryan has vast experience working on both the State Highway System as well as Local Roads.

Key Staff - Ramon Montes De Oca, Project Manager, Resident Engineer

Registered Civil Engineer #78212, QSD

Ramon has a bachelor's degree in Civil Engineering from Cal Poly San Luis Obispo. Ramon has over 17 years of experience and, in addition to his PE license, is a Qualified SWPPP Developer/ Practitioner. Throughout the years, Ramon has been a Structures Representative and Resident Engineer on a variety of Road, Bridge, and retaining wall projects. Ramon is currently assisting on your City of Turlock CIP Roads Projects.

Key Staff - Kareem Abonofal, Resident Engineer
Registered Civil Engineer #94485, CMIT
Kareem has a bachelor's degree in Civil Engineering from California State University, Fresno and 4 years of experience working on a variety of different heavy infrastructure projects. Kareem has extensive experience working on the California High-Speed Rail Project as well as roadway and bridge projects for different municipalities across the Central Valley. Kareem is a License Professional Civil Engineer and Certified Construction Manager-in-Training.

Key Staff - Rick Bettencourt, Lead Inspector
Richard has 21 years of experience verifying construction quality. As an Inspector, Richard has worked as both Quality Control and Quality Assurance, on projects ranging from small local projects to the $6.5 Billion Bay Bridge Eastern Span Replacement Project. Richard has vast experience working on both the State Highway System and local roadways. Richard is currently inspecting the grinding and paving operations on your City of Turlock CIP Roads Projects.

PROPOSED PERSONNEL

CCME, Inc. (CCME) will furnish a Project Manager, Engineers, office engineers, and an inspector to review plans and specifications for preconstruction services.

Those personnel are as follows:
Project Manager: Ramon Montes De Oca
Review Engineers: Bryan Kroeger, Kareem Abonofal, Juan Zermeno, and Ramon Montes De Oca
Inspector: Rick Bettencourt

Review engineers will review the Plans, Specification, Estimate and any other bid package items for errors, constructability and consistency issues.
Inspector Rick Bettencourt will be used as needed for review package as well as any potential site inspections to confirm existing field conditions are as shown on the plans.

The CCME project manager will be responsible for all matters related to the consultant team and report directly to the City's project manager.

		CCME										Subconsultants				
		Bryan Kroeger Construction Manager	Ramon Montes De Oca Project Manager	Kareem Abonofal Resident Engineer	Juan Zermeno Resident Engineer	Rick Bettencourt Inspector	Inspector	Levi Willims Office Engineer	Office Engineer	Total Hours	Total Prime Cost	Blackburn	Blake Watkins	Mozamo	No Sub Mark-Up	TOTAL COST
Hourly Rate		$263.81	$263.81	$207.76	$215.01	$182.90		$86.97								
TASK																
1.0	**CONST. MGMT SER. PRE CON.**															
1.1	Bid Package Review	2	32			16				50	$11,895.93					$11,895.93
1.2	Schedule Review	2	8			4				14	$3,369.70					$3,369.70
1.3	Draw Schedule		8							8	$2,110.48					$2,110.48
1.4	Contractor Prequalification		8							8	$2,110.48					$2,110.48
1.5	Review RE Pending File	4	8			4				16	$3,897.32					$3,897.32
1.6	Document PreConstruction Condition		4			16				20	$3,981.63					$3,981.63
1.7	Attend Bid Opening	4	8							12	$3,165.72					$3,165.72
1.8	Project Conference	4	8							12	$3,165.72					$3,165.72
1.9	Pre-Construction Conference	8	8			8		8		32	$6,379.87					$6,379.87
1.10	File Management		8					32		40	$4,893.36					$4,893.36
	Subtotal Task 1	**0**	**100**	**0**		**48**	**0**	**40**	**0**	**212**	**$44,970.20**	**$0**	**$0**	**$0**	**$0**	**$44,970.20**
TOTAL HOURS		**24**	**100**	**0**		**48**	**0**	**40**	**0**	**212**						
OTHER DIRECT COSTS											**$0.00**	**$0**	**$0**	**$0**	**$0**	**$0**
TOTAL COST		**$6,331**	**$26,381**	**$0**	**$0**	**$8,779**	**$0**	**$3,479**			**$44,970.20**	**$0**	**$0**	**$0**	**$0**	**$44,970.20**

SAMPLE COST PROPOSAL 1

COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS

(DESIGN, ENGINEERING AND ENVIRONMENTAL STUDIES)

Note: Mark-ups are Not Allowed [X] Prime Consutant [ ] Subconsultant [ ] 2nd Tier Subconsultant

Consultant CCME, Inc.

Project No. City Project 23-068 BP 3 - Task 01 Contract No. TBD Date 10/8/2025

DIRECT LABOR

Classification/Title	Name	Hours	Actual Hourly Rate	Total
Construction Manager	Bryan Kroeger*	24	$109.20	$2,620.80
Project Manager / RE	Ramon Montes De Oca*	100	$109.20	$10,920.00
Resident Engineer	Juan Zermeno	0	$89.00	$0.00
Resident Engineer	Kareem Abonofal	0	$86.00	$0.00
Inspector	Rick Bettencourt**	48	$75.71	$3,634.08
Office Engineer	Levi Willims	40	$36.00	$1,440.00
Office Engineer	TBD	0	$36.00	$0.00
Inspector	TBD	0	$75.71	$0.00
		212		

LABOR COSTS

a) Subtotal Direct Labor Costs $18,614.88

b) Anticipated Salary Increases (see page 2 for calculation) $0.00

c) TOTAL DIRECT LABOR COSTS [(a) + (b)] $18,614.88

FRINGE BENEFITS

d) Fringe Benefits (Rate: 0.00%) **e) Total Fringe Benefits** [(c) x (d)] $0.00

INDIRECT COSTS

f) Overhead (Rate: 119.62%) g) Overhead [(c) x (f)] $22,267.12

h) General and Administrative (Rate: 0.00%) i) Gen & Admin [(c) x (h)] $0.00

j) **Total Indirect Costs** [(e) + (g) + (i)] $22,267.12

FIXED FEE (Profit)

q) (Rate: 10.00%) k) **TOTAL FIXED PROFIT** [(c) + (j)] x (q)] $4,088.20

l) **CONSULTANT'S OTHER DIRECT COSTS (ODC) - ITEMIZE (Add additional pages if necessary)**

Description of Item	Quantity	Unit	Unit Cost	Total
Vehicles		1	Included	$0.00

l) TOTAL OTHER DIRECT COSTS $0.00

m) **SUBCONSULTANT'S COSTS (Add additional pages if necessary)**

Subconsultant 1:

Subconsultant 2:

m) TOTAL SUBCONSULTANTS $0.00

n) TOTAL OTHER DIRECT COSTS INCLUDING SUBCONSULTANTS [(l)+(m)] $0.00

TOTAL COST [(c) +(j) + (k) + (n)] $44,970.20

NOTES:

1. Key personnel must be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
2. The cost proposal format shall not be amended. Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans.
3. Anticipated salary increases calculation (page 2) must accompany.
4. Saturday time denoted with tripple asterisk (***), Sunday time denoted with quadrouple Asterisk (****).

ACTUAL COST-PLUS-FIXED FEE OR LUMP SUM (FIRM FIXED PRICE) CONTRACTS
(CALCULATIONS FOR ANTICIPATED SALARY INCREASES)

Consultant CCME, Inc. Contract No. TBD Date 10/8/2025

1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total hours)

Direct Labor Subtotal per Cost Proposal		Total Hours per Cost Proposal		Avg Hourly Rate	5 Year Contract Duration
$0.00		212	=	$0.00	Year 1 Avg Hourly Rate

2. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)

	Avg Hourly Rate		Proposed Escalation			
Year 1	$0.00	+	3%	=	$0.00	Year 2 Avg Hourly Rate
Year 2	$0.00	+	3%	=	$0.00	Year 3 Avg Hourly Rate
Year 3	$0.00	+	3%	=	$0.00	Year 4 Avg Hourly Rate
Year 4	$0.00	+	3%	=	$0.00	Year 5 Avg Hourly Rate
Year 5	$0.00	+	3%	=	$0.00	Year 5 Avg Hourly Rate

3. Calculate estimated hours per year (Multiply estimate % each year by total hours)

	Estimated % Completed Each Year		Total Hours per Cost Proposal		Total Hours per Year	
Year 1	100.00%	*	212.0	=	212.0	Estimated Hours Year 1
Year 2	0.00%	*	212.0	=	0.0	Estimated Hours Year 2
Year 3	0.00%	*	212.0	=	0.0	Estimated Hours Year 3
Year 4	0.00%	*	212.0	=	0.0	Estimated Hours Year 4
Year 5	0.00%	*	212.0	=	0.0	Estimated Hours Year 5
Total	100%		Total	=	212.0	

4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)

	Avg Hourly Rate (calculated above)		Estimated hours (calculated above)		Cost per Year	
Year 1	$0.00	*	212	=	$0.00	Estimated Hours Year 1
Year 2	$0.00	*	0	=	$0.00	Estimated Hours Year 2
Year 3	$0.00	*	0	=	$0.00	Estimated Hours Year 3
Year 4	$0.00	*	0	=	$0.00	Estimated Hours Year 4
Year 5	$0.00	*	0	=	$0.00	Estimated Hours Year 5
	Total Direct Labor Cost with Escalation			=	$0.00	
	Direct Labor Subtotal before Escalation			=	$0.00	
	Estimated total of Direct Labor Salary Increase			=	**$0.00**	Transfer to Page 1

NOTES:

1 This is not the only way to estimate salary increases. Other methods will be accepted if they clearly indicate the % increase, the # of years of the contract, and a breakdown of the labor to be performed each year.

2 An estimation that is based on direct labor multiplied by salary increase % multiplied by the # of years is not acceptable. (i.e. $250,000 x 2% x 5 yrs = $25,000 is not an acceptable methodology)

3 This assumes that one year will be worked at the rate on the cost proposal before salary increases are granted.

4 Calculations for anticipated salary escalation must be provided.

EXHIBIT 10-H1 COST PROPOSAL (Page 3 of 3)

Certification of Direct Costs

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1 Generally Accepted Accounting Principles (GAAP)
2 Terms and conditions of the contract
3 Title 23 United States Code Section 112 - Letting of Contracts
4 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures
5 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineerin and Design Related Services
6 48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.
Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name: Ramon Montes De Oca Title*: Vice President

Signature: Ramon Montes De Oca Date of Certification (mm/dd/yyyy) 10/8/2025

Email: Ramon@ccmeusa.com Phone Number: 916-893-6674

Address: 2101 Geet Road #502 Turlock, Ca 95382

*An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under this proposed contract:

PreConstruction Management Services

City Council Staff Report

December 9, 2025

From: Christopher Fisher, Municipal Services Director
Prepared by: James Governale, Administrative Analyst
Agendized by: Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Motion: Approving an agreement (City Contract No. 2026-084) with Firecode Safety Equipment, Inc., in response to Request for Bid (RFB) No. 25-018, for Portable Fire Extinguisher Inspections and Services for all City facilities and vehicles, for a term of up to five years and a total compensation amount not to exceed $100,000

2. NARRATIVE:

On October 10, 2025, the City's Purchasing division issued Request for Bid (RFB) 25-018 for portable fire extinguisher inspections and services for all City-owned and leased facilities and vehicles. Services include annual inspections, hydrostatic testing, recharging, replacement, and repairs of various types and sizes of fire extinguishers in accordance with the most current National Fire Protection Association (NFPA) standards, the California State Fire Marshal's regulations, and applicable local codes.

The scope of work requires the vendor to perform inspections on an annual basis, maintain complete service records, tag all units per State Fire Marshal standards, and provide temporary loaner units when City extinguishers are removed for service.

Firecode Safety Equipment, Inc. was the sole responsive and responsible bid, with a total bid for annual service, recharging, hydrostatic testing, and replacement of various units priced at $26,531.15. With the City's current service contract coming to an end and to avoid a lapse in service, it is recommended that the City Council approve this agreement.

3. FISCAL IMPACT / BUDGET AMENDMENT:

Total compensation under this agreement shall not exceed $100,000 over the three-year term and two (2) optional one-year extensions. The contract is structured as a cumulative not-to-exceed amount rather than an annual cap, covering both routine maintenance and on-call service needs, which are unpredictable.

Expenditures will be charged to existing budgeted General Ledger (G/L) accounts across City departments, including but not limited to:

110-10-112.43064	110-60-600.46032	410-51-532.46032
110-20-200.43064	110-61-620.43064	420-52-550.43064
110-20-210.46032	205-60-602.46032	420-52-550.46032
110-20-215.43120_002	217-50-510.46032	426-40-415-238-001.43063
110-30-300.43064	246-60-600.46032	426-40-415-238-001.43064

110-30-300.46032	410-51-530.43064	426-40-415-240-001.47452
110-50-500.43064	410-51-530.46032	426-40-415-241-001.47452
110-50-500.44001_000	410-51-531.46032	505-50-525.46032

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of “organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” and therefore is not considered a project.

5. ATTACHMENTS:

1. City Contract 2026-084 with Firecode

SERVICE PROVIDER (PREVAILING WAGE) AGREEMENT BETWEEN THE CITY OF TURLOCK
and
FIRECODE SAFETY EQUIPMENT, INC
for
Portable Fire Extinguisher Inspections and Services

City Contract No. 2026-084

THIS SERVICE PROVIDER AGREEMENT (the "Agreement") is entered into by and between the CITY OF TURLOCK, a California municipal corporation ("City"), and Firecode Safety Equipment, Inc, a California corporation ("Service Provider"), on this 9th day of December 2025 (the "Effective Date"). City and Service Provider may be collectively referred to herein as the "Parties" or individually as "Party." There are no other parties to this Agreement.

RECITALS

A. City seeks to hire an independent contractor to perform Service Provider services to assist City with Portable Fire Extinguisher Inspections and Services (the "Project").

B. Service Provider has made a proposal to City to provide such Service Provider services. A description of the services Service Provider proposes to provide is included in the Scope of Services in **Exhibit A** attached hereto and incorporated herein by reference ("Services"). City desires to retain Service Provider to perform the Services, subject to the terms and conditions set forth in this Agreement.

C. The Parties have outlined the schedule or timeline for providing the Services ("Completion Schedule"), which shall be included in the Scope of Services in **Exhibit A**.

D. The Parties have outlined the rates and method of payment to Service Provider for its performance of the Services under this Agreement ("Compensation Schedule"), which shall be included in the Scope of Services in **Exhibit A**.

NOW, THEREFORE, in consideration of the promises and covenants set forth below, the Parties agree as follows:

AGREEMENT

1. Recitals. The recitals set forth above ("Recitals") are true and correct and are hereby incorporated into and made part of this Agreement by this reference. In the event of any inconsistency between the Recitals and Sections 1 through 52 of this Agreement, Sections 1 through 52 shall prevail

2. Term. The term of this Agreement shall be three (3) year(s) and will commence on the Effective Date and terminate on the 9th day of December, 2028 ("Term") unless the Parties mutually agree in writing to terminate the Agreement earlier or extend the Term pursuant to this Agreement.

3. Extension of Agreement. City may elect to extend this Agreement for two (2) additional one (1) year terms, on the same terms and conditions, upon issuing an "Election to Extend Agreement" letter executed by the City Manager and Service Provider thirty (30) days prior to the expiration of this Agreement.

4. Effective Date. This Agreement shall only become effective once all of the Parties have executed the Agreement (the "Effective Date").

5. Work.

5.1. Services. Subject to the terms and conditions set forth in this Agreement, Service Provider shall provide City the Services described in **Exhibit A**. Any request for Services not included in **Exhibit A** will be considered a request for additional or modified Services ("Modification" or "Modifications"). Service Provider shall not receive additional compensation for any Modification of the Services unless the Parties agree otherwise in a writing executed by both Parties.

5.2. City Requested Modification of Services. City may, by written order, authorize Modifications to the Services described in **Exhibit A**. If such Modifications cause an increase in the cost or time required for performance of Service Provider's Services, the Parties shall enter into a written amendment to this Agreement to adjust the Services and the compensation to be paid to Service Provider and, if necessary, amend the Completion Schedule or Compensation Schedule. The Services, Completion Schedule, or Compensation Schedule shall not be revised unless City and Service Provider mutually agree to a written amendment to this Agreement reflecting such revisions, additional compensation, time for performance or such other terms or conditions mutually agreed upon by the Parties.

5.3. Service Provider Requested Modification in Services. Service Provider shall not be compensated for work outside the Services described in this Agreement, unless, prior to the commencement of the Services:

(a) Service Provider provides City with written notice that specific work requested by City or required to complete the Project is outside the agreed upon Services. Such notice shall: (1) be supported by substantial evidence that the work is outside the Services; (2) set forth the Service Provider's proposed course of action for completing the work and a specific request for City to approve the Modification to the Services; (3) set forth the Service Provider's

proposed revisions, if any, to the Completion Schedule; and (4) set forth the Service Provider's proposed revisions, if any, to the Compensation Schedule; and

(b) City agrees that the work requires a Modification;

(c) City approves all adjustments, if any, to the Completion Schedule and Compensation Schedule.

6. Compensation.

6.1. Amount, Time and Manner of Payment for Service Provider Services. City shall pay Service Provider according to the rates and timing set forth in the Compensation Schedule. On each anniversary date of the Effective Date, Service Provider will be allowed to increase prices with thirty (30) days' written notice to City. Increases may not exceed increases in the San Francisco-Oakland Consumer Price Index for all urban consumers or percentage increases in Service Provider's published prices, whichever is lower. In all cases, City may cancel this Agreement if a requested price increase is not acceptable. City's total compensation to Service Provider shall not exceed One Hundred Thousand and No/100ths Dollars ($100,000) ("Maximum Payment"), unless the Parties mutually agree in writing otherwise.

6.2. Deposit. **[Intentionally Omitted]**

6.3. Subsequent Payments. City shall make monthly payments in the amount invoiced by Service Provider within thirty (30) calendar days of receiving such invoice. In the event that an amount of an invoice is in dispute, City shall inform Service Provider of the amount and basis for the dispute and may withhold the amount which is in dispute until the dispute has been resolved.

6.4. Invoices. Service Provider shall provide City with monthly invoices sufficiently evidencing Service Provider's expenses and completion of the Services. All invoices furnished to City by Service Provider shall be in a form approved by City. The payments specified shall be the only payments made to Service Provider for performance of the Services, including compensation for any Modification. Service Provider shall submit all billings for Services to City within forty-five (45) days of the performance of such Services. City shall issue payment according to City's customary procedures and practices for issuing payments to independent contractors.

7. Notice to Proceed. Service Provider shall not commence the performance of the Services until it has been given notice by City ("Notice to Proceed").

8. Time of Performance. Service Provider warrants that it will commence performance of the Services within ten (10) calendar day(s) of the date the agreement was executed and shall conform to the Completion Schedule. The time of performance is a material term of this Agreement relied on by City in entering into this Agreement.

9. City Assistance to Service Provider. **[Intentionally Omitted]**

10. Time and Personnel Devoted to Services. Service Provider shall devote such time and personnel to the performance of this Agreement, as is necessary to perform the Services in compliance with the Completion Schedule, Compensation Schedule, and this Agreement.

11. Performance by Qualified Personnel; No Subcontracting. Services under this Agreement shall be performed only by competent personnel under the supervision and direct employment of Service Provider. Service Provider will conform with City's reasonable requests regarding assignment of personnel, but all personnel, including those assigned at City's request, shall be supervised by Service Provider. Service Provider is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is expressly approved by City in writing. Neither Party shall, on the basis of this Agreement, contract on behalf of, or in the name of the other Party. An agreement made in violation of this provision shall confer no rights on any Party and shall be null and void.

11.1. Payment of Prevailing Wage:

(a) Monitoring and Enforcement. In accordance with the provisions of Sections 1725.5, 1771.1, 1771.3, and 1771.4 of the Labor Code, some work performed under the Contract is subject to compliance monitoring and enforcement by the Department of Industrial Relations ("DIR"). Some work performed by Contractor or its subcontractors under the Contract is subject to the requirements of Labor Code section 1720 et seq. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 of the Labor Code at the time the contract is awarded. Contractor and its subcontractors shall furnish the records specified in Section 1776 of the Labor Code directly to the Labor Commissioner, at least monthly, in the format prescribed by the Labor Commissioner.

In accordance with the provisions of Section 1773.3 of the Labor Code, City shall provide notice to DIR of the award of this Contract within thirty (30) working days of the award. The notice shall be transmitted electronically in a format specified by DIR and shall include the name of Contractor, any subcontractor listed on the successful bid, the bid and contract award dates, the contract amount, the estimated start and completion dates, Project location, and any additional information DIR specifies that aids in the administration and enforcement of Section 1720 et seq. of the Labor Code.

(b) Wages & Hours of Employment: In the performance of the Services under the Contract, eight (8) hours shall be the maximum hours of labor on any calendar day, and the minimum wages of compensation of persons performing labor in the execution of this agreement shall be the current prevailing scale of wages determined by DIR for the community. Contractor shall forfeit as penalty Twenty-five and no/100ths Dollars ($25.00) to be paid to City for each workman employed in the execution of the Contract by Contractor or its subcontractor(s), for each calendar day during which any workman is required or permitted to labor more than eight (8) hours, in violation of provisions of Labor Code section 1810 et seq. Contractor shall post prevailing wage rates at the Project no later than the first day Contractor commences performance of the Services under the Contract.

12. Representations of Service Provider. City relies upon the following representations by Service Provider in entering into this Agreement:

12.1. Qualifications. Service Provider represents that it is qualified to perform the Services provided in **Exhibit A** and that it possesses the necessary licenses and permits required to perform the Services or will obtain such licenses or permits prior to the time such licenses or permits are required. Service Provider shall also ensure that all subcontractors are similarly licensed and qualified. Service Provider and all subcontractors shall also obtain a business license from City before they commence performance of the Services. Service Provider represents and warrants to City that Service Provider shall, at Service Provider's sole cost and expense, keep in effect or obtain at all times during the Term of this Agreement, any licenses, permits, and approvals which are legally required for Service Provider to practice Service Provider's profession at the time the Services are rendered.

12.2. Service Provider Performance. Service Provider represents that all Services under this Agreement shall be performed in a professional manner and shall conform to the customs and standards of practice observed on similar, successfully completed projects by providers of the Services to be provided. Service Provider shall adhere to accepted Service Provider standards as set forth by relevant Service Provider associations and shall perform all Services required under this Agreement in a manner consistent with generally accepted Service Provider customs, procedures and standards for such Services. Service Provider agrees that, if a Service is not so performed, in addition to all of its obligations under this Agreement and at law, Service Provider shall re-perform or replace unsatisfactory Service at no additional expense to City.

12.3. No Waiver of Claims. The granting of any progress payment by City, or the receipt thereof by Service Provider, or any inspection, review, approval or oral statement by any representative of City, or state certification shall not, in any way, waive, limit, or replace any certification or approval procedures normally required or lessen the liability of Service Provider to re-perform or replace unsatisfactory Service, including, but not limited to, cases where the unsatisfactory character of such Service may not have been apparent or detected at the time of such payment, inspection, review or approval.

12.4. City's Remedies are Cumulative. Nothing in this Section shall constitute a waiver or limitation of any right or remedy, whether in equity or at law, which City or Service Provider may have under this Agreement or any applicable law. All rights and remedies of City, whether under this Agreement or applicable law, shall be cumulative.

12.5. No Conflict of Interest. Service Provider represents that no conflict of interest will be created under state or federal law by entering into or in carrying out this Agreement.

13. Conformity with Law and Safety. Service Provider shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal and local governing bodies having jurisdiction over any or all of the scope of Services, including all provisions of the Occupational Safety and Health Act of 1979 as amended, all California Occupational Safety and Health Regulations, the California Building Code, the

Americans with Disabilities Act, any copyright, patent, or trademark law, and all other applicable federal, state, municipal and local safety regulations, appropriate trade association safety standards, and appropriate equipment manufacturer instructions. All Services performed by Service Provider must be in accordance with these laws, ordinances, codes and regulations. Service Provider's failure to comply with any laws, ordinances, codes, or regulations applicable to the performance of the Services hereunder shall constitute a breach of contract. In cases where standards conflict, the standard providing the highest degree of protection shall prevail.

If a death, serious personal injury or substantial property damage occurs in connection with the performance of this Agreement, Service Provider shall immediately notify City's risk manager by telephone. If any accident occurs in connection with this Agreement, Service Provider shall promptly submit a written report to City, in such form as City may require. This report shall include the following information: (a) name and address of the injured or deceased person(s); (b) name and address of Service Provider's subcontractor, if any; (c) name and address of Service Provider's liability insurance carrier; and (d) a detailed description of the accident, including whether any of City's equipment, tools or materials were involved.

If a release of a hazardous material, substance, or waste occurs in connection with the performance of this Agreement, Service Provider shall immediately notify City. Service Provider shall not store hazardous materials or hazardous waste within City limits without a proper permit from City.

14. Confidentiality. Service Provider understands and agrees that, in the performance of Services under this Agreement or in the contemplation thereof, Service Provider may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to City ("Confidential Information").

Service Provider shall not, either during or after the Term, disclose to any third party any Confidential Information without the prior written consent of City. If City gives Service Provider written authorization to make any such disclosure, Service Provider shall do so only within the limits and to the extent of that authorization. Service Provider may be directed or advised by the City Attorney on various matters relating to the performance of the Services on the Project or on other matters pertaining to the Project and, in such event, Service Provider agrees that it will treat all communications between itself, its employees and its subcontractors as being communications which are within the attorney-client privilege.

Notwithstanding the foregoing, Service Provider may disclose Confidential Information required to be disclosed under law, provided that, prior to disclosure, Service Provider shall first give notice to City and make a reasonable effort to obtain a protective order requiring that City's Confidential Information not be disclosed. This exception is limited to the extent disclosure is required under law.

15. Excusable Delays; Notice to Other Party of Delay. Service Provider shall not be in breach of this Agreement in the event that performance of Services is temporarily interrupted or discontinued due to a "Force Majeure" event which is defined as: riots, wars, sabotage, civil

disturbances, insurrections, explosion, natural disasters such as floods, earthquakes, landslides, fires, strikes, lockouts and other labor disturbances or other catastrophic events, which are beyond the reasonable control of Service Provider. Force Majeure does not include: (a) Service Provider's financial inability to perform; (b) Service Provider's failure to obtain any necessary permits or licenses from other governmental agencies; or (c) Service Provider's failure to obtain the right to use the facilities of any public utility where such failure is due solely to the acts or omissions of the Service Provider.

16. Assignment Prohibited. No Party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempt or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

17. Suspension of Services by City. City reserves the right to suspend Service Provider's Services under this Agreement when City determines that it is necessary to do so. When possible, City shall give Service Provider notice of such suspension and Service Provider shall, upon receipt of said notice, suspend all Services except any Services, the completion of which is authorized by the notice given by City. If the Services are suspended by City for more than sixty (60) consecutive days, for reasons other than the fault of the Service Provider, the Service Provider shall be compensated for Services performed prior to notice of such suspension. When the Project is resumed, the Service Provider's compensation shall be equitably adjusted by City to provide for expenses incurred by the interruption of the Services. In this regard, Service Provider shall furnish to City such financial information that, in the judgment of the City Manager, is necessary to determine the reasonable value of the Services rendered by Service Provider during the period when Services were suspended.

If the Parties are unable to agree upon the amount of extra compensation which is due to Service Provider within thirty (30) days of Service Provider resuming Services, the amount of such additional compensation, if any, that is required to appropriately compensate the Service Provider for its expenses incurred by the interruption of Services may, upon the request of either Party, be determined by arbitration conducted in accordance with the "Arbitration of Disputes" section of this Agreement. Such arbitration shall be commenced by the Service Provider no later than sixty (60) calendar days following the event which entitles the Parties to pursue arbitration unless the Parties agree in writing to an extended time period for commencement of arbitration. Unless otherwise agreed in writing, all Parties shall carry on the Services and perform their duties during any arbitration proceedings, and City shall continue to make payments for the Services in progress as required by this Agreement.

18. Ownership of Work Product. Any and all work, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, designs, specifications, drawings, diagrams, surveys, source codes, Service Provider or technical information or data, photographs, notes, letters, emails or any original works of authorship created by Service Provider or its subcontractors or subcontractors in connection with Services performed under this Agreement ("Products") shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such works are the property of City. In the event it is ever determined that any Product created by Service Provider or its subcontractors, or subcontractors under this Agreement, are not works for hire under U.S. law, Service Provider hereby assigns all copyrights

to such Products to City. With the prior written approval of City's point of contact for the Project, Service Provider may retain and use copies of such Products for reference and as documentation of its experience and capabilities.

All Products shall become the property of City irrespective of where located or stored, and Service Provider agrees to deliver all such documents and information to City, without charge and in whatever form it exists, on the completion of the Service Provider's Services hereunder. Service Provider shall have no ownership interest in such Products.

All work product of Service Provider under this Agreement, including written information which City will cause to be distributed for either internal or public circulation, including both preliminary and final drafts, shall be delivered to City in both printed and electronic form, or as may be specified in **Exhibit A**.

When this Agreement is terminated, Service Provider agrees to return to City all documents, drawings, photographs and other written or graphic material, however produced, that it received from City, its contractors or agents, in connection with the performance of its Services under this Agreement. All materials shall be returned in the same condition as received.

19. Termination of Work by City for Its Convenience. City shall have the right to terminate this Agreement at any time for its convenience by giving notice of such termination to Service Provider. In the event City shall give such notice of termination, Service Provider shall cease rendering Services upon receipt of said notice given as required in this Agreement. If City terminates this Agreement:

(a) Service Provider shall deliver copies of all Products prepared by it pursuant to this Agreement.

(b) If City terminates this Agreement for convenience before City issues the Notice to Proceed to Service Provider or before Service Provider commences any Services hereunder, whichever last occurs, City shall not be obligated to make any payment to Service Provider. If City terminates this Agreement after City has issued the Notice to Proceed to Service Provider and after Service Provider has commenced performance under this Agreement, City shall pay Service Provider the reasonable value of the Services rendered by Service Provider pursuant to this Agreement prior to termination of this Agreement. City shall not in any manner be liable for Service Provider's actual or projected lost profits had Service Provider completed the Services. Service Provider shall furnish to City such financial information that, in the judgment of the City Manager, is necessary to determine the reasonable value of the Services rendered by Service Provider prior to termination. In the event of a dispute as to the reasonable value of the Services rendered by Service Provider prior to termination and the Parties are unable to agree upon said amount within sixty (60) calendar days following the date of the notice of termination by City, such dispute may, upon the request of either Party, be resolved by arbitration conducted in accordance with the "Arbitration of Disputes" section of this Agreement.

(c) Except as provided in this Agreement, in no event shall City be liable for costs incurred by or on behalf of Service Provider after the date of the notice of termination.

20. Assurance of Performance. If, at any time, City believes Service Provider may not be adequately performing its obligations under this Agreement or may fail to complete the Services as required by this Agreement, City may submit a written request to Service Provider for written assurances of performance and a plan to correct observed deficiencies in Service Provider's performance. Failure to provide written assurances subsequent to such written request, constitutes grounds to declare a breach under this Agreement.

21. Cancellation for Breach by Either Party. Should either Party fail to substantially perform its obligations in accordance with the provisions of this Agreement, the other Party shall thereupon have the right to cancel the Agreement by giving written notice and specifying the effective date of such cancellation. If City cancels this Agreement for breach and it is subsequently determined that Service Provider did not fail to substantially perform its obligations in accordance with this Agreement, then cancellation for breach by City shall be deemed, and treated, as termination for convenience.

Neither Party waives the right to recover damages against the other for breach of this Agreement, including any amount necessary to compensate City for all detriment proximately caused by Service Provider's failure to perform its obligations hereunder or which in the ordinary course of things would be likely to result therefrom. City reserves the right to offset such damages against any payments owed to Service Provider.

City shall not in any manner be liable for Service Provider's actual or projected lost profits had Service Provider completed the Services required by this Agreement.

22. Non-Discrimination. In its performance of the Services, Service Provider shall adhere to City's EEO Policy which states, "The City is committed to ensuring that all qualified individuals have a full and fair opportunity to compete in all phase of the hiring process and promotion, and to enjoy the benefits of employment with the City. All employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal or state statutes, the City's ordinances, resolutions, rules or regulations."

In addition, all agreements with sub-contractors will include language as required by the Office of Federal Contract Compliance Programs (OFCCP) that requires sub-contractors to maintain equal employment opportunity policies, and, as necessary, affirmative action policies.

23. Arbitration of Disputes. All claims, disputes, and other matters in question between City and Service Provider arising out of or relating to this Agreement or the breach thereof, including claims of Service Provider for extra compensation for Services related to the Project, shall be decided by arbitration before a single arbitrator in accordance with the provisions of Sections 1281 to 1284.2 of the California Code of Civil Procedure (the "Arbitration Laws") unless the Parties mutually agree otherwise. The provisions of Section 1283.05 of the Arbitration Laws apply to any arbitration proceeding except as otherwise provided in this Agreement. The arbitrator shall have authority to decide all issues between the Parties including, but not limited to, claims for extras,

delay and liquidated damages, if any, provided for in this Agreement, matters involving defects in the work product of the Service Provider, rights to payment, and whether the necessary procedures for arbitration have been followed. The award rendered by the arbitrator shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

Notice of the demand for arbitration shall be filed in writing with the other Party. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen, and in no event shall it be made after the date when institution of legal or equitable proceedings based on such claim, dispute, or other matter in question would be barred by the applicable statute of limitation.

The Parties shall jointly appoint an arbitrator within fifteen (15) calendar days of the date of giving of the notice of the demand for arbitration. If the Parties are unable to jointly agree upon the appointment of an arbitrator within said fifteen (15) calendar day period, and do not agree in writing to extend said period for a fixed period, then either Party may seek to have the arbitrator appointed by the Superior Court of Stanislaus County in accordance with the Arbitration Laws.

If any proceeding is brought to contest the right to arbitrate and it is determined that such right exists, the losing Party shall pay all costs and attorneys' fees incurred by the prevailing party.

In addition to the other rules of law which may be applicable to any arbitration hereunder, the following shall apply:

(a) Promptly upon the filing of the arbitration, each Party shall be required to set forth in writing and to serve upon each other Party a detailed statement of its contentions of fact and law.

(b) All parties to the arbitration shall be entitled to the discovery procedures as provided in Section 1283.05 of the California Code of Civil Procedure.

(c) The arbitration shall be commenced and conducted as expeditiously as possible consistent with affording reasonable discovery as provided herein.

(d) These additional rules shall be implemented and applied by the arbitrator.

The costs of arbitration shall be borne by the Parties as determined by the arbitrator, but each Party shall bear its own attorney's fees associated with the dispute with the other Party and to the arbitration.

24. Insurance Coverage. During the Term, the Service Provider shall maintain in full force and effect policies of insurance set forth herein, which shall be placed with insurers admitted in California with a current A M Best’s rating of no less than A-:VII and will provide City with written proof of said insurance. Service Provider shall maintain coverage as follows:

24.1 Commercial General Liability. Service Provider shall maintain Commercial General Liability Insurance with coverage at least as broad as Insurance Services Office (ISO) form CG 00 01, in an amount not less than One Million Dollars ($1,000,000.00) per occurrence, Two Million Dollars ($2,000,000.00) general aggregate, and One Million Dollars ($1,000,000.00) products and completed operations for bodily injury, personal injury, and property damage. The general aggregate limit shall apply separately to this Project or the general aggregate shall be doubled.

24.2 Workers' Compensation Insurance and Employer's Liability. Service Provider shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least One Million Dollars ($1,000,000.00) each accident or disease. Service Provider shall submit to City, along with the Certificate of Insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

24.3 Professional Liability. **[Intentionally Omitted]**

24.4 Commercial Automobile Liability Insurance. Service Provider shall maintain Commercial Automobile Liability Insurance using ISO Business Auto Coverage form CA 00 01 (or equivalent) in the amount of no less than One Million Dollars ($1,000,000.00) or greater each accident for owned, leased, hired, non-owned, and borrowed automobiles. The policy shall provide and be endorsed that the City, its officials, agents, employees, and volunteers are included or named as additional insureds. If Service Provider owns no vehicles, this requirement may be met through a non-owned auto coverage or an endorsement to the CGL policy.

24.5 Umbrella or Excess Policy. Service Provider may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying policies of insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Service Provider's primary and excess liability policies are exhausted.

24.6 Waiver of Subrogation. With the exception of professional liability, Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. The commercial general liability policy, automobile liability policy, and workers' compensation policy shall be endorsed to contain a waiver of subrogation in favor of City for all work performed by Contractor, its agents, employees, independent contractors and subcontractors. Contractor shall provide written proof of waiver of subrogation in the Certificate of Insurance. Additionally, Contractor agrees to obtain any available endorsements that may be necessary to effectuate this waiver of subrogation.

25. Additional Insurance Requirements. Within five (5) days of the Effective Date, Service Provider shall provide City with certificates of insurance and amendatory endorsements for all of the policies required under this Agreement ("Certificates and Endorsements"). Such Certificates

and Endorsements shall be kept current for the Term of the Agreement and Service Provider shall be responsible for providing updated copies. With the exception of the workers' compensation insurance, all of the insurance policies required in this Agreement shall: (a) provide that the policy will not be cancelled, allowed to expire, or materially reduced in coverage without at least thirty (30) days' prior written notice to City of such cancellation, expiration, or reduction and each policy shall be endorsed to state such. If carrier will not provide the required notice of cancellation, the Service Provider shall provide written notice to the City no longer than ten (10) business days before cancellation. ; (b) name City, and City's Agents as additional insureds with respect to liability arising out of Services, work or operations performed by or on behalf of Service Provider and shall be endorsed to state such; (c) name City of Turlock as a certificate holder; (d) cover products and completed operations of Service Provider, premises owned, occupied, or used by the Service Provider, or automobiles owned, leased, or hired or borrowed by the Service Provider; contain no special limitations on the scope of protection afforded to City; (e) allow and be endorsed primary with respect to any insurance or self-insurance programs covering City or City's Agents and any insurance or self-insurance maintained by City or City's Agents shall be in excess of Service Provider's insurance and shall not contribute to it; (f) contain standard separation of insured provisions; and (g) state that any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect the coverage provided to City.

26. Indemnifications.

26.1 Indemnification for Professional Liability. When the law establishes a professional standard of care for any portion of the Services provided under this Agreement, to the fullest extent permitted by law. Service Provider shall defend with legal counsel reasonably acceptable to City, indemnify and hold harmless City and City's Agents from and against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of Service Provider or its subcontractors), expense and liability of every kind, nature and description that arise out of, pertain to, or relate to acts or omissions of Service Provider, or any direct or indirect subcontractor, employee, contractor, representative or agent of Service Provider, or anyone that Service Provider controls (collectively "Liabilities"). Such obligations to defend, hold harmless, and indemnify City and City's Agents shall not apply to the extent that such Liabilities are caused in whole by the sole negligence, active negligence, or willful misconduct of City or City's Agents, but shall apply to all other Liabilities. With respect to third party claims against the Service Provider, the Service Provider waives any and all rights of any type of express or implied indemnity against City and City's Agents.

26.2 Indemnification for Other Than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Service Provider shall indemnify, defend, and hold harmless City and any and all of its elective and appointive boards, officers, officials, agents, employees or volunteers from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Service Provider or by any individual or agency for which

Service Provider is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of Service Provider.

27. Liability of City. Notwithstanding any other provision of this Agreement, in no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

28. Independent Contractor. At all times during the Term, Service Provider shall be deemed to be an independent contractor and shall be wholly responsible for the manner in which Service Provider performs the Services required under this Agreement. Service Provider shall be liable for its acts and omissions and those of its employees, contractors, subcontractors, representatives, volunteers, and its agents. Nothing contained herein shall be construed as creating an employment, agency or partnership relationship between City and Service Provider. City shall have the right to control Service Provider only insofar as the result of Service Provider's Services rendered pursuant to this Agreement; however, City shall not have the right to control the means by which Service Provider accomplishes Services rendered pursuant to this Agreement.

29. Service Provider Not Agent. Except as City may specify in writing, Service Provider shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Service Provider shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

30. Payment of Taxes and Other Expenses. Payment of any taxes, including California sales and use taxes, levied upon this Agreement, the transaction, or the Services or goods delivered pursuant hereto, shall be the obligation of Service Provider.

31. Notices. All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid. Any Party hereto may at any time, by giving ten (10) days' written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at their addresses set forth below.

If to City:	**City of Turlock** **Attn: Christopher Fisher, Municipal Services Director** **156 S. Broadway, Suite 150** **Turlock, California 95380**
With courtesy copies to:	**City of Turlock, City Attorney's Office** **Attn: George A. Petrulakis, City Attorney** **156 S. Broadway** **Turlock, California 95380-5456**

If to Service Provider: Firecode Safety Equipment, Inc
Attn: Brent George
3722 W Pacific Ave.
Sacramento, CA 95820
Telephone: (707) 386-7870
Email: Brent@firecode.com

32. City Contract Administrator. City's contract administrator and contact person for this Agreement is:

David Barr
Municipal Services Department
701 S Walnut Rd
Turlock, California 95380
Telephone: (209) 668-5590
E-mail: DBarr@turlock.ca.us

33. Interpretation. As used herein, any gender includes each other gender, the singular includes the plural and vice versa.

34. Use of City Project Number. **[Intentionally Omitted]**

35. Modification. No alteration, amendment, modification, or termination of this Agreement shall be valid unless made in writing and executed by all of the Parties to this Agreement.

36. Waiver. No covenant, term, or condition or the breach thereof shall be deemed waived, except by written consent of the Party against whom the waiver is claimed, and any waiver of the breach of any covenant, term, or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term, or condition.

37. Assignment. No Party to this Agreement shall assign, transfer, or otherwise dispose of this Agreement, in whole or in part, to any individual, firm, or corporation without the prior written consent of the other Party. Subject to the forgoing provisions, this Agreement shall be binding upon, and inure to the benefit of, the respective successors and assigns of the Parties hereto.

38. Authority. All Parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement and the names, titles, and capacities herein stated on behalf of any entities, persons, states, or firms represented or purported to be represented by such entities, persons, states or firms and that all former requirements necessary or required by state or federal law in order to enter into the Agreement have been fully complied with. Further, by entering into this Agreement, neither Party hereto shall have breached the terms or conditions of any other contract or agreement to which such Party is obligated, which such breach would have a material effect hereon.

39. Drafting and Ambiguities. Each Party acknowledges that it has reviewed this Agreement with its own legal counsel, and based upon the advice of that counsel, freely entered into this Agreement. Each Party has participated fully in the review and revision of this Agreement. Any

rule of construction that ambiguities are to be resolved against the drafting Party does not apply in interpreting this Agreement.

40. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the state of California.

41. Venue. Venue for all legal proceedings shall be in the Superior Court of the State of California, in and for the County of Stanislaus.

42. Severability. If this Agreement in its entirety is determined by a court to be invalid or unenforceable, this Agreement shall automatically terminate as of the date of final entry of judgment. If any provision of this Agreement shall be determined by a court to be invalid and unenforceable, or if any provision of this Agreement is rendered invalid or unenforceable according to the terms of any federal or state statute, which becomes effective after the Effective Date of this Agreement, the remaining provisions shall continue in full force and effect and shall be construed to give effect to the intent of this Agreement.

43. Execution and Counterparts. This Agreement may be executed simultaneously, and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument. The Parties agree that this Agreement and any other documents to be delivered in connection herewith may be electronically signed utilizing services such as DocuSign and Nitro Sign, or by transmitting signatures in pdf or similar format, and that any electronic signatures appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

44. Audit. City shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify Service Provider's charges to City under this Agreement.

45. Entire Agreement. This Agreement, together with its specific references, attachments, and exhibits, constitutes the entire agreement of the Parties with respect to the subject matters hereof and supersedes any and all prior negotiations, understanding, and agreements with respect hereto, whether oral or written. Should any conflict exist between the terms and conditions of the Agreement and any and all exhibits attached hereto, the terms and conditions of the Agreement shall prevail.

46. Supersedes Prior Agreement. It is the intention of the Parties hereto that this Agreement shall supersede any prior agreements, discussions, commitments, or representations, whether written, electronic or oral, between the Parties with respect to the subject matter of this Agreement.

47. Mandatory and Permissive. "Shall" and "will" and "agrees" are mandatory. "May" and "can" are permissive.

48. Successors and Assigns. All representations, covenants, and warranties specifically set forth in this Agreement, by or on behalf of, or for the benefit of, any or all of the Parties hereto, shall be binding upon and inure to the benefit of such Party, its successors and assigns.

49. Headings. Headings used in this Agreement are for reference purposes only and shall not be considered in construing this Agreement.

50. Attorney's Fees and Costs. If any action at law or in equity not resolved pursuant to the "Arbitration of Disputes" section of this Agreement, including action for declaratory relief, is brought to enforce or interpret provisions of this Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such Party may be entitled.

51. Necessary Acts and Further Assurances. The Parties shall at their own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

52. Time is of the Essence. Time is of the essence in this Agreement for each covenant and term of a condition herein.

[*Signatures on Following Page*]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by and through their respective officers thereunto duly authorized.

CITY OF TURLOCK, a California municipal corporation

By: _____
Susan E. Borrego, Interim City Manager

Date: _____

APPROVED AS TO SUFFICIENCY:

By: _____
Christopher Fisher, Municipal Services Director

APPROVED AS TO FORM:

By: _____
George A. Petrulakis, City Attorney

ATTEST:

By: _____
Nichole Fiez, City Clerk

FIRECODE SAFETY EQUIPMENT, INC, a California corporation

By: Brent George

Print Name: Brent George

Title: Government Contracts Manager

Date 11/18/2025

REQUEST FOR BID (RFB) NO. 25-018

FOR

PORTABLE FIRE EXTINGUISHER INSPECTIONS AND SERVICES

RFB ISSUED: **10/10/25**

BIDS DUE: **10/27/2025 3:00 PM**

BID SUBMITALS TO:

CITY OF TURLOCK

ATTN: PURCHASING

156 S. BROADWAY, SUITE 270

TURLOCK, CA 95380

INTRODUCTION

The City of Turlock (hereinafter referred to as the "City") is requesting bids for qualified vendors to provide portable fire extinguisher inspections and services.

BACKGROUND

In the heart of California's Central Valley, Turlock is the second largest city in Stanislaus County located 100 miles south of Sacramento, CA covering an area just over 16 square miles with a population of over 73,000. Turlock is a General Law City that operates under the Council/Manager form of government.

RFB TIMELINE

This RFB will be governed by the following schedule:

- RFB Issued: 10/10/2025
- Proposals Due: 10/27/2025 3:00 PM
- Approval of Contract: 12/09/2025

*All dates are subject to change at the discretion of the City

QUESTIONS

Request for Information (RFI) should be directed to:

purchasing@turlock.ca.us

All questions must be in writing and received at least five (5) working days prior to the closing date for submittal of this Request for Bid (RFB), to provide time for issuing and forwarding answers. The City will not be responsible for oral interpretations of the Request for Bid (RFB).

SCOPE OF SERVICE

The City invites you to submit a proposal for portable fire extinguishers inspections and services. The scope of work includes, but is not limited to, the following:

Vendor shall provide the inspecting, servicing and tagging of all fire extinguishers located at various locations for all City owned/leased buildings and vehicles.

Servicing

Services to include but not limited to on-call service request, hydrostatic testing, replacement and repairs of fire extinguishers. The City reserves the right to increase or decrease the number of extinguishers that it actually has and requires maintenance on.

- Vendor shall provide all labor, supervision, parts, tools, equipment, transportation and all effort necessary to perform said services in accordance with all the National Fire Protection Association (NFPA), ANS/UL current standards rules and regulations of the State of California Fire Marshal's Office, local codes, standard and the specifications herein.
- Vendor shall inspect and test fire extinguishers following manufacturers' procedures to ensure the proper, efficient, reliable and safe performance of all equipment at all times. Inspection of all fire extinguishers shall be done in compliance with all applicable statutory requirements.
- Fire extinguishers shall be serviced on-site on an annual basis or as requested by City personnel. This service includes tagging all units or punch existing units at various departments and locations. Vendor shall be responsible for repairing, re-hanging and replacing units upon request from the City personnel. If fire extinguisher is dry chemical ABC then the multipurpose powder material used shall comply and be certified with formulation requirements.
- Service shall be performed during normal business hours on City approved schedules. All inspection and testing shall be coordinated with the appropriate City personnel. The City may exercise the option of witnessing any tests performed and/or randomly selecting fire extinguisher for inspection.
- Service maintenance of fire extinguishers on an as needed basis may occur through the year as designated by the City.
- Fire extinguishers shall comply with the rules and regulations of the State of California Fire Marshal's office.
- Optional mounting provisions of the brace, latch lock and/or clamp style shall be supplied with each extinguisher to meet mounting requirements. Extinguishers shall have fixed discharge squeeze handle in assembly to assure no movement or rotating motion to the handle. An approved standard service tag meeting the specifications of the State of California Fire Marshal's Rules and Regulations shall be attached to each fire extinguisher serviced and delivered.
- Replacement parts shall be the manufacturer's recommended parts and shall be new and meeting the original manufacturer (OEM) specification or parts of equal quality.

Fire Extinguisher Sizes and Types

Portable fire extinguishers sizes range from 2.5 to 27.75 pounds and include the following types:

- Dry Chemical ABC
- Dry Chemical BC
- Cleanguard
- Halotron1
- CO2

- Halon1211
- Wet Chemical (Class K)

The locations of equipment to be serviced are listed in Exhibit B. The listing is not to be considered inclusive with respect to the actual number of locations. The City reserves the right to add any additional location(s) to the contract that requires the same scope of services as specified herein. The City also reserves the right to delete or remove any location(s) from the contract.

Non-Serviceable Fire Extinguishers

All replacement fire extinguishers shall be new and bear the seal and serial number of the Underwriters Laboratories, Inc. or Factory Mutual and be labeled in a permanent manner.

Reserve Stock/Loaner

Vendor must maintain a reserve stock of recharge material sufficient to recharge any extinguisher on-site. No extinguishers shall be inoperable for a period of more than 24 hours. In cases where Vendor must remove the fire extinguisher(s) from City premises for testing and/or repair, Vendor shall provide a loaner extinguisher(s) at NO CHARGE to the City. Vendor may charge the City a recharge fee equal to proposal price listed for a loaner if and only if the unit is discharged by City personnel or damage to vandalism while the loaner unit is on City premises.

Extinguishers Recall

Vendor shall notify the City when a recall is imposed on an extinguisher. Notification shall include the reasons for the recall and procedures for replacement and the disposition of recalled extinguishers.

Records and Reporting

Vendor shall inspect and report to the City where any of the following conditions exist:

- Locations that make fire extinguishers susceptible to mechanical or physical damage.
- Exposure to abnormal temperatures or corrosive atmospheres.
- Fire extinguisher is present, but is not indicated on City inventory list.

Vendor shall maintain records of all fire extinguishers inspected, including those extinguishers that were found to require corrective actions. Records shall be maintained for the duration of the Contract.

Vendor ***must*** provide to the City an inspection check list per extinguisher per service location which includes building name and address:

- Located in the designated place.
- No Obstruction to access or visibility.

- Operating instructions on nameplate legible and facing outward.
- Safety seal and tamper indicators not broken or missing.
- Examine for obvious physical damage, corrosion, leakage or clogged nozzle.
- Pressure gauge reading or indicator in the operable range or position.

FORMAL BID GUIDELINES

Vendors bid must adhere to the following order and content of sections.

A. Examination of Documents

The bidder is responsible for making all necessary examinations and reviews of the documents relating to fire extinguishers inspection and services. Failure to do so will not act to relieve any requirement of the agreement or the conditions. The submission of a bid shall be considered conclusive evidence that the bidder has made examinations.

B. Bids

Bids shall be sealed and filed with the Purchasing Officer in accordance with the request for bid. No bids submitted or received after the time and place fixed for receiving them shall be considered by the City. No verbal bid shall be considered by the City. This request for bid shall result in a firm, fixed price contract.

C. Bid Form

All bids must be submitted on the attached bid form, Exhibit A. It is the responsibility of the bidder to ensure that the bid documents are delivered to the place detailed in the request for bid prior to the time for the bid opening. Bids received after the time set for the bid opening will be rejected.

D. Mistake in Bid

A bidder shall not be relieved of its bid without the consent of the City nor shall any change in the bid be made because of a mistake. The City may allow a bidder to withdraw a bid because of a mistake only when the bidder has notified the City in writing within five (5) days of the bid opening, specifying in detail how the mistake occurred, and has established to the satisfaction of the City that: (a) a mistake was made; (b) the mistake made the bid materially different from what the bidder intended; and (c) the mistake was made in filling out the bid and was not due to an error in judgment or to carelessness in inspecting the site nor in reading the plans or specifications.

E. Competitive Bidding

If more than one Bid is offered by an individual, firm, co-partnership, corporation, association, or any combination thereof under the same or different names, all such bids may be rejected. All bidders are put on notice that any collusive agreement fixing the prices to be bid so as to control or affect the awarding of this bid is in violation of competitive bidding requirements, and may render any contract let under such circumstances void.

F. Licenses and Permits

A City of Turlock business license and all others required shall be provided by the Supplier and she/he shall abide by any and all Federal, State and City laws or rules affecting the service, and shall maintain all required protection for property, employees and the public.

Vendor shall be licensed by the State of California, Fire Marshal for portable Fire Extinguishers. The Fire extinguisher and fire protection system companies can NOT conduct business in the City of Turlock until they are in possession of a valid City and State license. The license should be applicable to the requirements and regulations under California State Fire Marshal (CSFM) Fire Extinguisher License. Contractor must comply with National Fire Protection Association (NFPA) latest edition as it relates to State of California Statutes.

The bidder shall furnish a copy of license with their bid proposal, specifying all that apply:

- Type A: Service any or all type of fire extinguishers
- Type B: Maintenance and recharging of water base fire extinguishers and external maintenance of carbon dioxide fire extinguishers.
- Type C: Hydrostatic tests of low-pressure fire extinguisher cylinders.
- Type D: Perform maintenance and recharging of dry chemical, dry powder and external maintenance of halogenated agent fire extinguishers.
- Type E: Hydrostatic tests of high-pressure fire extinguishers cylinders.
- Type F: Internal maintenance, recharge and recover halogenated agents from portable fire extinguishers.

Failure to provide the required license may result in a proposal found non-responsive and given no consideration.

PROCESS FOR SUBMITTING PROPOSALS

Sealed bids for this RFB shall be filed with the Purchasing Division at 156 S. Broadway, Suite 270, Turlock, California, 95380, on or before 3:00 PM on Monday, October 27, 2025. No late bids will be accepted. Proposers shall submit one original and one electronic copy via USB of Exhibit A.

The City reserves the right, without limitation and at its sole discretion, to accept or reject any or all proposals and/or terminate this RFB process at any time, for any reason, without notice and with no obligations.

EVALUATION OF PROPOSALS AND SELECTION PROCESS

The City reserves the right to reject all proposers and/or to invite other individuals and/or firms to respond to this RFB if the bids received are inadequate.

A. Responsiveness Screening

Bids will first be screened to ensure responsiveness to the RFB. The City may reject as non-responsive any bid that does not include the documents required to be submitted by this RFB. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all Proposers regarding their bids.

B. Bid Review

Staff will review all responsive written bids and may contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a bid, and seek and review any other information deemed pertinent to the evaluation process.

Following conclusion of the evaluation process, staff at this point will make a recommendation for award.

Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may terminate negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFB.

LABOR CODE SECTION

No Contractor or subcontractor may be listed on a bid proposal for public works unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. No contractor or subcontractor may be awarded a contract for public work on a public works project

unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. The contractors and subcontractor(s) must furnish electronic certified payroll records to the Labor Commissioner. The contractor shall post job site notices prescribed by registration. (See 8 Calif. Code Reg §16451 (d) for the notice that previously was required for projects monitored by the CMU.)

EXPARTE COMMUNICATIONS

Proposers and Proposers' representatives cannot communicate with the City Council members about this RFB. In addition, Proposers and Proposers' representatives cannot communicate outside the procedures set forth in this RFB with an officer, employee or agent of the City, including any member of the evaluation panel, with the exception of the RFB Facilitator, regarding this RFB until after Contract Award. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, suppliers and agents, any subcontractors or suppliers listed in the Proposer's bid, and any individual or entity who has been requested by the Proposer to contact the City on the Proposer's behalf.

CONFLICT OF INTEREST

The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code sections 1090 et seq., or sections 87100 et seq., during the performance of services under any Agreement awarded. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of any Agreement awarded. Violation of this provision may result in any Agreement awarded being deemed void and unenforceable.

STANDARD TERMS AND CONDITIONS

A. **Amendments**

The City reserves the right to amend or supplement this RFB prior to the bid due date.

B. **Cost for Preparing Bid**

The cost for developing the bid is the sole responsibility of the Proposer. All bids submitted become the property of the City.

C. Service Provider Agreement

The City will require an agreement from the vendor found most qualified. A copy of the City's service provider agreement is attached hereto. Please be advised the following provisions of the City's agreement are non-negotiable:

- Indemnification
- All insurance terms
- Termination
- Ownership/Us of Contract Materials and Products
- Disputes
- Governing Law

If an agreement cannot be reached, negotiations with an alternate vendor may commence.

RFB 25-018 Portable Fire Extinguishers Inspection and Service
Exhibit A

Name of Firm: _____

Contact Person(s): _____

Address: _____

Phone: _____ Fax: _____

Email: _____

City of Turlock Business License No. (if applicable): _____

DIR No.: _____

Contractor License No. (if applicable): _____

*Unique Entity Identifier (if applicable) _____

_____

(Signature)

*A Unique Entity Identifier (UEI) is the primary means of entity identification for Federal awards government-wide. UEIs are required in accordance with 2 CFR Part 25, and are being issued by the Federal Government in SAM.gov. SAM.gov, or the System for Awards Management is the official site for registering to do business with the Federal Government. All prime contractors will be verified for SAM registration upon bid evaluation.

EXHIBIT A TO CITY CONTRACT 2026-084 10 OF 18

RFB 25-018 Portable Fire Extinguishers Inspection and Service
Exhibit A Continued

All service and inspection shall be in accordance with the current NFPA standards and Scope of Service. Annual inspection and maintenance pricing are to be all inclusive of all labor, supervision, new tag and label as needed, equipment, tools, transportation, handling, assessments, fees, travel and taxes etc., per unit (each).

LINE NO.	DESCRIPTION	LBS.	APPROX. QUANTITY	UNIT PRICE
1	ABC Dry Chemical Extinguisher Service & Inspection	2.5	208	$
2	ABC Dry Chemical Extinguisher Service & Inspection	4.75	2	$
3	ABC Dry Chemical Extinguisher Service & Inspection	5	244	$
4	ABC Dry Chemical Extinguisher Service & Inspection	9	1	$
5	ABC Dry Chemical Extinguisher Service & Inspection	10	57	$
6	ABC Dry Chemical Extinguisher Service & Inspection	15	1	$
7	ABC Dry Chemical Extinguisher Service & Inspection	20	11	$
8	ABC Dry Chemical Extinguisher Service & Inspection	22	1	$
9	BC Cleanguard Extinguisher Service & Inspection	7	1	$
10	ABC Cleanguard Extinguisher Service & Inspection	25	1	$
11	BC CO2 Extinguisher Service & Inspection	5	1	$
12	BC CO2 Extinguisher Service & Inspection	10	1	$
13	Cleanguard Clean Agent Extinguisher Service & Inspection	5	10	$
14	Cleanguard Plus Extinguisher Service & Inspection	7.5	1	$
15	2A 10B C Cleanguard Clean Agent Extinguisher Service & Inspection	27.75	2	$
16	Wet Chemical Extinguisher Service & Inspection	6 Liter	1	$
17	Halon Extinguisher Service & Inspection	5	3	$
18	Halon Extinguisher Service & Inspection	14	1	$
19	Halotron Extinguisher Service & Inspection	5	1	$
20	Halotron Extinguisher Service & Inspection	11	7	$
21	Halotron Extinguisher Service & Inspection	15	1	$
22	Halotron Extinguisher Service & Inspection	15.5	1	$
Recharging Rate: Labor rates are to be per unit for the duration of the contract.				

23	Recharge (as required)	2.5	208	$
24	Recharge (as required)	4.75	2	$
25	Recharge (as required)	5	260	$
26	Recharge (as required)	9	1	$
27	Recharge (as required)	10	58	$
28	Recharge (as required)	15	2	$
29	Recharge (as required)	20	11	$
30	Recharge (as required)	22	1	$
31	Recharge (as required)	7	1	$
32	Recharge (as required)	25	1	$
33	Recharge (as required)	7.5	1	$
34	Recharge (as required)	27.75	2	$
35	Recharge (as required)	6 Liter	1	$
36	Recharge (as required)	14	1	$
37	Recharge (as required)	11	7	$
38	Recharge (as required)	15.5	1	$
Hydrostatic Testing: All testing and inspections shall be in accordance with the current NFPA standards. Prices are to be all inclusive of all labor, supervision, new tag and label as needed, equipment tools, transportation, handling assessments, fees, travel and taxes etc., for the duration of the contract per unit (each). (for Dry Chemical ABC, Dry Chemical BC, Halatron 1, CO2, Halon 1211, Wet Chemical)				
39	Hydrostatic Testing (as required)	2.5	208	$
40	Hydrostatic Testing (as required)	4.75	2	$
41	Hydrostatic Testing (as required)	5	260	$
42	Hydrostatic Testing (as required)	9	1	$
43	Hydrostatic Testing (as required)	10	58	$
44	Hydrostatic Testing (as required)	15	2	$
45	Hydrostatic Testing (as required)	20	11	$
46	Hydrostatic Testing (as required)	22	1	$
47	Hydrostatic Testing (as required)	7	1	$
48	Hydrostatic Testing (as required)	25	1	$
49	Hydrostatic Testing (as required)	7.5	1	$
50	Hydrostatic Testing (as required)	27.75	2	$

51	Hydrostatic Testing (as required)	6 Liter	1	$
52	Hydrostatic Testing (as required)	14	1	$
53	Hydrostatic Testing (as required)	11	7	$
54	Hydrostatic Testing (as required)	15.5	1	$
55	Powder Replacement – A B C Dry Chemical (as required)	1	100	$
Procurement of New Fire Extinguisher (Optional)*				
56	ABC Dry Chemical Extinguisher	2.5	1	$
57	ABC Dry Chemical Extinguisher	4.75	1	$
58	ABC Dry Chemical Extinguisher	5	1	$
59	ABC Dry Chemical Extinguisher	9	1	$
60	ABC Dry Chemical Extinguisher	10	1	$
61	ABC Dry Chemical Extinguisher	15	1	$
62	ABC Dry Chemical Extinguisher	20	1	$
63	ABC Dry Chemical Extinguisher	22	1	$
64	BC Cleanguard Extinguisher	7	1	$
65	ABC Cleanguard Extinguisher	25	1	$
66	BC CO2 Extinguisher	5	1	$
67	BC CO2 Extinguisher	10	1	$
68	Cleanguard Clean Agent Extinguisher	5	1	$
69	Cleanguard Plus Extinguisher	7.5	1	$
70	2A 10B C Cleanguard Clean Agent Extinguisher	27.75	1	$
71	Wet Chemical Extinguisher	6 Liter	1	$
72	Halon Extinguisher	5	1	$
73	Halon Extinguisher	14	1	$
74	Halotron Extinguisher	5	1	$
75	Halotron Extinguisher	11	1	$
76	Halotron Extinguisher	15	1	$
77	Halotron Extinguisher	15.5	1	$
			TOTAL BID	**$**

EXHIBIT A TO CITY CONTRACT 2026-084 13 OF 18

*Please provide pricing for any additional fire extinguisher size and types not listed above on a separate document, including the purchase of a new fire extinguisher, recharge and hydrostatic testing.

Parts shall be invoiced at the Manufacturer's suggest retail price (MSRP) less _____% for the duration of the contract.	
Vendor shall respond to Emergency Service calls with four (4) hours of request: Labor Rate per hour	**$**
Vendor shall respond to Non-Schedule business hour service calls within twenty-four (24) hour of request: Labor Rate per hour	**$**
Emergency Service Call: All service and inspection shall be in accordance with the current NFPA standard and Scope of Service.	
List any extra charges not described above:	

The annual quantities on your bid form are for bidding purposes only. The City estimates this to be its annual usage, but does not guarantee this quantity. The actual quantity ordered may be more or less than estimated on the form and dictated by the City's actual usage.

*Procurements of New Fire Extinguisher Optional but shall be included in overall year Total and the Grand Total (Basis of Award).

Buildings to Service

BUILDING NAME		ADDRESS
1	City Hall	156 South Broadway
2	Public Safety Building	244 North Broadway
3	Parks, Recreation & Public Facilities	144 South Broadway
4	Senior Center	1191 Cahill
5	Columbia Center and Pool	600 Columbia
6	Rube Boesch	275 N. Orange
7	Fire Station #1	540 E. Marshall
8	Fire Station #2	791 S. Walnut Rd
9	Fire Station #3	501 E. Monte Vista
10	Fire Station #4	2820 North Walnut Road
11	Animal Control Shelter #1	801 S. Walnut Road
12	Animal Control Modular Bldg. #2	801 S. Walnut Road
13	Water Quality Control Treatment Facility	901 S. Walnut Road
14	Terry Cray Building (Operations Building)	901 S. Walnut Road
15	Instrumentation Building (Office Building)	901 S. Walnut Road
16	Aerobic Digester Control Building	901 S. Walnut Road

EXHIBIT A TO CITY CONTRACT 2026-084 15 OF 18

17	**Biofilter Pump Station**	**901 S. Walnut Road**
18	**Blower Building No. 1**	**901 S. Walnut Road**
19	**Blower Building No. 2**	**901 S. Walnut Road**
20	**Box #9**	**901 S. Walnut Road**
21	**Chlorine Building**	**901 S. Walnut Road**
22	**Digester Control Building No. 1**	**901 S. Walnut Road**
23	**Digester Control Building No. 2**	**901 S. Walnut Road**
24	**Drying Bed Decant Valve Vault**	**901 S. Walnut Road**
25	**Electrical Building No. 7**	**901 S. Walnut Road**
26	**Electrical Building No. 8**	**901 S. Walnut Road**
27	**GBT Building**	**901 S. Walnut Road**
28	**Harding Drain Pump Station**	**901 S. Walnut Road**
29	**In-Plant Drain Pump Station**	**901 S. Walnut Road**
30	**Maintenance Building**	**901 S. Walnut Road**
31	**No. 2 Water Pump Station**	**901 S. Walnut Road**
32	**Old Chlorine Building**	**901 S. Walnut Road**
33	**Operations Shop**	**901 S. Walnut Road**
34	**Primary Electrical Service Building**	**901 S. Walnut Road**
35	**Primary Sludge Pump Station**	**901 S. Walnut Road**
36	**Primary Sludge Pump Station No. 2**	**901 S. Walnut Road**

EXHIBIT A TO CITY CONTRACT 2026-084 16 OF 18

37	**Pump Station No. 1**	**901 S. Walnut Road**
38	**Pump Station No. 2**	**901 S. Walnut Road**
39	**San Joaquin Training Building (Admin Building)**	**901 S. Walnut Road**
40	**Sullair Building**	**901 S. Walnut Road**
41	**Thickener Building**	**901 S. Walnut Road**
42	**Dial-A-Ride (Transit Building)**	**701 S. Walnut Road**
43	**Fleet Maintenance Shop**	**701 S. Walnut Road**
44	**Fleet CNG Maintenance Shop**	**701 S. Walnut Road**
45	**Utilities Maintenance Division**	**701 S. Walnut Road**
46	**Public Facilities Maintenance**	**701 S. Walnut Road**
47	**Shipping & Receiving**	**701 S. Walnut Road**
48	**Police/Fire Training Range**	**701 S. Walnut Road**
49	**Turlock Regional Sports Complex**	**4545 N. Kilroy**
50	**Pedretti Sports Complex**	**2400 N. Tegner**
51	**Roger K. Fall Transit Center**	**1418 N. Golden State Blvd.**
52	**Well #13**	**1261 E Canal**
53	**Well #15**	**1500 W Main Street**
54	**Well #20**	**1200 W Monte Vista**
55	**Well #22**	**120 E Linwood**
56	**Well #27**	**420 E Zeering**

57	**Well #29**	**201 E Hawkeye**
58	**Well #30**	**991 S Orange**
59	**Well #31**	**3761 N Walnut**
60	**Well #32**	**1623 Alex Way**
61	**Well #33**	**500 S Berkeley**
62	**Well #34**	**600 Dianne**
63	**Well #36**	**1317 N Soderquist**
64	**Well #37**	**4700 Crowell**
65	**Well #38**	**2919 W Christoffersen**
66	**Well #39**	**3900 Wellington**
67	**Well #40**	**501 S Walnut Road**
68	**NW Storage Tank**	**4706 Fulkerth Road**
69	**SE Storage Tank**	**401 Third Street**
70	**SW Storage Tank**	**512 S Kilroy**
71	**Terminal Tank**	**3500 N Quincy**
72	**Armory**	**1040 Flower Street**

The locations of equipment to be serviced are listed above. The listing is not to be considered inclusive with respect to the actual number of locations. The City reserves the right to add any additional location(s) to the contract that requires the same scope of services as specified herein. The City also reserves the right to delete or remove any location(s) from the contract.

City Council Staff Report

December 9, 2025

From:	Jessie Dhami, Human Relations Director
Prepared by:	Alison Arias, Principal HR Analyst
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Approving City-wide pay ranges for part-time employees in accordance with the California Department of Industrial Relations Minimum Wage Requirement, effective January 1, 2026

2. NARRATIVE:

On January 1, 2026, the California Department of Industrial Relations is increasing the minimum wage from $16.50 per hour to $16.90 per hour. As a result of the State minimum wage increase, the City is proposing approval of a pay range schedule for part-time employees. Departments have proposed pay ranges for each of their respective part-time job classifications, with the required hourly rate reflected. Applying the increase to all part-time employees for specific positions, will address compaction issues where present.

Having a City-wide Part-time Pay Range Schedule is an effective and consistent tool for all departments. In addition to each department's list of part-time positions, the schedule also reflects part-time positions that are common to all departments.

Some part-time positions require additional certifications and credentials. The hourly rates for these positions are adjusted to coincide with the competitive job market of other agencies.

3. FISCAL IMPACT / BUDGET AMENDMENT:

Funds to cover the increase to hourly rates reflected in the Part-time Pay Range Schedule, were accounted for in the adoption of the Fiscal Year 2025-2026 budget across all funds, in part-time expense account numbers 41002_000 through 41002_017. Therefore, no budget augmentation is needed to approve these increases.

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of “organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” and therefore is not considered a project.

5. ATTACHMENTS:

1. Draft Resolution
2. PT Pay Schedule Effective January 1, 2026

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF APPROVING CITY-WIDE PART-TIME PAY RANGES IN ACCORDANCE WITH THE CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS EFFECTIVE JANUARY 1, 2026.	**RESOLUTION NO. 2025-**

WHEREAS, on January 1, 2026 the California Department of Industrial Relations will increase the minimum wage from $16.50 to $16.90 per hour; and

WHEREAS, the City of Turlock is required to be in compliance with State law; and

WHEREAS, having a City-wide Part-time Pay Range Schedule will be an effective and consistent tool for all departments in a competitive job market.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby approve City-wide pay ranges in accordance with the California Department of Industrial Relations Minimum Wage Requirement, effective January 1, 2026.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

_____
Nichole Fiez, City Clerk
City of Turlock, County of Stanislaus,
State of California

PART-TIME POSITIONS & PAY RANGE SCHEDULE			
DEPARTMENTS	**JOB TITLES**	**1/1/25 - 12/31/25**	**1/1/26 - 12/31/26**
MUNICIPAL	RECREATION LEADER - Out of School Programs	$17.50	$17.92
SERVICES	SITE MANAGER - Out of School Programs	$19.00	$19.46
	PROGRAM SPECIALIST	$20.00	$20.48
	SPECIAL EVENT	$17.00 - $23.00	$17.41 - $23.56
	YOUTH/ADULT SPORTS OFFICIAL	$17.00	$17.41
	YOUTH SPORTS COACHES	$17.50	$17.92
	SPORTS MANAGER	$18.50	$18.95
	LIFEGUARD	$20.00	$20.48
	SWIM INSTRUCTOR (NON CERTIFIED)	$18.00	$18.44
	ASST. POOL MANAGER	$20.50	$21.00
	POOL MANAGER	$21.50	$22.02
	AQUATIC SPECIALIST	$23.00	$23.56
	CASHIER	$17.00	$17.41
	EVENT ASSISTANT	$21.00 - $23.00	$21.51 - $23.56
	CLASS INSTRUCTORS		
	COMMUNITY SERVICE CLASS NO CERT	$17.00 - $20.00	$17.41 - $20.48
	CERTIFICATION REQUIRED	$17.00 - $28.00	$17.41 - $28.68
	CREDENTIALED INSTRUCTOR *	$18.00 - $30.00	$18.44 - $30.73
	*Instructor is defined as a single/multiple credential or other credential requiring a Bachelor's Degree		
MUNICIPAL	PT MAINTENANCE WORKER	$16.50 - $21.50	$16.90 - $22.02
SERVICES	PT FLEET MAINTENANCE WORKER	$16.50 - $22.50	$16.90 - $23.04
	MAINTENANCE INTERN	$16.50	$16.90
POLICE	PT BACKGROUND INVESTIGATOR	$36.86 - $41.40	$37.75 - $42.40
	PT SENIOR BACKGROUND INVESTIGATOR	$38.88 - $43.40	$39.82 - $44.45
	PT KENNEL ATTENDANT	$18.00 - $21.00	$18.44 - $21.51
	PT CADET	$18.00 - $20.00	$18.44 - $20.48
	PT CODE ENFORCEMENT	$25.58 - $31.08	$26.20 - $31.83
	PT ANIMAL SERVICES / RESCUE COORDINATOR	$18.00 - $22.00	$18.44 - $22.53
FINANCE	PT ACCOUNT CLERK	$16.50 - $20.50	$16.90 - $21.00
CM OFFICE	PT GRANT WRITER	$20.00 - $25.00	$20.48 - $25.61
MUNICIPAL	PT ELECTRONIC INSTRUMENTATION WORKER	$16.50 - $23.00	$16.90 - $23.56
SERVICES	PT ENVIRONMENTAL COMPLIANCE INSPECTOR	$16.50 - $23.00	$16.90 - $23.56
	PT LABORATORY ANALYST	$16.50 - $23.00	$16.90 - $23.56
	PT UTILITY MAINTENANCE WORKER	$16.50 - $23.00	$16.90 - $23.56
	PT WASTEWATER TREATMENT PLAN ATTENDANT	$16.50 - $23.00	$16.90 - $23.56
	PT WATER CONSERVATION WORKER	$16.50 - $23.00	$16.90 - $23.56
ALL DEPARTMENTS	PT CLERICAL- ALL DEPARTMENTS	$16.50 - $23.00	$16.90 - $23.56

City Council Staff Report

December 9, 2025

From:	Jason Hedden, Police Chief
Prepared by:	Amanda Fortado, Support Operations Manager
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Accepting an allocation of funds in the amount of $75,000 to administer the Selective Traffic Enforcement Program Grant through the California Office of Traffic Safety and appropriating said funds to Fund 266 "OTS Step Grant" account number 266-20-255-352.35720 and accounts 266-20-255-352.41100_013 "Overtime OTS Step Grant" with associated benefit accounts for overtime in the amount of $71,605, 266-20-255-352.47095_019 "Training STEP Grant #PT26085" in the amount of $2,017, and 266-20-255-352.44001_045 "Supplies STEP Grant #PT26085" in the amount of $1,378.

2. NARRATIVE:

The Turlock Police Department has been awarded a grant under the Selective Traffic Enforcement Program (STEP). The grant was approved in the amount of $75,000. The grant period began October 1, 2025 and ends September 30, 2026.

The STEP grant directly impacts Turlock's residents and visitors by funding targeted enforcement operations and safety initiatives. These efforts will address key traffic safety issues such as speeding, impaired driving, distracted driving, and pedestrian safety. By improving overall traffic safety, the grant will not only reduce the risk of crashes but also enhance the quality of life for everyone in the city, creating a safer, more secure environment for both drivers and pedestrians alike. With the support of this grant, Turlock is positioned to take significant steps toward reducing crashes and fostering safer roadways for its growing population. Overtime details targeting the above-mentioned efforts will be conducted with funds obtained through this grant.

3. FISCAL IMPACT / BUDGET AMENDMENT:

Funds need to be appropriated to Fund 266 "OTS Step Grant" account number 266-20-255-352.35720 and accounts 266-20-255-352.41100_013 "Overtime OTS Step Grant" with associated benefit accounts for overtime in the amount of $71,605, 266-20-255-352.47095_019 "Training STEP Grant #PT26085" in the amount of $2,017, and 266-20-255-352.44001_045 "Supplies STEP Grant #PT26085" in the amount of $1,378.

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of "organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment" and therefore is not considered a project.

5. ATTACHMENTS:

1. Draft Resolution

2. Grant Agreement - PT26085

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF ACCEPTING AN ALLOCATION OF FUNDS IN THE AMOUNT OF $75,000 TO ADMINISTER THE SELECTIVE TRAFFIC ENFORCEMENT PROGRAM GRANT THROUGH THE CALIFORNIA OFFICE OF TRAFFIC SAFETY AND APPROPRIATING SAID FUNDS TO FUND 266 "OTS STEP GRANT" ACCOUNT NUMBER 266-20-255-352.35720 "OTS STEP GRANT" AND ACCOUNTS 266-20-255-352.41100_013 "OVERTIME OTS STEP GRANT" WITH ASSOCIATED BENEFIT ACCOUNTS FOR OVERTIME IN THE AMOUNT OF $71,605, 266-20-255-352.47095_019 "TRAINING STEP GRANT #PT26085" IN THE AMOUNT OF $2,017, AND 266-20-255-352.44001_045 "SUPPLIES STEP GRANT #PT26085" IN THE AMOUNT OF $1,378	**RESOLUTION NO. 2025-**

WHEREAS, the Turlock Police Department has been awarded a grant from the California Office of Traffic Safety under the Selective Traffic Enforcement Program (STEP); and

WHEREAS, the grant period begins October 1, 2025, and ends on September 30, 2026 in an approved amount of $75,000; and

WHEREAS, the Police Department and City Engineering continue to make strides to improve safety through design, a component of safety is enforcement of those safety regulations; and

WHEREAS, as specified in the grant application, the enforcement and education programs will specifically target speeding, impaired driving, distracted driving, and pedestrian safety; and

WHEREAS, this will be accomplished through enforcement efforts that will not only reduce the risk of crashes but also enhance the quality of life for everyone in the city, creating a safer, more secure environment for both drivers and pedestrians alike; and

WHEREAS, these details will be conducted with funds obtained through this grant; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby accept an allocation of funds in the amount of $75,000 to administer the Selective Traffic Enforcement Program Grant through the California Office of Traffic Safety and appropriating said funds to Fund 266 "OTS Step Grant"

account number 266-20-255-352.35720 and accounts 266-20-255-352.41100_013 "Overtime OTS Step Grant" with associated benefit accounts for overtime in the amount of $71,605, 266-20-255-352.47095_019 "Training STEP Grant #PT26085" in the amount of $2,017, and 266-20-255-352.44001_045 "Supplies STEP Grant #PT26085" in the amount of $1,378.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

_____

_

Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus, State of California

1. GRANT TITLE
Selective Traffic Enforcement Program (STEP)

2. NAME OF AGENCY
Turlock

3. Grant Period
From: 10/01/2025
To: 09/30/2026

4. AGENCY UNIT TO ADMINISTER GRANT
Turlock Police Department

5. GRANT DESCRIPTION
Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.

6. Federal Funds Allocated Under This Agreement Shall Not Exceed: $75,000.00
Allocation is contingent upon availability of federal funds.

7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement:

- Schedule A – Problem Statement, Goals and Objectives and Method of Procedure
- Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)
- Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)
- Exhibit A – Certifications and Assurances
- Exhibit B* – OTS Grant Program Manual
- Exhibit C – Grant Electronic Management System (GEMS) Access

*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.

We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.
IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

8. Approval Signatures

A. GRANT DIRECTOR

NAME: Steve Rodrigues
TITLE: Captain
EMAIL: srodrigues@turlock.ca.us
PHONE: (209) 656-3154
ADDRESS: 244 North Broadway
Turlock, CA 95380

Steve Rodrigues
Steve Rodrigues (Sep 29, 2025 13:16:52 PDT)

Sep 29, 2025

(Signature) *(Date)*

B. AUTHORIZING OFFICIAL

ADDRESS: Jason Hedden
Police Chief
jhedden@turlock.ca.us
(209) 664-5550 x6601
244 N. Broadway
Turlock, CA 95380

Sep 29, 2025

(Signature) *(Date)*

C. FISCAL OFFICIAL

ADDRESS: Michael Lenhardt
Principal Accountant
mlenhardt@turlock.ca.us
(209) 668-6026
244 N. Broadway
Turlock, CA 95380

Michael Lenhardt
Michael Lenhardt (Sep 29, 2025 13:49:15 PDT)

Sep 29, 2025

(Signature) *(Date)*

D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY

ADDRESS: Stephanie Dougherty
Director
stephanie.dougherty@ots.ca.gov
(916) 509-3030
2208 Kausen Drive, Suite 300
Elk Grove, CA 95758

Stephanie Dougherty

Oct 7, 2025

(Signature) *(Date)*

E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY	9. SAM INFORMATION
NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	SAM #: JDYXAB12QLG1 REGISTERED ADDRESS: 156 S Broadway Suite 110 CITY: Turlock ZIP+4: 95380-5456

10. PROJECTED EXPENDITURES

FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
405e DDL-26	20.616	0521-0890-101	2025	04/25	BA/25	$10,000.00
402PT-26	20.600	0521-0890-101	2025	04/25	BA/25	$20,000.00
164AL-26	20.608	0521-0890-101	2025	04/25	BA/25	$45,000.00
				AGREEMENT TOTAL		**$75,000.00**

	AMOUNT ENCUMBERED BY THIS DOCUMENT **$75,000.00**
I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.	PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT **$ 0.00**
OTS ACCOUNTING OFFICER'S SIGNATURE Carolyn Vu (Oct 7, 2025 08:19:35 PDT) — DATE SIGNED: Oct 7, 2025	TOTAL AMOUNT ENCUMBERED TO DATE **$75,000.00**

1. PROBLEM STATEMENT

Describe the city, county, or jurisdiction this grant will impact.

Turlock, California, is a vibrant city located in the heart of the San Joaquin Valley, known for its strong agricultural roots, growing residential communities, and rich cultural heritage. With a population of over 70,000, Turlock serves as a regional hub for commerce, education (Cal State Stanislaus), and transportation. The city's blend of urban and rural environments creates a unique landscape where residential areas, local businesses, and agricultural fields coexist.

As Turlock continues to grow, so do the challenges related to traffic safety. The city experiences a mix of local traffic, commuters passing through on major highways like Highway 99, and residents traveling through suburban streets. While Turlock offers a family-friendly environment, the increasing number of vehicles on the road has led to a concerning rise in traffic-related incidents, particularly injury crashes. The city is also home to many pedestrians, including college students, shoppers, and individuals accessing public transportation, who are vulnerable to crashes as they navigate the streets.

The OTS STEP grant will directly impact Turlock's residents and visitors by funding targeted enforcement operations and safety initiatives. These efforts will address key traffic safety issues such as speeding, impaired driving, distracted driving, and pedestrian safety. By improving overall traffic safety, the grant will not only reduce the risk of crashes but also enhance the quality of life for everyone in the city—creating a safer, more secure environment for both drivers and pedestrians alike. With the support of this grant, Turlock is positioned to take significant steps toward reducing crashes and fostering safer roadways for its growing population.

Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats).

Over the past several years, the Turlock Police Department has made substantial efforts to reduce vehicle crashes through targeted OTS operations. However, recent data from 2024 highlights that while some progress has been made, there are still significant challenges in ensuring the safety of residents and visitors.

In 2024, there were 683 total traffic crashes, with 355 of those resulting in injuries and 496 victims. This is a slight increase from 677 crashes with 343 injuries in 2023, and 680 crashes with 339 injuries in 2022, indicating a concerning trend of rising injury crashes over the past few years. Although the total number of crashes remained relatively steady, the increase in injuries points to the continued need for interventions to reduce the severity and frequency of these incidents.

Fatal crashes, while lower than in previous years, still represent a critical area of concern. In 2024, there were 4 fatal crashes, compared to 6 in 2023 and 7 in 2022. While the decline in fatalities is positive, the risk of fatal crashes persists, and continued efforts are necessary to reduce these numbers further.

Pedestrian safety remains a significant focus. In 2024, there were 36 pedestrian crashes, up from 26 in 2023 and 31 in 2022. However, despite this increase in pedestrian crashes, fatalities have remained relatively low, with only two pedestrian fatalities in both 2023 and 2024, compared to five in 2022. This indicates that safety measures for pedestrians are having a positive effect, but more work is needed to further reduce pedestrian-related injuries and fatalities.

Bicycle crashes have decreased slightly to 29 in 2024, down from 35 in 2023 and 27 in 2022, which suggests that safety efforts aimed at cyclists may be having some impact. However, motorcycle crashes remain a concern, with 11 motorcycle crashes in 2024, which is lower than in previous years but still a reminder that motorcycle safety requires continued attention.

Hit-and-run crashes continue to be a problem, with 235 hit-and-run crashes in 2024, slightly down from 239 in 2023 but up from 216 in 2022. This trend suggests that hit-and-run offenses remain a challenge and that ongoing efforts to address this issue are needed. Additionally, alcohol-involved crashes remain a serious concern, with 108 crashes in 2024, a slight increase from 103 in 2023 and 101 in 2022.

The target population for this grant includes all residents and visitors of Turlock, as they are directly affected by these traffic safety issues. Injury crashes cause not only physical harm but also emotional distress and financial burdens for victims. With pedestrian, cyclist, and motor vehicle crashes continuing to be problematic, this grant aims to address these issues through targeted enforcement and education efforts focused on the primary crash factors.

By addressing alcohol-related crashes, hit-and-run crashes, speeding, and distracted driving, along with pedestrian and cyclist safety, this grant will help the Turlock Police Department continue its efforts to reduce injuries and fatalities on our roadways. The support from OTS will enable the department to conduct focused enforcement operations and public education campaigns to create a safer environment for all who travel through Turlock, ultimately contributing to a more secure and thriving community.

Define the target population the grant intends to serve and how they are affected by the problem(s).
The OTS (Office of Traffic Safety) STEP (Selective Traffic Enforcement Program) grant is typically aimed at addressing traffic safety issues in communities. The target population for this grant in Turlock would primarily include drivers, pedestrians, cyclists, and other road users within the city. This population may be affected by a range of traffic-related problems, such as:

1. **High Rates of Traffic Crashes**: Turlock may experience issues related to traffic crashes, which can result in injuries or fatalities. Vulnerable populations, such as pedestrians and cyclists, are particularly at risk.
2. **Impaired Driving**: The city may face challenges with impaired driving due to alcohol or substance use, leading to a higher incidence of crashes.
3. **Distracted Driving**: The prevalence of mobile devices can contribute to distracted driving crashes, which pose a significant risk to all road users.
4. **Unsafe Road Conditions**: Poor infrastructure, including potholes or lack of proper signage and road markings, can also contribute to traffic safety issues.
5. **Demographic Vulnerabilities**: Certain groups within the population, such as adolescents, seniors, and low-income families, may be more susceptible to the negative impacts of traffic-related problems.

By addressing these issues through the OTS STEP grant, the program will enhance traffic safety, reduce crashes, and ultimately create a safer environment for all road users in Turlock.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.
5. Reduce the number of bicyclists killed in traffic crashes.
6. Reduce the number of bicyclists injured in traffic crashes.
7. Reduce the number of persons killed in alcohol-involved crashes.
8. Reduce the number of persons injured in alcohol-involved crashes.
9. Reduce the number of persons killed in drug-involved crashes.
10. Reduce the number of persons injured in drug-involved crashes.
11. Reduce the number of persons killed in alcohol/drug combo-involved crashes.
12. Reduce the number of persons injured in alcohol/drug combo-involved crashes.
13. Reduce the number of motorcyclists killed in traffic crashes.
14. Reduce the number of motorcyclists injured in traffic crashes.
15. Reduce hit & run fatal crashes.
16. Reduce hit & run injury crashes.
17. Reduce nighttime (2100 - 0259 hours) fatal crashes.
18. Reduce nighttime (2100 - 0259 hours) injury crashes.

B. Objectives:	Target Number
1. Issue a news release announcing the kick-off of the grant by December 31st. The kick-off news releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to	1

your OTS Coordinator, for approval 7 days prior to the issuance date of the release.	
2. Participate and report data (as required) in the following campaigns; Quarter 1: National Pedestrian Safety Month, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: National Speed Prevention Campaigns, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.	12
3. Develop (by December 31) and/or maintain a "DUI BOLO" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly.	12
4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.	4
5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.	4
6. Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.	2
7. Conduct DUI Saturation Patrol operation(s).	22
8. Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.	11
9. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.	11
10. Conduct highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or crashes resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning, and other primary crash factor violations by motorcyclists and other drivers.	2
11. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.	1
12. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.	2
13. Participate in highly visible collaborative DUI Enforcement operations.	2
14. Participate in highly visible collaborative Traffic Enforcement operations.	4
15. Send law enforcement personnel to DUI Checkpoint Planning and Management training.	1
16. Conduct specialized enforcement operations focusing specifically on street racing and sideshow activities.	1

3. METHOD OF PROCEDURE

A. <u>Phase 1 – Program Preparation</u> (1st Quarter of Grant Year)

- The department will develop operational plans to implement the "best practice" strategies outlined in the objectives section.
- Conduct all training needed to implement the program, in the first quarter.
- Purchase all grant related supplies and materials to implement the program, in the first quarter.
- Items with a unit cost of $5,000 more (including tax and shipping) must comply with Buy America.

- In order to develop/maintain the "DUI BOLOs," research will be conducted to identify the "worst of the worst" repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The DUI BOLO may include the driver's name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs should be updated and distributed to traffic and patrol officers at least monthly.
- Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations.

Media Requirements

Issue a news release approved by the OTS PIO announcing the kick-off of the grant by December 31 and after the grant is signed and executed, but no sooner than October 1, the start of the grant year. The kick-off release must be approved by the OTS PIO. If you are unable to meet the December 31 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.

B. Phase 2 – Program Operations (Throughout Grant Year)

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Send all PowerPoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, news releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator when any material is distributed to the media and public, such as a news release, educational material, or link to social media post.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator.
- News releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are EXEMPT from the OTS PIO approval process. The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are EXEMPT from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator with the embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid

media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult the OTS PIO and copy your OTS grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any news releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the OTS Grants Materials Approval Process Guidelines and OTS Grants Media Approval Process FAQs on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)

- Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
- Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
- Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
- Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
405e DDL-26	20.616	Distracted Driving Laws	$10,000.00
402PT-26	20.600	State and Community Highway Safety	$20,000.00
164AL-26	20.608	Minimum Penalties for Repeat Offenders for Driving While Intoxicated	$45,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
Straight Time				$0.00
Overtime				
DUI/DL Checkpoints	164AL-26	$4,800.00	2	$9,600.00
DUI Saturation Patrols	164AL-26	$1,200.00	22	$26,400.00
Collaborative DUI Enforcement	164AL-26	$1,200.00	2	$2,400.00
Benefits for 164AL @13.60%	164AL-26	$38,400.00	1	$5,222.00
Traffic Enforcement	402PT-26	$800.00	11	$8,800.00
Pedestrian and Bicycle Enforcement	402PT-26	$750.00	1	$750.00
Motorcycle Safety Enforcement	402PT-26	$760.00	2	$1,520.00
Street Racing and Sideshow Enforcement Operations	402PT-26	$760.00	1	$760.00
Traffic Safety Educational Presentations	402PT-26	$400.00	2	$800.00
Collaborative Traffic Enforcement	402PT-26	$800.00	4	$3,200.00
Benefits for 402PT @13.60%	402PT-26	$15,830.00	1	$2,153.00
Distracted Driving Enforcement	405e DDL-26	$800.25	11	$8,803.00
Benefits for 405e @13.60%	405e DDL-26	$8,803.00	1	$1,197.00
Category Sub-Total				$71,605.00
B. TRAVEL EXPENSES				
In State Travel	402PT-26	$2,017.00	1	$2,017.00
				$0.00
Category Sub-Total				$2,017.00
C. CONTRACTUAL SERVICES				
				$0.00
Category Sub-Total				$0.00
D. EQUIPMENT				
				$0.00
Category Sub-Total				$0.00
E. OTHER DIRECT COSTS				
DUI Checkpoint Supplies	164AL-26	$1,378.00	1	$1,378.00
Category Sub-Total				$1,378.00
F. INDIRECT COSTS				
				$0.00

Category Sub-Total				$0.00
GRANT TOTAL				**$75,000.00**

BUDGET NARRATIVE
PERSONNEL COSTS
DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Collaborative DUI Enforcement - Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel
Benefits for 164AL @13.60% - WC – 3.357% Liability – 8.797% Medicare 1.45% TOTAL = 13.604% Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant.
Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Motorcycle Safety Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Street Racing and Sideshow Enforcement Operations - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Traffic Safety Educational Presentations - Overtime for grant funded traffic safety educational presentations conducted by appropriate department personnel.
Collaborative Traffic Enforcement - Overtime for grant funded Collaborative Traffic Enforcement operations conducted by appropriate department personnel
Benefits for 402PT @13.60% - WC – 3.357% Liability – 8.797% Medicare 1.45% TOTAL = 13.604% Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant.
Distracted Driving Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Benefits for 405e @13.60% - WC – 3.357% Liability – 8.797% Medicare 1.45% TOTAL = 13.604% Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant.
TRAVEL EXPENSES
In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include the OTS Traffic Safety Law Enforcement Forum. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.
CONTRACTUAL SERVICES
-
EQUIPMENT
-

OTHER DIRECT COSTS

DUI Checkpoint Supplies - On-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS Device Supplies, PAS Calibration Supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed.

INDIRECT COSTS

-

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

Nothing in this “agreement” shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.

Benefits for personnel costs can only be applied to straight time or overtime hours charged to the grant.

Appendix A to Part 1300—Certifications and Assurances for Highway Safety Grants (23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, Public Law 109-59, as amended by Sec. 25024, Public Law 117-58;
- 23 CFR part 1300—Uniform Procedures for State Highway Safety Grant Programs;
- 2 CFR part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- 2 CFR part 1201—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION
(applies to subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- *49 CFR part 21* (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- *28 CFR 50.3* (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970,* (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972,* as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973,* (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- *The Age Discrimination Act of 1975,* as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the
Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (e) of 49 CFR part 21 will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
   “The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT order 1050.2A) [1] in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
   a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
   b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the

form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
    a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
    b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub- grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
    1. The dangers of drug abuse in the workplace;
    2. The grantee's policy of maintaining a drug-free workplace;
    3. Any available drug counseling, rehabilitation, and employee assistance programs;
    4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
    5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
    1. Abide by the terms of the statement;
    2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
    1. Taking appropriate personnel action against such an employee, up to and including termination;
    2. Requiring such employee to participate satisfactorily in a drug abuse assistance or

rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)
(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING
(applies to subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

   This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31,
   U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

RESTRICTION ON STATE LOBBYING
(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (*e.g.,* “grassroots”) lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
(applies to subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded,** as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Participant Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website
(*https://www.sam.gov/*).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and

its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded,** as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Participant Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website
(*https://www.sam.gov/*).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of

records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA
(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST
(applies to subrecipients as well as States)

GENERAL REQUIREMENTS
No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
    a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
    b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in
organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE
(applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at *www.trafficsafety.org*. The NHTSA website (*www.nhtsa.gov*) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

1. Each agency is allowed a total of **FIVE (5) GEMS Users**.
2. GEMS Users listed on this form will be authorized to login to GEMS to complete and submit Quarterly Performance Reports (QPRs) and reimbursement claims.
3. Complete the form if adding, removing or editing a GEMS user(s).
4. The Grant Director must sign this form and return it with the Grant Agreement.

GRANT DETAILS	
Grant Number:	PT26085
Agency Name:	Turlock Police Department
Grant Title:	Selective Traffic Enforcement Program (STEP)
Agreement Total:	$75,000.00
Authorizing Official:	Jason Hedden
Fiscal Official:	Michael Lenhardt
Grant Director:	Steve Rodrigues

CURRENT GEMS USER(S)

1. Michael Lenhardt
Title: Principal Accountant
Phone: (209) 668-6026
Email: mlenhardt@turlock.ca.us
Media Contact: No

2. Stephanie Mora
Title: Accountant III
Phone: (209) 669-2816
Email: smora@turlock.ca.us
Media Contact: No

3. Jason Watson
Title: Sergeant
Phone: (209) 668-6557
Email: jwatson@turlock.ca.us
Media Contact: No

Complete the below information if adding, removing or editing a GEMS user(s)

GEMS User 1 Add/Change ☐ Remove Access ☐	Add as a media contact? Yes ☐ No ☐
Name	Job Title
Email address	Phone number
GEMS User 2 Add/Change ☐ Remove Access ☐	Add as a media contact? Yes ☐ No ☐
Name	Job Title
Email address	Phone number
GEMS User 3 Add/Change ☐ Remove Access ☐	Add as a media contact? Yes ☐ No ☐
Name	Job Title
Email address	Phone number
GEMS User 4 Add/Change ☐ Remove Access ☐	Add as a media contact? Yes ☐ No ☐
Name	Job Title
Email address	Phone number
GEMS User 5 Add/Change ☐ Remove Access ☐	Add as a media contact? Yes ☐ No ☐
Name Jason Watson	Job Title Sergeant
Email address	Phone number
Form completed by: Jason Watson Jason Watson (Sep 24, 2025 08:38:53 PDT)	Date: Sep 24, 2025
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.	
Steve Rodrigues Steve Rodrigues (Sep 29, 2025 13:16:52 PDT) Signature	Steve Rodrigues Name
Sep 29, 2025 Date	Grant Director Title

Grant Agreement - PT26085

Final Audit Report 2025-10-07

Created:	2025-09-22
By:	Mikaela Knowles (Mikaela.Knowles@ots.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIZy3y1LXVfdfzSVLVCj7GiDEbAdAUdy9

"Grant Agreement - PT26085" History

Document created by Mikaela Knowles (Mikaela.Knowles@ots.ca.gov)
2025-09-22 - 5:36:26 PM GMT

Document emailed to jwatson@turlock.ca.us for signature
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Email viewed by jwatson@turlock.ca.us
2025-09-22 - 5:36:58 PM GMT

Signer jwatson@turlock.ca.us entered name at signing as Jason Watson
2025-09-24 - 3:38:51 PM GMT

Document e-signed by Jason Watson (jwatson@turlock.ca.us)
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2025-09-29 - 8:16:50 PM GMT

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Signature Date: 2025-09-29 - 8:16:52 PM GMT - Time Source: server

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2025-09-29 - 8:16:54 PM GMT

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2025-09-29 - 8:47:29 PM GMT

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2025-09-29 - 8:49:13 PM GMT

Document e-signed by Michael Lenhardt (mlenhardt@turlock.ca.us)
Signature Date: 2025-09-29 - 8:49:15 PM GMT - Time Source: server

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2025-09-29 - 8:49:17 PM GMT

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2025-09-30 - 2:48:54 AM GMT

Signer jhedden@turlock.ca.us entered name at signing as Jason Hedden
2025-09-30 - 2:50:22 AM GMT

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2025-09-30 - 2:50:26 AM GMT

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2025-10-06 - 9:01:20 PM GMT

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2025-10-07 - 3:19:01 PM GMT

Document e-signed by Carolyn Vu (Carolyn.Vu@ots.ca.gov)
Signature Date: 2025-10-07 - 3:19:35 PM GMT - Time Source: server

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2025-10-07 - 3:19:37 PM GMT

Document e-signed by Stephanie Dougherty (stephanie.dougherty@ots.ca.gov)
Signature Date: 2025-10-07 - 5:38:37 PM GMT - Time Source: server

Agreement completed.
2025-10-07 - 5:38:37 PM GMT

City Council Staff Report

December 9, 2025

From:	Christopher Fisher, Municipal Services Director
Prepared by:	David Huff, Water Quality Control Manager
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Approving an agreement (City Contract No. 2026-089) with HSQ Tech Inc. for maintenance service of the telemetry software/hardware, and further determining, pursuant to Turlock Municipal Code Section 2-7-08(b)(6), that the best interests of the City require that the purchase be made without compliance with the formal bid procedure

2. NARRATIVE:

The City of Turlock's Supervisory Control and Data Acquisition (SCADA) system is an advanced process control and monitoring platform that supports critical public infrastructure operations. The SCADA System is utilized in five major areas within the City:

- Regional Water Quality Control Facility
- Potable Water System
- Stormwater Collection System
- Sewer Collection System
- Industrial Waste Monitoring System

Within each of these areas, the SCADA system controls equipment operations and continuously monitors water quality parameters throughout the entire process. The system is also configured to automatically alert staff 24 hours a day when parameters exceed acceptable ranges, allowing operators to respond promptly and prevent service disruptions or environmental impacts.

Overall, the City's SCADA System manages approximately 10,000 control and monitoring points distributed across Turlock's water and wastewater infrastructure.

The City's current SCADA system is based on HSQ Technology (HSQ) hardware and software, which operate as a tightly integrated proprietary system. As a result, system modifications and maintenance require HSQ engineers or specially trained City staff familiar with HSQ's architecture.

The proposed Maintenance Agreement with HSQ Technology provides 24-hour telephone access to HSQ's engineering staff, seven (7) days per year of on-site technical assistance, and software updates and system upgrades, including enhancements to both the Hewlett Packard VMS Operating System and HSQ's proprietary Maximum Information Saves Energy Resources (MISER) Operating System.

3. FISCAL IMPACT / BUDGET AMENDMENT:

There is no impact to the General Fund as a result of the proposed action.

The Municipal Services Department is requesting a competitive procedure not be used per TMC 2-7-08 (b)(6) that states, bidding is not required when the Council shall have adopted a resolution by at least four (4) affirmative votes determining that the best interests of the City require that the purchase be made without compliance with the formal bid procedure.

The total compensation under this contract will not exceed $450,000. City staff will include adequate funding in Fund 410, "Water Quality Control" account number 410-51-530.43125_002 "Maintenance HSQ Maint Agreement", Fund 420, "Water" account number 420-52-550.43125_002 "Maintenance HSQ Maint Agreement".

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of "organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment" and therefore is not considered a project.

5. ATTACHMENTS:

1. Draft Resolution
2. City Contract 2026-089 with HSQ

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF APPROVING AN AGREEMENT (CITY CONTRACT NO. 2026-089) WITH HSQ TECH INC. FOR MAINTENANCE SERVICE OF THE CITY'S SCADA TELEMETRY SOFTWARE/HARDWARE AND DETERMINING THAT THE BEST INTERESTS OF THE CITY REQUIRE THAT THE PURCHASE BE MADE WITHOUT COMPLIANCE WITH FORMAL BID PROCEDURES PURSUANT TO TURLOCK MUNICIPAL CODE SECTION 2-7-08(B)(6)	**RESOLUTION NO. 2025-**

WHEREAS, the City operates Supervisory Control and Data Acquisition (SCADA) systems that support critical operations across the Regional Water Quality Control Facility, potable water system, stormwater collection, sewer collection, and industrial waste monitoring systems; and

WHEREAS, SCADA hardware and software used by the City is a tightly integrated, proprietary system manufactured and supported by HSQ Technology (HSQ), and system maintenance, upgrades, and troubleshooting require HSQ engineers or specially trained staff familiar with HSQ architecture; and

WHEREAS, HSQ is the sole provider of required system updates, software patches, MISER operating system enhancements, and specialized hardware components, as reflected in the price lists and technical documentation included in the proposed agreement; and

WHEREAS, the proposed Maintenance Agreement (City Contract No. 2026-089) provides the ongoing support necessary to ensure continuous operation of essential public health and safety infrastructure, including 24-hour telephone access to HSQ engineering staff and on-site technical assistance; and

WHEREAS, pursuant to Turlock Municipal Code Section 2-7-08(b)(6), the City Council may determine, by at least four affirmative votes, that the best interests of the City require that a purchase be made without compliance with the formal bid procedure; and

WHEREAS, the City Council finds that due to the proprietary nature of the City's SCADA system, the essential need for continuous operational reliability, and the lack of alternative qualified service providers, the best interests of the City require that maintenance services and system support be obtained directly from HSQ Technology.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock hereby approves an agreement (City Contract No. 2026-089) with HSQ Tech Inc. for maintenance service of the telemetry software/hardware, and further determines,

pursuant to Turlock Municipal Code Section 2-7-08(b)(6), that the best interests of the City require that the purchase be made without compliance with the formal bid procedure.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

26227 Research Road
Hayward, California 94545-3725
Phone: (510) 259-1334
Fax: (510) 259-1392
www.hsq.com

By Email regutierrez@turlock.ca.us
Raquel Brasil RBrasil@turlock.ca.us

September 29, 2025

City of Turlock
701 S. Walnut Road
Turlock, CA 95380

Attention: Rene Gutierrez and Raquel Brasil

Subject: Quote for Maintenance Agreement
HSQ Quotation No. 2508-0002-MA-A

Dear Mr. Gutierrez, and Ms. Raquel Brasil

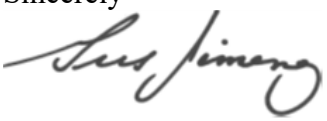
HSQ Technology is pleased to offer the City of Turlock two (2) years of maintenance service for your Supervisory Control and Data Acquisition (SCADA) System. The rate for two (2) years of maintenance will be **$37,200.00**. This amount will be billed in two lump sums of **$18,600.00** per year. This quote is based on fourteen (14) site visits of one (1) day each and includes telephone support for existing SCADA system configuration over the full two year maintenance base period,

Enclosed is an original of the agreement. If you find it acceptable, please make two (2) copies of the Agreement for Maintenance Service form and complete the Customer Acceptance portion of both documents and return them to HSQ Technology with a purchase order or contract. HSQ will return one fully executed agreement for your files. HSQ has also enclosed the signed addendum.

In addition, HSQ Technology will provide replacement and spare parts and/or repair services at the prices listed on the enclosed Parts and Service Price List. Parts not listed will be quoted on request. Parts and service requests that are outside the scope of the maintenance agreement will require a separate purchase order. To facilitate the order and repair of equipment, HSQ suggests that you add a $5,000.00 to $15,000.00 blanket purchase order for any emergency order.

HSQ looks forward to meeting your maintenance needs. Please contact the undersigned, or est@hsq.com, at 510-259-1334 with any questions.

Sincerely



Gus Jimenez
Vice President
Chief Operations Officer (COO)

HSQ Tech INC.
26227 Research Road
Hayward, Ca. 94545
Phone: 510-259-3713 (Direct)
Cell: 925-209-8580
Email: jimenez@hsq.com
http://www.hsq.com

AGREEMENT FOR MAINTENANCE SUPPORT SERVICE

HSQ TECH INC. and CITY OF TURLOCK

SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM

Maintenance Agreement No. 2508 – 0002 – MA

This Agreement is made and entered into this **9th** day of **December,** 20**25**, by and between HSQ TECHNOLOGY, hereinafter referred to as "HSQ," and CITY OF TURLOCK, hereinafter referred to as "CUSTOMER," for the SCADA System located at various locations.

TERM

This Agreement shall be effective December 09, 2025, and shall continue for a term of twenty-four months through December 09, 2027 with three Option Years to extend .

SCOPE OF WORK

In consideration of payment by Customer, HSQ agrees to provide telephone support for questions regarding operations of, or problems arising with, the SCADA system. 8-Hour Telephone support will be available during normal business hours PST from HSQ's Hayward, California, factory at 510-259-1334 or email direct to support@hsq.com for direct maintenance department scheduling.

Please note that telephone support is intended to maintain system functionality and is not intended to be an unlimited technical resource for the Operations and Maintenance Staff; HSQ reserves the right to request additional compensation for work outside of the normal scope of telephone support.

Maintenance contract is based on having authorized remote access to SCADA system in order to support services under this contract.

Work Included

- Operation or maintenance questions from Customer authorized staff
- Assist in diagnosing hardware problems for HSQ supplied equipment
- Provide fixes for any latent software defects provided by HSQ
- Access Customer System as available for any of the above issues

Work Excluded

- New Development added by customer and support to implement
- Development of custom software including reports, control blocks, VCL
- Significant modifications to the System Database for points or Graphics
- Significant software damage caused by operator error.
- Preparations of new Drawings or Documentation
- Any material or equipment

Site Visits: (Seven site visits of one days each for each Maintenance Year)

Site visits are coordinated between Customer and HSQ Support Services:

- Customer shall provide the scope of work expected for each visit in order to assign the appropriate HSQ support Engineer. This coordination shall be submitted to HSQ,
- Site visits include labor only and may include training, maintenance, or assisting with the development of minor software modifications
- In the event Site Visits are not coordinated by customer within the maintenance contract period, Any Support trips not coordinated or scheduled by customer shall be forfeited with no expected credit back.

MAINTENANCE SUMMARY BREAK-OUT

Maintenance Year 1 -	$18,600.00
Maintenance Year 2 -	$18,600.00
Option Year 1 of 3 -	$19,100.00
Option Year 2 of 3 -	$19,670.00
Option Year 3 of 3 -	$20,260.00

PARTS

HSQ will provide replacement parts and/or repair services at the prices listed on the Parts and Service Price List that is attached as Exhibit A and incorporated herein by reference. New and replacement parts are F.O.B. at HSQ's Hayward, California, factory. Parts not listed on Exhibit A will be quoted upon request.

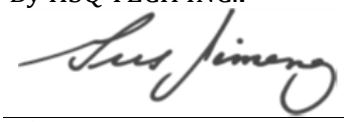
EMERGENCY SUPPORT

When the SCADA system is malfunctioning, CUSTOMER will initiate a service call for questions regarding operations of, or problems arising with, the system during normal business hours to HSQ's Hayward, California, factory. If necessary and requested by CUSTOMER, HSQ service personnel with the ability to provide service to the complete system shall be available and at the CUSTOMER's site within seventy-two (72) hours of service call. On site Emergency Support requested by the CUSTOMER is beyond the scope of the maintenance visits and CUSTOMER shall be billed at the rates listed on HSQ's Service Pricing Sheet, which is attached as Exhibit A and incorporated herein by reference.

PAYMENT

In consideration of the above support services, CUSTOMER agrees to pay HSQ the sum of **$18,600.00 Eighteen Thousand Six Hundred Dollars and No Cents ($18,600.00)**, billed in one lump payment per year, payable in advance. Invoices are payable upon receipt.

ACCEPTANCE

By CUSTOMER:	By HSQ TECH INC.:
	
Signature	Signature
	Gustavo Jimenez
Typed/Printed Name	Typed/Printed Name
	Vice President/COO
Title	Title
	11/18/2025
Date	Date

HSQ Tech Inc.
26227 Research Road,
Hayward, California 94545-3725
Phone: (510) 259-1334
Toll Free: (800) 486-6684

PARTS AND SERVICE PRICE LIST

(Effective January 1, 2025)

Logic Processors (RTUs)		
Part Number	**Description**	**List Price**
8600-3343F	25x86 Logic Processor – Standard (two buses with two Ethernet ports)	$ 2,500.00
8600-3343L	25x86 Logic Processor – Low Power	$ 2,000.00
8601	Bus Board (Replacement)	$ 650.00
8602	Control Board (Replacement)	$ 800.00
8600-386X	Latest CPU Exchange for 386 or 486 CPU	$ 950.00
8600-V8	Version 8 Software Upgrade (only available for 9579 and 9588 processors)	$ 400.00
CPF-UP	Compact Flash Upgrade	$ 450.00

2500 - 25x86 Series Interface Boards		
Part Number	**Description**	**List Price**
1046	8-Channel Digital DC Input Board	$ 225.00
1047	8-Channel Digital DC Output Board	$ 225.00
1332	8-Channel Relay Output Board	$ 325.00
8646	12-Channel DI/12-Channel DO Termination Board (25x86 Only)	$ 450.00

6000/6200 Series Remote I/O Modules for 25x86 and 1000 RTUs		
Part Number	**Description**	**List Price**
HSQ-6015	7-Channel RTD Input Module	$ 675.00
HSQ-6017	8-Channel Analog Input / 2-Channel Digital Output Module	$ 570.00
HSQ-6018	8-Channel Thermocouple Input / 8-Channel Digital Output Module	$ 790.00
HSQ-6050	12-Channel Digital Input / 6-Channel Digital Output Module	$ 415.00
HSQ-6051	12-Channel Digital Input / 2-Channel Digital Output or 2-Channel Counter Input Module	$ 415.00
HSQ-6052	8-Channel Digital Input / 8-Channel Digital Output	$ 440.00
HSQ-6060	6-Channel Digital Input / 6-Channel Relay Module	$ 460.00
HSQ-6066	6-Channel Digital Input / 6-Channel Power Relay Module	$ 400.00
HSQ-6217	8-Channel Analog Input Module	$ 615.00
HSQ-6224	4-Channel Analog Output / 4-Channel Digital Input Module	$ 645.00
HSQ-6250	8-Channel Digital Input / 7-Channel Digital Output Module	$ 430.00
HSQ-6256	16-Channel Digital Output Module	$ 430.00
HSQ-6260	6-Channel Relay Output Module	$ 430.00
HSQ-6266	4-Channel Digital Input / 4-Channel Relay Output Module	$ 430.00

2500 - 25x86 Series Expansion Boards		
Part Number	**Description**	**List Price**
2535	4-Channel Digital Input to Analog Input Adapter Board	$ 90.00
2508	32-Channel Analog Input Board	$ 1,350.00
2509	32-Channel Digital Input Board	$ 530.00
2534	32-Channel Intelligent Digital Input	$ 1,100.00
2533	32-Channel Digital Output	$ 610.00
2548	16-Channel Relay Digital Output	$ 550.00
2569	16-Channel Digital Input / 16-Channel Digital Output Board	$ 690.00
1368	Digital Input Conversion Expansion Board (125 VDC in) – Left entry (for use w/2509 & 2534 expansion boards)	$ 280.00
1369	Digital Input Conversion Expansion Board (125 VDC in) – Right entry (for use w/2509 & 2534 expansion boards)	$ 280.00

System Accessories		
Part Number	**Description**	**List Price**
2511	Power Box Assembly	$ 150.00
2585	RTU Battery Backup Controller	$ 490.00
CP10.241-S1	Power Supply (24 VDC / 10 Amp) – DIN Rail· $265.00	$ 290.00
2572	Communications Board — provides 2 serial ports and indicator lights for 6000 series RTUs and the HSQ-1110 RTU	$ 160.00
2592	Communications Board — provides 4 serial ports and 1 Ethernet port for 25x86 RTUs (9579, 9588, and 3343	$ 225.00
PTA	Pulse to Analog Card — converts a DO pulse duration to an analog value	$ 150.00
HSQ-RX2800	HSQ Integrity rx2800 i6 Server/Workstation: w/ VMS Keyboard and Mouse, 24" LCD Monitor,16 GB RAM, 147 GB	Contact HSQ
HSQ-RXPWR2	Redundant Power Supply for HSQ-RX2800·	$ 750.00
HSQ-XVIEWWRKPRO	MISER XView for Windows Professional Workstation	Contact HSQ
HSQ-SYS-146	146 GB System Disk (configured)·	Contact HSQ
HSQ-HST-300	300 GB History Disk (configured)	Contact HSQ
HSQ-TELE8HR	Telephone Support, Basic (eight hours a day, five days a week)	Contact HSQ
HSQ-TELE24HR	Telephone Support, Complete (twenty-four hours a day, seven days a week)	Contact HSQ

Communication Cables		
Part Number	**Description**	**List Price**
HSQ-6000R	Communication Ribbon Cable (HSQ-6000 to 2572)	$ 100.00
HSQ-CBL1	Ribbon Cable (2 connectors, 1 foot length)	$ 75.00
RTUDIAG-CBL	RTU Diagnostics Cable, connects 2500 series and x86 RTUs series to serial port	$ 100.00

Software		
Part Number	**Description**	**List Price**
HSQ-MISER-A	MISER License (non-redundant server)	Contact HSQ
HSQ-MISER-B	MISER License (redundant server)	Contact HSQ
HSQ-MISER-C	MISER License (workstation)	Contact HSQ
MISER-DR	Standard MISER Device Driver (existing NCC)	Contact HSQ
XVIEW-WIN	XView for Windows (XView only, full client version)	Contact HSQ
XVIEW-UP	XView for Windows Upgrade (XView only, client upgrade version)	Contact HSQ
WIN-XCD	XView for Windows, Exceed Edition, Full Version (XView and XServer software)	Contact HSQ
WIN-XCD-UP	XView for Windows, Exceed Edition, Upgrade Version (XView and XServer software)	Contact HSQ
HSQ-TALK	MISERtalk Software (Email Notification / Text Message)	Contact HSQ
HSQ-VCL	MISER VisualCL Software (Server)	Contact HSQ
HSQ-VCLW	VisualCL Software for Windows (Client)	Contact HSQ
HSQ-POR	MISER Web Portal	Contact HSQ
HSQ-POR-UP	MISER Web Portal Upgrade	Contact HSQ
HSQ-SRV-WIN	ODBC Server for Windows (database software)	Contact HSQ
HSQ-ODBC	ODBC Bridge for MISER (database software)	Contact HSQ
HSQ-ODOC	ODBC Bridge with Oracle for MISER	Contact HSQ
HSQ-ODRD	ODBC Bridge (redundant software)	Contact HSQ
RTU-DIAG	RTU Diagnostic Software (CD-ROM) (Includes software, manual, and two (2) hours telephone support.)	$ 1,200.00

Documentation		
Part Number	**Description**	**List Price**
HSQ-MOM	MISER Operator Manual	$ 150.00
HSQ-TRM	MISER Technical Reference Manual	$ 175.00
HSQ-SYS	MISER System Manual	$ 150.00
HSQ-VCLM	VisualCL Manual	$ 150.00
HSQ-XVIEW	XView for Windows Installation Manual	$ 150.00
HSQ-XDRAW	XDraw User Manual	$ 150.00
HSQ-RTU86	HSQ Logic Processor and RTU User Manual	$ 200.00
HSQ-DIAG	RTU Diagnostic Manual	$ 125.00
HSQ-CDR	MISER Manuals on DVD	$ 175.00

Repairs

Repair pricing for HSQ products is based on time and material at a rate of $200.00 per hour. There is a $300.00 evaluation fee for all repair items. Shipping cost shall be

Service

Item	Description	Rate
Senior Engineer - Normal	Senior Service Software Engineer, Based on 8 Normal Business Hours (4-Hour Minimum)	$250/Hour
Senior Engineer - Overtime	Senior Service/Software Engineer, Holiday/Overtime Hours (8-Hour Minimum)	$375/Hour
Service Engineer - Normal	Service Engineer (hardware and software), Based on 8-Normal Business Hours (4-Hour Minimum)	$200/Hour
Service Engineer - Overtime	Service Engineer (hardware and software), Holiday/Overtime Working Hours (8-Hour Minimum)	$300/Hour

Travel Expenses and In-Transit Rates

Item	Description	List Price
Airfare	Airline Travel plus taxes	Contact HSQ
Lodging	Hotel plus associated parking fee and taxes	Contact HSQ
Vehicle	Car Rental and Insurance Coverage	Contact HSQ
Daily Stipend	Pier Diem (daily) for meals	Contact HSQ
Mileage	At Local Vehicle Mileage Rate plus margin	Contact HSQ
Parts and Material	Quoted As Required	Contact HSQ

Terms And Conditions

1. All prices are FOB Hayward, California and are exclusive of sales tax. Taxes and transport charges are prepaid and will be added to the invoice.
2. VISA and MasterCard are accepted, subject to a 5% surcharge.
3. Prices are subject to change. Call or email for current prices.
4. Minimum parts order is $500.00.
5. New items are warranted for one (1) year.
6. Repair items are warranted for ninety (90) days.
7. Extended warranty is available on most items.
8. The prices on this list do not apply to parts damaged as a result of improper use or acts of God.
9. If no part number is listed, please call. The application will dictate the specific part number.
10. Quantity discounts are available for the 25x86 series interface, expansion boards, and other parts based on meeting quantity limits for each product part.
    - Qty. 10 -20 = 5%
    - Qty. 21- 34 = 10%
    - Qty. 35 or more = 15%
11. Service rates are based on 8 normal business day hours (8am-5pm PST M-F excluding Holidays) and do not including travel and living expenses.

Contacts and Links

Telephone	(510) 259-1334
Toll Free Number	(800) 486-6684
Parts and Production	est@hsq.com
Sales	sales@hsq.com
Repairs	repairs@hsq.com
Website	hsq.com
RMA Repair Forms	www.hsq.com/RMA
Training and Support	https://hsq.com/index.php/support/
Knowledge Base Center	https://hsq.com/index.php/documentation/

ADDENDUM TO
CITY OF TURLOCK
AGREEMENT FOR SERVICES

Service Provider: HSQ Tech Inc **Date: December 9, 2025**

City Contract No. 2026-089

Scope of Work: Supervisory Control and Data Acquisition System Maintenance Agreement No. 2508 – 0002 - MA

1. INSURANCE:

Service Provider shall not commence work under this Agreement until Service Provider has obtained City's approval regarding all insurance requirements, forms, endorsements, amounts, and carrier ratings, nor shall Service Provider allow any Subcontractor to commence work on a subcontract until all similar insurance required of the Subcontractor shall have been so obtained and approved. Service Provider shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Service Provider, its agents, representatives, employees or Subcontractors. Failure to maintain or renew coverage or to provide evidence of renewal may constitute a material breach of contract. Any available insurance proceeds in excess of the specified minimum limits and coverage shall be available to City.

(a) Commercial General Liability Insurance: Service Provider shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office (ISO) form CG 00 01, in an amount not less than Two Million Dollars ($2,000,000) per occurrence, Four Million Dollars ($4,000,000) general aggregate, and Two Million Dollars ($2,000,000) products and completed operations for bodily injury, personal injury, and property damage. The general aggregate limit shall apply separately to this Project or the general aggregate shall be doubled.

(b) Workers' Compensation Insurance: Service Provider shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least One Million Dollars ($1,000,000) each accident or disease. Service Provider shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

(c) Commercial Automobile Liability Insurance: Service Provider shall maintain commercial automobile liability insurance using ISO Business Auto Coverage form CA 00 01, or the equivalent, in the amount of no less than Two Million Dollars ($2,000,000) each accident for owned, leased, hired, non-owned, and borrowed automobiles. The policy shall provide and be endorsed that the City, its officials, officers, agents, employees, and volunteers are included or named as additional insureds. If Service Provider owns no vehicles, this requirement may be met through a non-owned auto coverage or an endorsement to the CGL policy.

(d) Cyber Liability Insurance: [Intentionally Omitted]

(e) Builder's Risk Insurance: [Intentionally Omitted]

(f) Contractors Pollution Insurance: [Intentionally Omitted]

(g) Professional Liability Insurance: [Intentionally Omitted]

(h) Umbrella or Excess Policy: Service Provider may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability and Automobile Liability insurance. No coverage or policies maintained by the City ("Additional Insureds"), whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Professional's primary and excess liability policies are exhausted.

(i) Deductibles and Self-Insured Retentions: Upon request of City, any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City, its elective and appointive boards, officers, agents, employees, and volunteers; or (2) Service Provider shall provide a financial guarantee satisfactory to City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

(j) Other Insurance Provisions: The commercial general liability policy shall contain, or be endorsed to contain, the following provisions:

(1) City, its elective and appointive boards, officers, agents, employees, and volunteers are to be covered as additional insureds with respect to liability arising out of work or operations performed by or on behalf of Service Provider, including materials, parts or equipment furnished in connection with such work or operations. The coverage shall be provided in the form of an endorsement to Service Provider's insurance (at least as broad as ISO CG 20 10 for ongoing operations and CG 20 37 for products/completed operations for construction services).

(2) For any claims related to this project, Service Provider's insurance coverage shall allow and be endorsed primary insurance as respects City and any insurance or self-insurance maintained by City shall be excess of Service Provider's insurance and shall not contribute with it.

(3) In the event of cancellation, non-renewal, or material change that reduces or restricts the insurance coverage afforded to City under this Agreement, the insurer,

broker/producer, or Service Provider shall provide City with thirty (30) days' prior written notice of such cancellation, non-renewal, or material change.

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

(k) Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-:VII or with an insurer to which the City has provided prior approval.

(l) Additional Insurance Requirements: Within five (5) days of the Effective Date, Service Provider shall provide City with certificates of insurance and amendatory endorsements for all of the policies required under this Agreement ("Certificates and Endorsements"). Such Certificates and Endorsements shall be kept current for the Term of the Agreement and Service Provider shall be responsible for providing updated copies. With the exception of the workers' compensation insurance, all of the insurance policies required in this Agreement shall: (a) provide that the policy will not be cancelled, allowed to expire, or materially reduced in coverage without at least thirty (30) days' prior written notice to City of such cancellation, expiration, or reduction and each policy shall be endorsed to state such. If a carrier will not provide the required notice of cancellation, the Service Provider shall provide written notice to the City no later than ten (10) business days before cancellation; (b) name City, and City's Agents as additional insureds with respect to liability arising out of Services, work or operations performed by or on behalf of Professional and shall be endorsed to state such; (c) name City of Turlock as a certificate holder; (d) cover products and completed operations of Professional, premises owned, occupied, or used by the Professional, or automobiles owned, leased, or hired or borrowed by the Professional; contain no special limitations on the scope of protection afforded to City; (e) allow and be endorsed primary with respect to any insurance or self-insurance programs covering City or City's Agents and any insurance or self-insurance maintained by City or City's Agents shall be in excess of Professional's insurance and shall not contribute to it; (f) contain standard separation of insured provisions; and (g) state that any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect the coverage provided to City.

(m) Waiver of Subrogation: With the exception of professional liability, Service Provider hereby agrees to waive subrogation which any insurer of Service Provider may acquire from Service Provider by virtue of the payment of any loss. The commercial general liability policy, automobile liability policy, and workers' compensation policy shall be endorsed to contain a waiver of subrogation in favor of City for all work performed by Service Provider, its agents,

employees, independent contractors and subcontractors. Service Provider shall provide written proof of waiver of subrogation in the Certificate of Insurance. Additionally, Service Provider agrees to obtain any available endorsements that may be necessary to effectuate this waiver of subrogation.

(n) Subcontractors: Service Provider shall ensure all Subcontractors furnish separate certificates and endorsements for each Subcontractor. All coverages for Subcontractors shall be subject to all of the requirements stated herein.

(o) Surety Bonds: [Intentionally Omitted]

2. INDEMNIFICATION:

Indemnity for Professional Liability: When the law establishes a professional standard of care for Service Provider's Services, to the fullest extent permitted by law, Service Provider shall indemnify, protect, defend, and hold harmless City and any and all of its elective and appointive boards, officers, officials, agents, employees or volunteers from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent the Service Provider (and its Subcontractors) are responsible for such damages, liabilities and costs on a comparative basis of fault between the Service Provider (and its Subcontractors) and the City in the performance of professional services under this Agreement. Service Provider shall not be obligated to defend or indemnify City for the City's own negligence or for the negligence of others.

Indemnity for other than Professional Liability: Other than in the performance of professional services and to the full extent permitted by law, Service Provider shall indemnify, defend, and hold harmless City and any and all of its elective and appointive boards, officers, officials, agents, employees or volunteers from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Service Provider or by any individual or agency for which Service Provider is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of Service Provider.

3. BUSINESS LICENSE: Service Provider shall obtain a business license from City before they commence performance of the Services.

ADDENDUM TO
CITY OF TURLOCK
AGREEMENT FOR SERVICES

Service Provider: HSQ Tech Inc **Date: December 9, 2025**

City Contract No. 2026-089

Scope of Work: Supervisory Control and Data Acquisition System Maintenance Agreement No. 2508 – 0002 - MA

4. TERM: The term of this Agreement shall be two (2) year(s), effective on December 9, 2025 and terminate on December 9, 2027 ("Term"), subject to City's availability of funds.

5. EXTENSION OF AGREEMENT: City may elect to extend this Agreement for three (3) additional one (1) year term(s), on the same terms and conditions, upon issuing an "Election to Extend Agreement" letter executed by the City Manager to Service Provider thirty (30) days prior to the expiration of this Agreement.

6. COMPENSATION:

6.1. Amount, Time and Manner of Payment for Service Provider Services. City's total compensation to Service Provider shall not exceed Four Hundred Fifty Thousand and No/100ths Dollars ($450,000.00). ("Maximum Payment"), unless the Parties mutually agree in writing otherwise.

6.2. Deposit. [Intentionally Omitted]

6.3. Subsequent Payments. City shall make monthly payments in the amount invoiced by Service Provider within thirty (30) calendar days of receiving such invoice. In the event that an amount of an invoice is in dispute, City shall inform Service Provider of the amount and basis for the dispute and may withhold the amount which is in dispute until the dispute has been resolved.

6.4. Invoices. Service Provider shall provide City with annual invoices as specified in the Agreement. All invoices furnished to City by Service Provider shall be in a form approved by City. The payments specified shall be the only payments made to Service Provider for performance of the Services, including compensation for any Modification. Service Provider shall submit all billings for Services to City within forty-five (45) days of the commencement of the applicable service year. City shall issue payment according to City's customary procedures and practices for issuing payments to independent contractors.

7. VOLUNTARY TERMINATION: Either party may terminate this Agreement without cause or legal excuse by providing thirty (30) days' written notice to the other party.

8. CONFLICT: Should any conflict exist between the terms and conditions of the Agreement and this Addendum, the terms and conditions of this Addendum shall prevail.

ADDENDUM TO
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9. CONFIDENTIALITY AND CALIFORNIA PUBLIC RECORDS ACT COMPLIANCE: Service Provider understands and agrees that City must comply with the California Public Records Act, California Government Code section 7920 et seq.

10. EXECUTION AND COUNTERPARTS. This Addendum may be executed simultaneously, and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument. The Parties agree that this Addendum and any other documents to be delivered in connection herewith may be electronically signed utilizing services such as DocuSign and Nitro Sign, or by transmitting signatures in pdf or similar format, and that any electronic signatures appearing on this Addendum or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

11. GOVERNING LAW: This Addendum shall be interpreted, construed, and governed according to the laws of the State of California, and venue for all actions arising from or related to this Agreement shall be in the County of Stanislaus, State of California.

12. CONTRACT ADMINISTRATOR: The City's contract administrator and contact person for this Agreement is:

David Huff
City of Turlock
Municipal Services Department
156 S. Broadway, Suite 270
Turlock, California 95380
Telephone Number: (209) 668- 5590
E-mail Address: DHuff@turlock.ca.us

[*Signatures on Following Page*]

ADDENDUM TO
CITY OF TURLOCK
AGREEMENT FOR SERVICES

Service Provider: HSQ Tech Inc **Date: December 9, 2025**

City Contract No. 2026-089

Scope of Work: Supervisory Control and Data Acquisition System Maintenance Agreement No. 2508 – 0002 - MA

IN WITNESS WHEREOF, the parties have caused this Addendum to be executed by and through their respective officer's thereunto duly authorized.

CITY OF TURLOCK, a California municipal corporation

By: _____
Susan E. Borrego, Interim City Manager

Date: _____

By: _____
Christopher Fisher,
Municipal Services Director

APPROVED AS TO FORM:

By: _____
George A. Petrulakis, City Attorney

ATTEST:

By: _____
Nichole Fiez, City Clerk

HSQ TECH INC, a California corporation

By: _____
Vice President
Title: Chief Operations Officer (COO)

Print name: Gus Jimenez

Date: 11/11/2025

08/2025

City Council Staff Report

December 9, 2025

From:	Jessie Dhami, Human Relations Director
Prepared by:	Jessie Dhami, Human Relations Director
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Approving the Side Letter Agreement to the Schedule of Benefit Plans and Policies between the City of Turlock and the Confidential Employees Regarding Doctorate Degree Pay

2. NARRATIVE:

The current Schedule of Benefits Plan and Policies between the City and Confidential Employees provides for an incentive pay per month to the base salary of employees who possess a degree from an accredited college or university. The incentive pay amount is dependent on the degree type; Associate's $50 per month, Bachelor's $100 per month, and Master's degree $150 per month.

The City desires to extend an additional $150 per month to the base salary to Confidential employees who possess a Doctorate Degree (i.e., Ph.D, J.D., etc.) from an accredited college, university or law school.

In order for a Confidential employee to receive the new Doctorate degree pay, employees must provide the Human Relations Department with a college, university, or law school transcript establishing possession of a Doctorate Degree. The Doctorate degree pay becomes effective the pay period following verification that the Confidential employee possesses a Doctorate Degree and will be paid at the time and in the manner as all other special pay.

The City and Confidential Group have entered into the attached Side Letter Agreement related to Doctorate degree pay. The City desires to provide incentives related to recruitment, retention and education by providing Doctorate degree pay. Staff recommends that the City Council adopt a resolution formally approving the terms of the Side Letter Agreement.

3. FISCAL IMPACT / BUDGET AMENDMENT:

The impact for Fiscal Year 2025/2026 is $900 to 110-10-104.41001 "Full Time Salaries". An administrative transfer will be completed to compensate for this budget impact.

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of “organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” and therefore is not considered a project.

5. ATTACHMENTS:

1. Draft Resolution
2. Side Letter Agreement

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF APPROVING THE SIDE LETTER AGREEMENT TO THE SCHEDULE OF BENEFIT PLANS AND POLICIES BETWEEN THE CITY OF TURLOCK AND THE CONFIDENTIAL EMPLOYEES REGARDING DOCTORATE DEGREE PAY	**} RESOLUTION NO. 2025-XXX**

WHEREAS, the Schedule of Benefits ("SOB") between the City and Confidential employees currently provides an incentive pay to the base salary of employees who possess an Associate's, Bachelor's, or Master's Degree from an accredited college or university; and

WHEREAS, the City desires to extend an additional $150 per month to the base salary to Confidential employees who possess a Doctorate Degree (i.e., Ph.D., J.D., etc.) from an accredited college, university, or law school; and

WHEREAS, the City desires to provide an incentive related to recruitment, retention, and education by providing Doctorate Degree pay; and

WHEREAS, the City and Confidential employees have agreed that the Side Letter Agreement is based on specific facts and shall not set any precedent related to future negotiations or other subjects of bargaining; and

WHEREAS, the City and Confidential employees have agreed that Confidential employees who possess a Doctorate Degree from an accredited college, university, or law school will receive an incentive pay of $150 per month to their base salary per month. To receive Doctorate Degree pay, employees must provide the Human Relations Department with a college, university, or law school transcript establishing possession of a Doctorate Degree. The Doctorate Degree pay becomes effective the pay period following verification that the Confidential employee possesses a Doctorate Degree and will be paid at the time and in the manner as all other special pay.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby approve the Side Letter Agreement to the Schedule of Benefit Plans and Polices between the City of Turlock and the Confidential employees regarding Doctorate Degree pay.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:	()
NOES:	()
NOT PARTICIPATING:	()
ABSENT:	()

ATTEST:

_____
Nichole Fiez, City Clerk,

City of Turlock, County of Stanislaus,
State of California

SIDE LETTER AGREEMENT BETWEEN THE CITY OF TURLOCK AND CONFIDENTIAL EMPLOYEES REGARDING DOCTORATE DEGREE PAY

The City of Turlock ("City") and the Confidential Employees ("Confidential") hereby enter into this Side Letter Agreement regarding the City's proposal to amend the Schedule of Benefit Plan and Policies between the City of Turlock and Confidential Employees ("SOB").

WHEREAS, the SOB between the City and Confidential currently provides for an incentive pay to the base salary of employees who possess an Associates, Bachelors, or Master's Degree from an accredited college or university; and,

WHEREAS, the City desires to extend an additional $150 per month to the base salary of employees who possess a Doctorate Degree (i.e., Ph. D., J.D., etc.) from an accredited college, university, or law school.

NOW THEREFORE, the parties hereby agree as follows:

1. The parties agree that this Side Letter Agreement is based on specific facts and shall not set any precedent related to future negotiations or other subjects of bargaining.

2. Employees who possess a Doctorate Degree from an accredited college, university, or law school will receive an additional $150 per month to their base salary per month. To receive Doctorate Degree, pay, employees must provide the Human Relations Division with a college, university, or law school transcript establishing possession of a Doctorate Degree. Doctorate Degree Pay becomes effective the pay period following verification that employee possesses a Doctorate Degree and will be paid at the time and in the manner as all other special pay.

CONFIDENTIAL EMPLOYEES

Sara Bickle
Julie Miranda

NAME

12/02/2025
12/2/25
12/2/25
DATE

FOR THE CITY

NAME

DECEMBER 3, 2025
DATE

City Council Staff Report

December 9, 2025

From:	Christopher Fisher, Municipal Services Director
Prepared by:	Stephen Fremming, P.E., Principal Civil Engineer
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Motion: Approving an agreement (City Contract 2026-076), effective January 1, 2026, with Virtual Project Manager, LLC for web-based project management services, for a term of one year with automatic one-year renewals unless terminated, to be expensed from Fund 110 (General Fund)

2. NARRATIVE:

The Engineering Division has used the cloud-based Virtual Project Management (VPM) platform for the management of engineering projects since 2013. VPM modernized its software several years ago, providing a more streamlined and efficient platform for project tracking and document management. The City upgraded to the "new" VPM platform in Fall 2022 following successful testing and evaluation. VPM has proven to be a beneficial and reliable tool that improves communication, workflow management, and project documentation across Engineering Division projects.

Our previous service agreement with VPM needs to be terminated and a new one agreed to because the City has reached the City Engineer's contracting authority limit under Turlock Municipal Code (TMC) Section 2-7-08(g). Council approval is now required to establish a new agreement for continued use of this essential service.

3. FISCAL IMPACT / BUDGET AMENDMENT:

The proposed agreement will be funded from Account No. 110-40-410.44010_001 (Engineering – Computer Software Maintenance). The annual subscription cost is $1,250 per month, totaling $15,000 for Fiscal Year 2025–26. This amount is included in the adopted Engineering Division budget. If this service continues in future years in accordance with the automatic renewal periods, the associated costs will be incorporated into subsequent budgets to ensure adequate funding is available.

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of "organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment" and therefore is not considered a project.

5. ATTACHMENTS:

1. City Contract - 2026-076 with VPM

SERVICE AGREEMENT

This Service Agreement ("Agreement") is entered into as of the Effective Date (defined below) by and between **Virtual Project Manager LLC**, an Oregon limited liability company ("VPM"), whose address is P.O. Box 8127 Bend, Oregon 97708, and the person or entity identified below ("Customer").

VPM agrees to make its web-based project management system known as Virtual Project Manager and related services available to Customer, on and subject to the terms and conditions of this Agreement. This Agreement consists of the Specific Terms listed below and the Standard Terms and Conditions attached hereto for Virtual Project Manager.

SPECIFIC TERMS

Customer:	City of Turlock, CA
Effective Date:	January 1, 2026
Fees (see breakdown):	**Service Fee**: $15,000.00 per year (or $1,250.00 per month) with payments due thirty (30) days after receipt of invoice. **Implementation/Training Fee**: No Implementation/Training Fee for existing customers. **Guarantee/Refunds**: If Customer is not satisfied with the VPM Service for any reason, Customer may terminate this Agreement by written notice given to VPM within sixty (60) days after the Effective Date and all previously paid Service Fees will be refunded. If no such termination notice is given, all fees are nonrefundable. **Guarantee of Rate:** VPM shall guarantee the above rate for seven (7) years from the effective date above as long as Customer remains a continuous paying customer in good standing. **Additional Fees**: The above fees are for one Customer location. Customer location is defined as all projects that are funded in whole or in part by the customer. Additional locations are subject to additional fees.

Term of Agreement:	One year after the Effective Date, subject to renewal or termination as provided in this Agreement.
VPM Service:	VPM's Web-based project management system known as Virtual Project Manager, which consists of the modules/features from time to time listed on the VPM website. The VPM Service will also include new modules/features added to the VPM Service by VPM from time to time, provided such new modules/ features are generally made available at no additional charge to customers of the VPM Service.

The parties' duly authorized representatives have executed this Agreement (including the Standard Terms and Conditions on the following pages) effective as of the date set forth above.

VPM:

VIRTUAL PROJECT MANAGER, LLC

By: Lex Zuber
Lex Zuber, President/CEO

Customer Invoice Information

Preferred Invoicing Method:

☐ Email ☐ Mail

How would you like to be billed?

■ Annually ☐ Monthly

CUSTOMER:

City of Turlock, CA

By: _____

Name: _____

Title: _____

Email: _____

(Please provide the email address where to send invoices)

Mail:
(Please provide the mailing address where to send invoices)

Name: _____

Attn: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Direct Phone Number: _____

VIRTUAL PROJECT MANAGER

STANDARD TERMS AND CONDITIONS

These Standard Terms and Conditions, together with the above Specific Terms for the VPM Service, govern Customer's use of the VPM web-based project management system and associated services (the "VPM System").

1. **Use of VPM System.** Subject to the terms of this Agreement, VPM hereby grants Customer and its authorized employees and consultants, as well as Customer's contractors and their respective employees to the extent authorized by Customer (each, an "Authorized User"), the right to access and use the VPM System via the Internet for Customer's customary and ordinary project management purposes (the "Permitted Use"), to enter into the VPM System data and information regarding Customer projects ("Customer Data"), to have the Customer Data stored on servers owned or leased by VPM, and to use the Customer Data available through the VPM System for the Permitted Use. Customer shall be solely responsible for determining the Authorized Users who have access to the VPM System, and VPM shall have no liability to Customer, any Authorized User, or any third party arising out of any use of the VPM System by any Authorized User.

2. **Restrictions**. Customer understands and agrees that it is not being granted the right to use the VPM System or any software associated with it except by accessing the VPM System website through VPM-provided Web interfaces as described above. Customer shall not: (a) copy, reproduce or duplicate the VPM System or website or any software related thereto for any purposes; (b) modify, disassemble, reverse engineer, decompile or prepare derivative works of the VPM System or website or any software related thereto, or in any way use the VPM System to assist in developing any competing product or service; (c) rent, sublicense, assign, transfer, or grant any third party any rights in the VPM System or website or any software related thereto; or (d) use, adopt or attempt to register anywhere in the world, whether alone or together with any other mark, symbol or name, "Virtual Project Manager." The VPM Service is intended for access and use by means of Web browsing software, and VPM does not commit to support Web browsing platforms or guarantee that the VPM System will be compatible with all browsing platforms.

3. **Passwords and Login.** All access to the VPM System shall be by password, and each Authorized User shall have his or her own uniquely identifiable login and password. Authorized Users shall not share their logins or passwords with other persons or provide online access to VPM for any other person without VPM's prior written consent. Customer agrees to notify VPM promptly if it has any reason to believe that any third party has unauthorized access to such information. Customer shall be solely responsible for any and all use of the VPM System occurring under its Authorized Users' logins and passwords and for each Authorized User's compliance with the terms of this Agreement and the TOS. VPM reserves the right to suspend or terminate an Authorized User's access to the VPM System if such Authorized User violates any of the terms of this Agreement or the TOS.

4. **Terms of Service.** The VPM System is provided subject to the terms and conditions of this Agreement.

5. **Customer Data; No Loading of Personal Information.** All Customer Data shall be owned by Customer. Customer and its Authorized Users are solely responsible for any Customer Data posted or uploaded into the VPM Service or transmitted via the VPM System. VPM does not control and does not make any representations or warranties whatsoever regarding the Customer Data. Customer agrees that it shall be responsible for and bear all risks associated with the accuracy, integrity, completeness, or quality of Customer Data. Neither Customer nor any Authorized User shall load into the VPMSystem any "personally identifiable information" or "sensitive personal information" as such terms are defined in applicable state or Federal privacy laws or any "personal information" as defined in the EU General Data Protection Regulation (to the extent it is applicable). VPM reserves the right to delete from the VPM System any Customer Data that violates the terms of this Agreement.

6. **Representations and Warranties; Indemnification.** Each party represents and warrants that (a) the making, execution and performance of this Agreement on behalf of such party has been duly authorized by all necessary company or governmental action, and no consent from any third party is required for such party to enter into this Agreement or perform its obligations hereunder, and (b) the individual executing this Agreement on behalf of such party has been duly authorized to do so. VPM represents and warrants to Customer that it has the right to grant Customer access to the VPM System as contemplated in this Agreement, and the VPM System does not infringe the Intellectual Property Rights (as defined below) of any third party. Customer represents and warrants to VPM that it has all required legal and other rights to load Customer Data into the VPM System and otherwise use such date in connection with the VPM System, that such actions will not violate any applicable laws or infringe the Intellectual Property Rights or privacy or other rights of any third party. Subject to and within the defenses, immunities and limitations available to the Customer under the Maine Tort Claims Act, 14 M.R.S.A. Sec. 1801, et seq. or other applicable law, each party ("Indemnifying Party") agrees to indemnify, defend and hold harmless the other party and its owners, members, managers, directors, employees and agents from and against all losses, expenses, damages and costs, including reasonable attorneys' fees, arising out of third party claims alleging or based on the breach of any representation or warranty made in this Paragraph 6 by the Indemnifying Party hereunder.

7. **Modifications of VPM System.** VPM reserves the right at any time to revise and modify the VPM System and alter its features, specifications, capabilities and/or functions, without the consent of or notice to Customer or any Authorized User.

8. **System Maintenance; Downtime.** Customer acknowledges and agrees that (i) it may be necessary to take down the VPM System and Website from time to time or on a periodic basis for maintenance or to resolve technical problems, upgrade software, or otherwise help ensure the reliable and efficient operation of the VPM System, and (ii) due to the foregoing or due to power interruptions, communication systems failures or other conditions outside VPM's control, the VPM System may occasionally be unavailable. Customer waives any and all claims against VPM arising from any such availability. VPM will use reasonable efforts to minimize the time during which the VPM System is down for such reasons.

9. **Payment of Fees; Taxes.** In consideration of the rights granted by VPM under this Agreement, Customer agrees to pay VPM the fees set forth in the Specific Terms or otherwise agreed to by the parties. All fees are due within 30 days of receipt of an invoice. All fees are deemed fully earned when due or upon invoicing and will not be prorated or refunded if this Agreement is terminated or expires except as expressly set forth in the Specific Terms. Overdue amounts shall, at VPM's option, accrue interest at the rate of 1.5% per month. Fees payable under this Agreement are net amounts and do not include sales, use, value-added, or any other taxes except for income taxes levied on VPM with respect to such fees. All such taxes will be the responsibility of and paid or reimbursed by Customer.

10. **Limitation on Warranties**. THE VPM SYSTEM AND WEBSITE, AND THE SERVICES AND CUSTOMER DATA AVAILABLE THERE, ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS WITHOUT WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. VPM DOES NOT WARRANT THAT THE VPM SYSTEM OR ANY VPM DATA OR CUSTOMER'S ACCESS THERETO WILL BE ERROR-FREE OR UNINTERRUPTED, OR THAT CUSTOMER DATA WILL BE ACCURATE, COMPLETE, ERROR-FREE OR UNCORRUPTED, AND HEREBY DISCLAIMS ANY AND ALL LIABILITY ON ACCOUNT THEREOF.

11. **Limitation of Liability.** IN NO EVENT SHALL VPM, ITS MEMBERS, MANAGERS, EMPLOYEES, CONTRACTORS OR OTHER REPRESENTATIVES BE LIABLE UNDER ANY THEORY, INCLUDING BUT NOT LIMITED TO CONTRACT, BREACH OF WARRANTY, TORT (INCLUDING NEGLIGENCE) OR PRODUCT LIABILITY, FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION ANY LOSS OF PROFITS OR DATA, BUSINESS INTERRUPTION, OR OTHER PECUNIARY LOSS), ARISING FROM OR RELATING TO THE USE OF OR INABILITY TO USE THE VPM SYSTEM OR ANY VPM DATA OR FROM ERRORS, OMISSIONS OR OTHER INACURRACIES IN ANY VPM DATA ACCESSED THROUGH THE VPM SYSTEM, EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. WITHOUT PREJUDICE TO THE FOREGOING LIMITATIONS, THE AGGREGATE LIABILITY OF VPM TO CUSTOMER UNDER THIS AGREEMENT UNDER ANY AND ALL THEORIES, INCLUDING BUT NOT LIMITED TO CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), OR PRODUCT LIABILITY, SHALL NOT EXCEED THE AMOUNT PAID BY CUSTOMER TO VPM UNDER THIS AGREEMENT DURING THE IMMEDIATELY PRECEDING TWELVE MONTH PERIOD.

12. **Intellectual Property Ownership.** VPM and its licensors, where applicable, own all right, title and interest, including all Intellectual Property Rights, in and to the VPM System, all content provided on the VPM System website and all underlying software used in connection with the VPM System. This Agreement is not a sale and does not convey you any rights of ownership in any of the foregoing. The "VPM" and "Virtual Project Manager" name, logo and taglines, including but not limited to “Built by Cities for Cities” and "Built for Municipalities by Municipalities" are trademarks of VPM and no right or license is granted to use them. If Customer or any Authorized User gives VPM verbal or written feedback regarding the VPM System, Customer agrees that VPM will have a perpetual, unrestricted, assignable and royalty-free license and right to use and incorporate some or all of such feedback into the VPM System or other product or service offered by VPM. As used herein, "Intellectual Property Rights" means all present and future worldwide copyrights, trademarks, trade secrets, patents, patent applications, moral rights, contract rights, and other proprietary rights.

13. **Term and Termination.** The initial term of this Agreement is set forth on the Specific Terms. Unless otherwise provided in the Specific Terms, the term shall automatically renew for successive periods equal to the initial term; provided, however, either party may terminate this Agreement at any time for any reason by giving the other party at least sixty (60) days prior written notice. This Agreement may also be terminated by either party if the other party breaches any provision of this Agreement and does not cure the breach, if curable, within twenty (20) days after written notice thereof specifying the default.

14. **Effect of Termination.** Upon termination or expiration of this Agreement for any reason, all rights granted by VPM under this Agreement, including the right to access the VPM System, will immediately cease. Upon termination or expiration of this Agreement, all unpaid fees invoiced and owed by Customer shall be due and payable immediately, and no prepaid fees shall be refunded except as expressly provided in the Specific Terms. In addition, following termination or expiration of this Agreement, VPM shall maintain all Customer Data for at least ninety (90) days to allow Customer to retrieve all data prior to deleting some or all Customer Data from its systems.

15. **Use of Customer Name.** VPM shall have the right to identify Customer as a customer of the VPM System, and use Customer's name and logo, on VPM's website and in other marketing materials pertaining to the VPM System.

16. **Communications with Users; Marketing**. Subject to VPM’s privacy policy in effect from time to time and applicable law, unless Customer has opted out of receiving such communications, Customer

agrees that VPM will have the right to (a) transmit or cause to be transmitted to Customer and its Authorized Users (unless they have opted out) marketing and related communications from VPM relating to its products and services, and (b) transmit or permit to be transmitted to Customer and its Authorized Users (unless they have opted out) marketing and related communications from VPM's affiliates and/or business partners relating to their products and services. Customer and its Authorized Users may opt out of receiving some or all of these communications at that time by changing preferences or through email notification of VPM. Because the VPM System is a hosted, online application, VPM may occasionally need to communicate with all Authorized Users, whether or not they have opted out, due to important announcements regarding the operation of or modifications to the VPM System.

17. **Miscellaneous.** This Agreement (including the Specific Terms) constitute the entire agreement between the parties regarding the subject matter hereof and supersede all prior or contemporaneous agreements, understandings, proposals, and communication, whether written or oral. This Agreement may be amended only by a written document signed by both parties. This Agreement will be governed by the laws of the State of Oregon. Any action or proceeding arising from or relating to this Agreement shall be brought in a federal or state court in Deschutes County, Oregon, and each party irrevocably submits to the jurisdiction and venue of any such court in any such action or proceeding. If any legal action is brought to enforce this Agreement, the prevailing party will be entitled to receive its attorneys' fees, court costs, and other collection expenses, in addition to any other relief it may receive, in any bankruptcy case, arbitration proceeding or court case. Customer may not assign any of its rights or obligations under this Agreement without VPM's prior written consent. This Agreement may be executed manually or by facsimile in counterparts, each of which will be considered an original, but all of which together will constitute the same instrument. The parties agree that the electronic signature of a party to this Agreement shall be as valid as an original signature of such party and shall be effective to bind such party to this Agreement. Any delay in the performance of any duties or obligations of either party will not be considered a breach of this Agreement if such delay is caused by a local, regional or national communications or power failure or interruption, labor dispute, shortage of materials, database corruption, fire, earthquake, flood, or any other event beyond the control of such party, provided that such party uses reasonable efforts, under the circumstances, to notify the other party of the circumstances causing the delay and to resume performance as soon as possible. The parties do not intend by this Agreement to confer any right or remedy on any third party. The provisions of Sections 2, 6, 10, 11, 12, 14 and 16, and any other provisions of this Agreement that should reasonably be expected to survive, shall survive the termination or expiration of this Agreement. Each party acknowledges and agrees that remedies at law for a breach or threatened breach of any of the provisions of this Agreement may be inadequate and, in recognition of this fact, each party agrees that in addition to any remedies at law (including, without limitation, damages), equitable relief in the form of specific performance, a temporary restraining order, a temporary or permanent injunction or any other equitable remedy shall be available in the event of a breach or threatened breach of this Agreement.

ADDENDUM TO
CITY OF TURLOCK
AGREEMENT FOR SERVICES

Contractor: Virtual Project Manager LLC **Date: January 1, 2026**

City Contract No. 2026-076 **Scope of Work: Web-Based Project Management System**

1. INSURANCE:

Service Provider shall not commence work under this Agreement until Service Provider has obtained City's approval regarding all insurance requirements, forms, endorsements, amounts, and carrier ratings, nor shall Service Provider allow any subcontractor to commence work on a subcontract until all similar insurance required of the subcontractor shall have been so obtained and approved. Service Provider shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Service Provider, its agents, representatives, employees or subcontractors. Failure to maintain or renew coverage or to provide evidence of renewal may constitute a material breach of contract. Any available insurance proceeds in excess of the specified minimum limits and coverage shall be available to City.

(a) Commercial General Liability Insurance: Service Provider shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office (ISO) form CG 00 01, in an amount not less than Two Million Dollars ($2,000,000) per occurrence, Four Million Dollars ($4,000,000) general aggregate, and Two Million Dollars ($2,000,000) products and completed operations for bodily injury, personal injury, and property damage. The general aggregate limit shall apply separately to this Project or the general aggregate shall be doubled.

(b) Workers' Compensation Insurance: Service Provider shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least One Million Dollars ($1,000,000) each accident or disease. Contractor shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

(c) Commercial Automobile Liability Insurance: [Intentionally Omitted]

(d) Cyber Liability Insurance: Contractor must carry Cyber Liability Insurance with limits not less than One Million Dollars ($1,000,000) per occurrence or claim. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

(e) Builder's Risk Insurance: [Intentionally Omitted]

(f) Contractors Pollution Insurance: [Intentionally Omitted]

(g) Technology Errors and Omissions Insurance: Service Provider shall maintain technology errors and omissions insurance that insures against professional errors and omissions that may result from providing technology services and products in the minimum amount of Two Million Dollars ($2,000,000) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of the start of work. Service Provider agrees to maintain continuous coverage through the term of this Agreement.

(h) Umbrella or Excess Policy: Service Provider may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying policies of insurance. No coverage or policies maintained by the City ("Additional Insureds"), whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Professional's primary and excess liability policies are exhausted.

(i) Deductibles and Self-Insured Retentions: Upon request of City, any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City, its elective and appointive boards, officers, agents, employees, and volunteers; or (2) Contractor shall provide a financial guarantee satisfactory to City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

(j) Other Insurance Provisions: The commercial general liability policy shall contain, or be endorsed to contain, the following provisions:

(1) City, its elective and appointive boards, officers, agents, employees, and volunteers are to be covered as additional insureds with respect to liability arising out of work or operations performed by or on behalf of Contractor, including materials, parts or equipment furnished in connection with such work or operations. The coverage shall be provided in the form of an endorsement to Contractor's insurance (at least as broad as ISO CG 20 10 for ongoing operations and CG 20 37 for products/completed operations for construction services).

(2) For any claims related to this project, Service Provider's insurance coverage shall allow and be endorsed primary insurance as respects City and any insurance or self-insurance maintained by City shall be excess of Contractor's insurance and shall not contribute with it.

(3) In the event of cancellation, non-renewal, or material change that reduces or restricts the insurance coverage afforded to City under this Agreement, the insurer, broker/producer, or Contractor shall provide City with thirty (30) days' prior written notice of such cancellation, non-renewal, or material change.

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

(k) Acceptability of Insurers: Insurance is to be placed with insurers admitted in California with a current A.M. Best's rating of no less than A-:VII or with an insurer to which the City has provided prior approval.

(l) Additional Insurance Requirements: Within five (5) days of the Effective Date, Service Provider shall provide City with certificates of insurance and amendatory endorsements for all of the policies required under this Agreement ("Certificates and Endorsements"). Such Certificates and Endorsements shall be kept current for the Term of the Agreement and Contractor shall be responsible for providing updated copies. With the exception of the workers' compensation insurance, all of the insurance policies required in this Agreement shall: (a) provide that the policy will not be cancelled, allowed to expire, or materially reduced in coverage without at least thirty (30) days' prior written notice to City of such cancellation, expiration, or reduction and each policy shall be endorsed to state such. If a carrier will not provide the required notice of cancellation, the Contractor shall provide written notice to the City no later than ten (10) business days before cancellation; (b) name City, and City's Agents as additional insureds with respect to liability arising out of Services, work or operations performed by or on behalf of Professional and shall be endorsed to state such; (c) name City of Turlock as a certificate holder; (d) cover products and completed operations of Professional, premises owned, occupied, or used by the Professional, or automobiles owned, leased, or hired or borrowed by the Professional; contain no special limitations on the scope of protection afforded to City; (e) allow and be endorsed primary with respect to any insurance or self-insurance programs covering City or City's Agents and any insurance or self-insurance maintained by City or City's Agents shall be in excess of Professional's insurance and shall not contribute to it; (f) contain standard separation of insured provisions; and (g) state that any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect the coverage provided to City.

(m) Waiver of Subrogation: With the exception of professional liability, Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. The commercial general liability policy, automobile liability policy, and workers' compensation policy shall be endorsed to contain a waiver of subrogation in favor of City for all work performed by Contractor, its agents, employees, independent contractors and subcontractors. Contractor shall provide written proof of waiver of

subrogation in the Certificate of Insurance. Additionally, Contractor agrees to obtain any available endorsements that may be necessary to effectuate this waiver of subrogation.

(n) Subcontractors: Contractor shall ensure all subcontractors furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

(o) Surety Bonds: [Intentionally Omitted]

2. INDEMNIFICATION:

Indemnity for Professional Liability: When the law establishes a professional standard of care for Service Provider's Services, to the fullest extent permitted by law, Service Provider shall indemnify, protect, defend, and hold harmless City and any and all of its elective and appointive boards, officers, officials, agents, employees or volunteers from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent the Service Provider (and its Subcontractors) are responsible for such damages, liabilities and costs on a comparative basis of fault between the Service Provider (and its Subcontractors) and the City in the performance of professional services under this Agreement. Service Provider shall not be obligated to defend or indemnify City for the City's own negligence or for the negligence of others.

Indemnity for other than Professional Liability: Other than in the performance of professional services and to the full extent permitted by law, Service Provider shall indemnify, defend, and hold harmless City and any and all of its elective and appointive boards, officers, officials, agents, employees or volunteers from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Service Provider or by any individual or agency for which Service Provider is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of Contractor.

3. BUSINESS LICENSE: Service Provider shall obtain a business license from City before they commence performance of the Services.

4. VOLUNTARY TERMINATION: Either party may terminate this Agreement without cause or legal excuse by providing thirty (30) days' written notice to the other party.

5. CONFLICT: Should any conflict exist between the terms and conditions of the Agreement and this Addendum, the terms and conditions of this Addendum shall prevail.

6. CONFIDENTIALITY AND CALIFORNIA PUBLIC RECORDS ACT COMPLIANCE: Service Provider understands and agrees that City must comply with the California Public Records Act, California Government Code section 7920 et seq.

7. EXECUTION AND COUNTERPARTS. This Addendum may be executed simultaneously, and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument. The Parties agree that this Addendum and any other documents to be delivered in connection herewith may be electronically signed utilizing services such as DocuSign and Nitro Sign, or by transmitting signatures in pdf or similar format, and that any electronic signatures appearing on this Addendum or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

8. GOVERNING LAW: This Addendum shall be interpreted, construed, and governed according to the laws of the State of California, and venue for all actions arising from or related to this Agreement shall be in the County of Stanislaus, State of California.

9. CONTRACT ADMINISTRATOR: The City's contract administrator and contact person for this Agreement is:

Stephen Fremming, P.E.
City of Turlock
Engineering Division
156 S. Broadway, Suite 150
Turlock, California 95380
Telephone Number: (209) 668-5520
E-mail Address: SFremming@turlock.ca.us

[Signatures on Following Page]

ADDENDUM TO
CITY OF TURLOCK
AGREEMENT FOR SERVICES

Contractor: Virtual Project Manager LLC **Date: January 1, 2026**

City Contract No. 2026-076 **Scope of Work: Web-Based Project Management System**

IN WITNESS WHEREOF, the parties have caused this Addendum to be executed by and through their respective officer's thereunto duly authorized.

CITY OF TURLOCK, a California municipal corporation

By: _____
Susan E. Borrego, Interim City Manager

Date: _____

By: _____
Christopher Fisher,
Municipal Services Director

APPROVED AS TO FORM:

By: _____
George A. Petrulakis, City Attorney

ATTEST:

By: _____
Nichole Fiez, City Clerk

VIRTUAL PROJECT MANAGER LLC, an Oregon limited liability company

By: _____

Title: PRES/CEO

Print name: LEX ZUMBERG

Date: 11-1-25

10/2025

City Council Staff Report

December 9, 2025

From:	Christopher Fisher, Municipal Services Director
Prepared by:	Janine Lee, Associate Engineer
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Motion: Awarding bid and approving an Agreement with Mid Cal Pipeline & Utilities, Inc., of Merced, California in the amount of $350,950 and authorizing a construction contingency amount of $36,000 (10.0%) for the construction of City Project No. 25-051 "El Paseo Sanitary Sewer Main Replacement" to be funded by Fund 410 "Water Quality Control"

Resolution: Determining the award of bid for the construction of City Project No. 25-051 “El Paseo Sanitary Sewer Main Replacement” is exempt from the provisions of CEQA in accordance with Section 15302 (Replacement or Reconstruction) of the CEQA Guidelines and appropriating project funds from Fund 410 unallocated reserves totaling $551,950 to Fund 410 (Water Quality Control) account number 410-51-534.51300

2. NARRATIVE:

The purpose of City Project No. 25-051 "El Paseo Sanitary Sewer Main Replacement" is to install new sewer main pipe prior to the rehabilitation of the asphalt concrete road segments on El Paseo Street between Arbor Way and El Capitan Drive that are part of the Roads Program Construction projects in Spring 2026. Based on available condition data, Staff prioritized and budgeted for other locations identified in the Sewer Master Plan and incorporated into the City’s Capital Improvement Program 5-Year Plan. Upon receipt of updated closed-circuit television (CCTV) inspection data from the Roads Program team, the Utilities team determined that this segment required prompt replacement and advanced it to an accelerated design schedule to ensure completion ahead of the planned roadway improvements.

The main elements of the scope of work for this project consist of:

- Install 1,150 lineal feet of PVC sewer main pipe and abandon the existing sewer main pipe in place
- Install new sanitary sewer service laterals to customers along the alignment of the new sewer main pipe
- Trench restoration

City staff advertised this project on November 8th, 2025 through the Turlock Journal and on the City’s website for construction projects. On November 25th, 2025, seven (7) bids were received. Mid Cal Pipeline & Utilities, Inc. of Merced, CA was the lowest responsible bidder with a base bid amount of $351,400.

Bid Summary:

BIDDER	BID AMOUNT	BID ALTERNATE "A"
Mid Cal Pipeline & Utilities, Inc.	$351,400.00	$162,850.00
West Valley Construction Company, Inc.	$380,310.00	$240,500.00
United Pavement Maintenance, Inc.	$388,173.00	$221,200.00
Platinum General Engineering	$437,734.05	$99,019.00
Mountain Cascade, Inc.	$449,220.00	$214,750.00
Frontline General Engineering Construction, Inc.	$459,935.45	$210,787.93
Knife River Construction	$607,660.00	$416,450.00

Staff recommends that Bid Alternate "A" be accepted and that Council approves the agreement including Bid Alternate "A". The bid alternate was developed to obtain pricing for the removal of the existing sanitary sewer main and installation of the new sewer main in the same alignment. Removing inactive, buried sewer main will help reduce future utility conflicts.

Bid Alternate "A" replaces Base Bid Items No. 10 and No. 13, which include installation of the new 8-inch sewer main and abandonment of the existing sewer main with grout, respectively. The cost breakdown below illustrates how the total bid amount is modified when Bid Alternate "A" is accepted.

Item Description	AMOUNT
Base Bid	$351,400.00
Deduct Bid Items #10 and #13	$(163,300.00)
Bid Alternate A Total	$162,850.00
Modified Bid Amount	**$350,950.00**

Staff reviewed the bids for bidder responsiveness and responsibility and recommends approval of an agreement with Mid Cal Pipeline & Utilities, Inc. of Merced, California as the lowest responsive, responsible bidder with a bid amount of $350,950.

3. FISCAL IMPACT / BUDGET AMENDMENT:
No General Fund money will be used for this project.

The total estimated project costs are displayed below:

Preliminary Engineering Design - *GDR Engineering, Inc.*	$124,220.00
Preliminary Engineering Management - *City Staff*	$25,000.00
Construction Contractor Bid Cost - *Contractor*	$350,950.00
Construction Contract Contingency	$36,000.00
Encroachment Permit Fee	$5,000.00
Construction Engineering Management - *City Staff*	$100,000.00
Construction Surveying	$45,000.000
Materials Testing Services	$15,000.00
Estimated Total Project Costs	**$701,170.00**

Staff has determined that a total of $701,170.00 is needed to complete the project in Fiscal Year 2025-26. In Fiscal Year 2025-26, the project account number for Preliminary Engineering Design and Engineering Management is 410-51-534.51189 “Sewer Line Replace - Alleys” which has sufficient funds for the project costs of $149,220.

The designated construction project account is Fund 410 “Water Quality Control” account number 410-51-534.51300 “Construction Repairs/Improvements”. A budget amendment of $551,950 is required in order to fund this project. Staff recommend an appropriation of funds from Fund 410 unallocated reserves to account number 410-51-534.51300.

4. ENVIRONMENTAL DETERMINATION:

The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15302 (Replacement or Reconstruction) as the project involves replacement.

5. ATTACHMENTS:

1. 25-051 Bidders Summary
2. Draft Resolution
3. 25-051 Agreement

CITY OF TURLOCK BIDDER'S SUMMARY

PROJECT TITLE: El Paseo Sanitary Sewer Main Replacement
CITY PROJECT NUMBER: 25-051
BID OPENING: November 25, 2025 at 10:00 AM
ANTICIPATED COUNCIL AWARD DATE: December 9, 2025

Base Bid				**ENGINEER'S EST.**		1 Mid Cal Pipeline & Utilities, Inc. Merced, CA		2 West Valley Construction Company, Inc. Campbell, CA		3 United Pavement Maintenance, Inc. Hughson, CA	
Item No.	Item Description	Unit of Measure	Estimated Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization & Demobilization	LS	1	$ 22,000.00	$ 22,000.00	$ 50,000.00	$ 50,000.00	$ 19,450.00	$ 19,450.00	$ 13,735.00	$ 13,735.00
2	Construction Project Signs	EA	2	$ 250.00	$ 500.00	$ 2,500.00	$ 5,000.00	$ 790.00	$ 1,580.00	$ 2,000.00	$ 4,000.00
3	Traffic Control System	LS	1	$ 6,000.00	$ 6,000.00	$ 2,500.00	$ 2,500.00	$ 7,705.00	$ 7,705.00	$ 9,000.00	$ 9,000.00
4	Pothole Existing Utilities	LS	1	$ 8,400.00	$ 8,400.00	$ 2,500.00	$ 2,500.00	$ 32,480.00	$ 32,480.00	$ 13,500.00	$ 13,500.00
5	Remove Existing Improvements	LS	1	$ 28,239.20	$ 28,239.20	$ 10,000.00	$ 10,000.00	$ 13,045.00	$ 13,045.00	$ 17,520.00	$ 17,520.00
6	Tree Trimming	EA	2	$ 6,000.00	$ 12,000.00	$ 1,000.00	$ 2,000.00	$ 1,070.00	$ 2,140.00	$ 500.00	$ 1,000.00
7	Earthwork	LS	1	$ 20,000.00	$ 20,000.00	$ 13,000.00	$ 13,000.00	$ 9,915.00	$ 9,915.00	$ 14,500.00	$ 14,500.00
8	Shoring, Sheeting, and Bracing	LS	1	$ 17,000.00	$ 17,000.00	$ 2,000.00	$ 2,000.00	$ 3,775.00	$ 3,775.00	$ 9,500.00	$ 9,500.00
9	Sanitary Sewer Manhole	EA	4	$ 8,400.00	$ 33,600.00	$ 5,000.00	$ 20,000.00	$ 6,755.00	$ 27,020.00	$ 7,125.00	$ 28,500.00
10	8-in Sanitary Sewer Pipe (SDR-26)	LF	1,150	$ 152.00	$ 174,800.00	$ 129.00	$ 148,350.00	$ 133.90	$ 153,985.00	$ 148.00	$ 170,200.00
11	4-in Sanitary Sewer Service Lateral (SDR-26) with Cleanout, Connect to New	EA	14	$ 2,400.00	$ 33,600.00	$ 3,000.00	$ 42,000.00	$ 3,185.00	$ 44,590.00	$ 2,850.00	$ 39,900.00
12	4-in Sanitary Sewer Service Lateral (C-900 DR-14) with Cleanout, Connect to New	EA	7	$ 2,500.00	$ 17,500.00	$ 3,800.00	$ 26,600.00	$ 4,265.00	$ 29,855.00	$ 3,150.00	$ 22,050.00
13	Abandon Existing Sewer Pipe with Grout	LF	1,150	$ 60.00	$ 69,000.00	$ 13.00	$ 14,950.00	$ 12.40	$ 14,260.00	$ 15.00	$ 17,250.00
14	Adjust Frames and Covers to Grade	EA	4	$ 500.00	$ 2,000.00	$ 500.00	$ 2,000.00	$ 1,465.00	$ 5,860.00	$ 2,325.00	$ 9,300.00
15	Allowance for Unknown Utilities	LS	1	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
16	Allowance for Irrigation Repairs	LS	1	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
17	Other Work Not Covered by Bid Items	LS	1	$ 8,000.00	$ 8,000.00	$ 500.00	$ 500.00	$ 4,650.00	$ 4,650.00	$ 8,218.00	$ 8,218.00
			Base Bid Total =	**$**	**462,639.20**	**$**	**351,400.00**	**$**	**380,310.00**	**$**	**388,173.00**

Bid Alternate "A"											
Item No.	Item Description	Unit of Measure	Estimated Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
A1	Remove Existing Sanitary Sewer Line and Install New Sanitary Sewer Line in Place	LF	1,150	$ 160.00	$ 184,000.00	$ 139.00	$ 159,850.00	$ 197.00	$ 226,550.00	$ 188.00	$ 216,200.00
A2	Temporary Handling of Wastewater Flows	LS	1	$ 5,000.00	$ 5,000.00	$ 3,000.00	$ 3,000.00	$ 13,950.00	$ 13,950.00	$ 5,000.00	$ 5,000.00
			Bid Alternate "A" Total =	**$**	**189,000.00**	**$**	**162,850.00**	**$**	**240,500.00**	**$**	**221,200.00**

CITY OF TURLOCK BIDDER'S SUMMARY

PROJECT TITLE: El Paseo Sanitary Sewer Main Replacement
CITY PROJECT NUMBER: 25-051
BID OPENING: November 25, 2025 at 10:00 AM
ANTICIPATED COUNCIL AWARD DATE: December 9, 2025

				4		5		6		7	
Base Bid				Platinum General Engineering Modesto, CA		Mountain Cascade, Inc. Livermore, CA		Frontline General Engineering Construction, Inc. San Lorenzo, CA		Knife River Construction Stockton, CA	
Item No.	Item Description	Unit of Measure	Estimated Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization & Demobilization	LS	1	$ 10,000.00	$ 10,000.00	$ 21,000.00	$ 21,000.00	$ 56,002.17	$ 56,002.17	$ 56,800.00	$ 56,800.00
2	Construction Project Signs	EA	2	$ 2,000.00	$ 4,000.00	$ 3,950.00	$ 7,900.00	$ 2,567.04	$ 5,134.08	$ 2,300.00	$ 4,600.00
3	Traffic Control System	LS	1	$ 56,000.00	$ 56,000.00	$ 20,300.00	$ 20,300.00	$ 9,520.00	$ 9,520.00	$ 56,900.00	$ 56,900.00
4	Pothole Existing Utilities	LS	1	$ 14,600.00	$ 14,600.00	$ 29,100.00	$ 29,100.00	$ 19,277.68	$ 19,277.68	$ 30,800.00	$ 30,800.00
5	Remove Existing Improvements	LS	1	$ 5,500.00	$ 5,500.00	$ 22,000.00	$ 22,000.00	$ 49,523.86	$ 49,523.86	$ 15,800.00	$ 15,800.00
6	Tree Trimming	EA	2	$ 1,500.00	$ 3,000.00	$ 1,235.00	$ 2,470.00	$ 3,117.59	$ 6,235.18	$ 3,615.00	$ 7,230.00
7	Earthwork	LS	1	$ 4,500.00	$ 4,500.00	$ 5,000.00	$ 5,000.00	$ 10,828.16	$ 10,828.16	$ 47,150.00	$ 47,150.00
8	Shoring, Sheeting, and Bracing	LS	1	$ 9,500.00	$ 9,500.00	$ 5,000.00	$ 5,000.00	$ 29,492.10	$ 29,492.10	$ 14,750.00	$ 14,750.00
9	Sanitary Sewer Manhole	EA	4	$ 12,000.00	$ 48,000.00	$ 9,500.00	$ 38,000.00	$ 8,525.92	$ 34,103.68	$ 7,900.00	$ 31,600.00
10	8-in Sanitary Sewer Pipe (SDR-26)	LF	1,150	$ 118.45	$ 136,217.50	$ 125.00	$ 143,750.00	$ 108.12	$ 124,338.00	$ 167.00	$ 192,050.00
11	4-in Sanitary Sewer Service Lateral (SDR-26) with Cleanout, Connect to New	EA	14	$ 4,264.10	$ 59,697.40	$ 3,950.00	$ 55,300.00	$ 3,469.57	$ 48,573.98	$ 3,100.00	$ 43,400.00
12	4-in Sanitary Sewer Service Lateral (C-900 DR-14) with Cleanout, Connect to New	EA	7	$ 6,423.45	$ 44,964.15	$ 4,700.00	$ 32,900.00	$ 2,991.00	$ 20,937.00	$ 3,525.00	$ 24,675.00
13	Abandon Existing Sewer Pipe with Grout	LF	1,150	$ 19.30	$ 22,195.00	$ 16.00	$ 18,400.00	$ 16.16	$ 18,584.00	$ 19.50	$ 22,425.00
14	Adjust Frames and Covers to Grade	EA	4	$ 1,800.00	$ 7,200.00	$ 2,875.00	$ 11,500.00	$ 743.35	$ 2,973.40	$ 1,445.00	$ 5,780.00
15	Allowance for Unknown Utilities	LS	1	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
16	Allowance for Irrigation Repairs	LS	1	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
17	Other Work Not Covered by Bid Items	LS	1	$ 2,000.00	$ 2,000.00	$ 26,600.00	$ 26,600.00	$ 14,412.16	$ 14,412.16	$ 43,700.00	$ 43,700.00
			Base Bid Total =	**$**	**437,374.05**	**$**	**449,220.00**	**$**	**459,935.45**	**$**	**607,660.00**

Bid Alternate "A"											
Item No.	Item Description	Unit of Measure	Estimated Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
A1	Remove Existing Sanitary Sewer Line and Install New Sanitary Sewer Line in Place	LF	1,150	$ 83.06	$ 95,519.00	$ 165.00	$ 189,750.00	$ 168.00	$ 193,200.00	$ 321.00	$ 369,150.00
A2	Temporary Handling of Wastewater Flows	LS	1	$ 3,500.00	$ 3,500.00	$ 25,000.00	$ 25,000.00	$ 17,587.93	$ 17,587.93	$ 47,300.00	$ 47,300.00
			Bid Alternate "A" Total =	**$**	**99,019.00**	**$**	**214,750.00**	**$**	**210,787.93**	**$**	**416,450.00**

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF DETERMINING THE AWARD OF BID FOR THE CONSTRUCTION OF CITY PROJECT NO. 25-051 "El PASEO SANITARY SEWER MAIN REPLACEMENT TO IS EXEMPT FROM THE PROVISIONS OF CEQA IN ACCORDANCE WITH SECTION 15302 (REPLACEMENT OR RECONSTRUCTION) OF THE CEQA GUIDELINES AND APPROPRIATING PROJECT FUNDS FROM FUND 410 UNALLOCATED RESERVES TOTALING $551,950 TO FUND 410 (WATER QUALITY CONTROL) ACCOUNT NUMBER 410-51-534.51300	}	**RESOLUTION NO. 2025-**

WHEREAS, City Project No. 25-051 "El Paseo Sanitary Sewer Main Replacement" will install new sewer main pipe prior to the rehabilitation of the asphalt concrete road segments on El Paseo Street between Arbor Way and El Capitan Drive that are part of the Roads Program Construction projects in Spring 2026; and

WHEREAS, on November 25, 2025, seven (7) bids were received for the construction of City Project No. 25-051, with Mid Cal Pipeline & Utilities, Inc., of Merced, California, submitting the lowest responsive, responsible bid in the amount of $350,950; and

WHEREAS, the fiscal impact is estimated to be $701,170, of which $149,220 is estimated to be expensed for Preliminary Engineering Design and Engineering Management in Fiscal Year 2025-26; and

WHEREAS, staff requests approval of a contract change order contingency amount of $36,000 per Resolution No. 2023-070 which equates to 10.0% of the construction contract price and is considered an average amount for a project such as this; and

WHEREAS, funding is not available for the construction project costs in the account number 410-51-534.51300 and a budget amendment is required in order to fund this project; and

WHEREAS, staff recommend appropriating project funds from Fund 410 unallocated reserves totaling $551,950 to account number 410-51-534.51300; and

WHEREAS, the project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15302 (Replacement or Reconstruction) as the project involves replacement.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby determine the award of bid for the construction of City Project No. 25-051 "El Paseo Sanitary Sewer Main Replacement" is exempt from the provisions of CEQA in accordance with Section 15302 (Replacement or Reconstruction) of the CEQA Guidelines

and appropriates project funds from Fund 410 unallocated reserves totaling $551,950 to Fund 410 (Water Quality Control) account number 410-51-534.51300.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus, State of California

AGREEMENT

FOR PUBLIC IMPROVEMENT

City Project No. 25-051

El Paseo Sanitary Sewer Main Replacement

THIS PUBLIC IMPROVEMENT AGREEMENT (the "Agreement") is entered into by and between the CITY OF TURLOCK, a California municipal corporation ("City"), and Mid Cal Pipeline & Utilities, Inc., a California Corporation ("Contractor"), on this 9th day of December 2025 (the "Effective Date"). City and Contractor may be collectively referred to herein as the "Parties" or individually as "Party." There are no other parties to this Agreement.

RECITALS

A. City seeks a duly qualified and licensed firm experienced in the construction of El Paseo Sanitary Sewer Main Replacement (the "Project").

B. The Project involves the expenditure of funds in excess of $5,000 and constitutes a "public project" pursuant to Public Contract Code section 20161.

C. Contractor has made a proposal to City to provide construction services, a copy of which is attached and incorporated hereto as **Exhibit A** (the "Services").

D. City has determined it is necessary and desirable to employ the services of Contractor to perform construction work on the Project.

E. City has taken appropriate proceedings to authorize construction of the Project and execution of this contract pursuant to Public Contract Code section 20160 et seq.; specifically, on December 9, 2025, at a duly noticed meeting of the City Council of the City of Turlock, this contract for the construction of the improvements hereinafter described was awarded to Contractor as the lowest responsive and responsible bidder for said improvements.

NOW, THEREFORE, in consideration of the promises and covenants set forth below, the Parties agree as follows:

AGREEMENT

1. Contract Documents: This Agreement, together with the following documents, are collectively referred to herein as the "Contract Documents":

i. Notice to Bidders;
ii. Contractor's Bid or Proposal accepted by City;
iii. Special Provisions of the City of Turlock for El Paseo Sanitary Sewer Main Replacement;
iv. Plans and detailed drawings prepared for this Project and approved by City ("Project Plans");
v. All bonds and insurance required in any of the Contract Documents;
vi. Any and all supplemental agreements amending, decreasing, or extending the work contemplated or which may be required to complete the work in a substantial and acceptable manner; and
vii. The current edition of the City of Turlock Standard Specifications and Drawings.

All of the Contract Documents are intended to incorporate the terms of the others so that any work called for in one and not mentioned in the other, or vice versa, is to be executed the same as if mentioned in all said documents. The documents comprising the complete contract will hereinafter be referred to as the "Contract." In case of any dispute regarding the terms of the Contract, the decision of the City Engineer shall be final.

2. Term. The Contract shall be effective as of the Effective Date first stated above. Contractor shall not commence work on the Project until it has been given notice by City ("Notice to Proceed"). The Contract shall terminate one (1) year(s) after City accepts Contractor's performance of the Services by recording a Notice of Completion with the County of Stanislaus Clerk Recorder (the "Term"), unless the Parties mutually agree in writing to terminate the Contract earlier or extend the Term in an agreed writing executed by both Parties.

3. Scope of Work.

(a) *Services.* Contractor shall perform the Services described in Exhibit A, subject to all terms and conditions in the Contract. Contractor shall not receive additional compensation for the performance of any Services not described therein.

(b) *Modification.* City, at any time, by written order, may make changes within the general scope of the work under this Agreement or issue additional instructions, require additional work or direct deletion of work. Contractor shall not proceed with any change involving an increase or decrease in the Contract Price, as defined in Section 4 of this Agreement, without prior written authorization from City. Contractor shall not be entitled to compensation for the performance of any such unauthorized work. Contractor further waives any and all right or remedy by way of restitution or quantum meruit for any and all extra or changed work performed without express and prior written

authorization of City. Notwithstanding the foregoing, Contractor shall promptly commence and diligently complete any change to the work subject to City's written authorization issued pursuant to this Section; Contractor shall not be relieved or excused from its prompt commencement of diligent completion of any change subject to City's written authorization by virtue of the absence or inability of Contractor and City to agree upon the extent of any adjustment to the completion schedule or Contract Price on account of such change. The issuance of a change order pursuant to this Section 3 in connection with any change authorized by City shall not be deemed a condition precedent to Contractor's obligation to promptly commence and diligently complete any such change authorized by City hereunder. City's right to make changes shall not invalidate the Contract nor relieve Contractor of any liability or other obligations under the Contract. Any requirement of notice of changes in the scope of work to Contractor's surety shall be the responsibility of Contractor.

(c) *Specific Materials & Performance of Work.* Contractor shall furnish all tools, equipment, facilities, labor, and materials necessary to perform and complete, in good workmanlike manner, the work of general construction as called for and in the manner designated in, and in strict conformity with, the plans and specifications for said work entitled, "**Special Provisions for Sanitary Sewer Main Replacement."** The equipment, apparatus, facilities, labor, and material shall be furnished, and said work performed and completed as required by the Contract under the direction and supervision, and subject to the approval, of the City Engineer or City Engineer's designated agent.

(d) *Exhibits.* All "Exhibits" referred to below or attached hereto are, by this reference, incorporated into the Contract.

	Exhibit Designation	Exhibit Title
1.	Exhibit A	Contractor's Proposal for Services
2.	Exhibit B	Payment by Force Account
3.	Exhibit C	Workers' Compensation Insurance Certification
	Exhibit D	Performance Bond
4.	Exhibit E	Payment Bond

4. Contract Price. City shall pay, and Contractor shall accept in full payment for the work set forth above in Section 3, Scope of Work, an amount not to exceed Three Hundred Fifty Thousand Nine Hundred Fifty **Dollars ($350,950.00)** (the "Contract Price"). Said amount shall be paid pursuant to Section 8 of this Agreement. The Contract Price may only be changed by a contract change order. The value of any work covered by a contract change order for an adjustment in the Contract Price will be determined in the sole discretion of City as follows:

(a) If the work performed is on the basis of unit prices contained in the Contract Documents, the change order will be determined in accordance with the provisions in Section 4-1.05, "Changes and Extra Work", of the Caltrans Standard Specifications, as applicable; or

(b) If the work performed is not included on the engineer's estimate associated with a unit price, the change order will be by a mutually agreed lump sum; or

(c) If the change order is not determined as described above in either subdivision (a) or (b), the change order will be determined on the basis of force account in accordance with the provisions set forth in **Exhibit B**, "Payment by Force Account," attached hereto and incorporated herein by reference.

5. Time for Performance. The time fixed for the commencement of work under the Contract is within ten (10) working days after the Notice to Proceed has been issued. The work on this project shall be substantially completed on or before the expiration of **Thirty (30)** working days (the "Substantial Completion Due Date") beginning on the first day of work or no later than the tenth day after the Notice to Proceed has been issued. All work on this project, including all punch list items, shall be completed on or before the expiration of **Forty-Five** (**45)** working days (the "Final Completion Due Date") beginning on the first day of work or no later than the tenth day after the Notice to Proceed has been issued.

(a) *Right of City to Increase Working Days:* If Contractor fails to complete the Services by the Substantial and Final Completion Due Dates, the City Engineer shall have the right to increase the number of working days in the amount the City Engineer may determine will best serve the interests of City, and if the City Engineer desires to increase said number of working days, the City Engineer shall have the further right to charge Contractor and deduct from the final payment for the work the actual cost of engineering, inspection, superintendence, and other overhead expenses which are directly chargeable to Contractor, and which accrue during the period of such extension, except that the cost of the final service and preparation of the final estimates shall not be included in such charges. No extension of time for completion of Services under the Contract shall be considered unless requested by Contractor at least twenty (20) calendar days prior to the Substantial and Final Completion Due Dates, in writing, to the City Engineer.

The Substantial and Final Completion Due Dates may only be changed by a contract change order. The value of any work covered by a contract change order for an adjustment in the Substantial and Final Completion Due Dates will be determined as follows:

i. Additional working days will be awarded where the amount of time is mutually agreed upon by Contractor and the City Engineer; or

ii. Additional working days will be awarded where Contractor is prevented from completing any part of the work identified on the critical path and:

1. where the delay is caused by acts of public enemy, fire, floods, tsunamis, earthquakes, epidemics, quarantine restrictions, strikes, labor disputes, shortage of materials and freight embargos, provided that Contractor shall notify Engineer in writing of the causes of delay within fifteen (15) days from the beginning of that delay; or

2. where the delay is caused by actions beyond the control of Contractor; or

3. where the delay is caused by actions or failure to act by the City Engineer.

Contractor shall not be entitled to an adjustment in the Substantial and Final Completion Due Dates for delays within the control of Contractor. Delays resulting from and within the control of a subcontractor or supplier of Contractor shall be deemed to be delays within the control of Contractor.

(b) *Excusable Delays.* Contractor shall not be in breach of the Contract in the event that performance of Services is temporarily interrupted or discontinued due to a "Force Majeure" event

which is defined as: riots, wars, sabotage, civil disturbances, insurrections, or explosions; natural disasters, such as floods, earthquakes, landslides, and fires; strikes, lockouts, and other labor disturbances; or other catastrophic events, which are beyond the reasonable control of Contractor. Force Majeure does not include Contractor's financial inability to perform, Contractor's failure to obtain any necessary permits or licenses from other governmental agencies, or Contractor's failure to obtain the right to use the facilities of any public utility where such failure is due solely to the acts or omissions of Contractor. If Contractor's performance of the Services is delayed by an excusable delay, the Substantial and Final Completion Due Dates shall be extended for such reasonable time as determined by the City Engineer. Extensions in time must be requested by Contractor within fifteen (15) calendar days of the excusable delay in order to receive consideration.

(c) *Emergency - Additional Time for Performance - Procurement of Materials.* If, because of war or other declared national emergency, the federal or state government restricts, regulates, or controls the procurement and allocation of labor or materials, or both, and if solely because of said restrictions, regulations or controls, Contractor is, through no fault of Contractor, unable to perform the Services, or the work is thereby suspended or delayed, any of the following steps may be taken:

i. City may, pursuant to resolution of the City Council, grant Contractor additional time for the performance of the Contract, sufficient to compensate in time, for delay or suspension.

   To qualify for such extension in time, Contractor within ten (10) days of Contractor's discovering such inability to perform, shall notify the City Engineer in writing thereof, and give specific reasons therefore; the City Engineer shall thereupon have sixty (60) days within which to procure such needed materials or labor as is specified in this agreement, or permit substitution, or provide for changes in the work in accordance with subdivision (b) of this Section.

   Substituted materials, or changes in the work, or both, shall be ordered in writing by the City Engineer, and the concurrence of the City Council shall not be necessary. All reasonable expenses of such procurement incurred by the City Engineer shall be defrayed by the Contractor; or

ii. If such materials or labor cannot be procured through legitimate channels within sixty (60) days after the filing of the aforesaid notice, either Party may, upon thirty (30) days' written notice to the other, terminate this agreement. In such event, Contractor shall be compensated for all work executed upon a unit basis in proportion to the amount of the work completed, or upon a cost-plus-ten-percent (10%) basis, whichever is the lesser. Materials on the ground, in process of fabrication or in route upon the date of notice of termination specially ordered for the Project and which cannot be utilized by Contractor, shall be compensated for by City at cost, including freight, provided Contractor shall take all steps possible to minimize this obligation; or

iii. The City Council, by resolution, may suspend the Contract until the cause of inability to perform is removed for a period of not to exceed sixty (60) days.

If the Contract is not canceled, and the inability of Contractor to perform continues without fault on Contractor's part, beyond the time during which the Contract may have been suspended, as herein above provided, the City Council may further suspend the Contract, or either Party hereto may, without incurring any liability, elect to declare the Contract terminated upon the ground of impossibility of performance. In the event City declares this agreement terminated, such declaration shall be authorized by the City Council by resolution, and Contractor shall be notified in writing thereof within five (5) days after the adoption of such resolution. Upon such termination, Contractor shall be entitled to proportionate compensation at the Contract Price for such portion of the Contract as may have been performed; or

iv. City may terminate the Contract, in which case Contractor shall be entitled to proportionate compensation at the agreed rate for such portion of the Contract as may have been performed. Such termination shall be authorized by resolution of the City Council. Notice thereof shall be forthwith given in writing to Contractor, and the Contract shall be terminated upon receipt by Contractor of such notice.

In the event of the termination provided in this sub-paragraph (iv), none of the covenants, conditions or provisions hereof shall apply to the Services not performed, and City shall be liable to Contractor for the proportionate compensation last herein mentioned.

(d) *Delay Damages.* In the event Contractor, for any reason, fails to perform the Services to the satisfaction of the City Engineer by the Substantial Completion Due Date, City may, in accordance with Section 7203 of the Public Contract Code, in lieu of any other of its rights authorized by Section 6 of this agreement, deduct from payments or credits due Contractor after such breach a sum equal to **One Thousand Four Hundred** and no/100ths Dollars **($1,400.00)** for each calendar day beyond the Substantial Completion Due Date. Upon Substantial Completion of the work, and in the event Contractor, for any reason, fails to perform the Services to the satisfaction of the City Engineer by the Final Completion Due Date, City may, in accordance with Section 7203 of the Public Contract Code, in lieu of any other of its rights authorized by Section 6 of this agreement, deduct from payments or credits due Contractor after such breach a sum equal to **One Thousand Four Hundred** and no/100ths Dollars **($1,400.00)** for each calendar day beyond the Final Completion Due Date. This deduction shall not be considered a penalty but shall be considered as delay damages. The aforementioned rate of deduction is an amount agreed to by the Parties as reasonably representing additional construction engineering costs incurred by City if Contractor fails to complete the Services by the Substantial and Final Completion Due Dates. However, any deduction assessed as delay damages shall not relieve Contractor from liability for any damages or costs resulting from delays to other contractors on the project or other projects caused by a failure of the assessed Contractor to complete the Services by the Substantial and Final Completion Due Dates. Due account shall be taken of any time extensions granted to Contractor by City. Permitting Contractor to continue work beyond the Substantial and Final Completion Due Dates shall not operate as a waiver on the part of City of any of its rights under the Contract nor shall it relieve Contractor from liability for any damages or costs resulting from delays to other contractors on the project or other projects caused by a failure of the assessed Contractor to complete the Services by the Substantial and Final Completion Due Dates.

6. Termination.

(a) *Option of City to Terminate Contract for Failure to Complete Services.* If a Party should fail to perform any of its obligations hereunder within the time and in the manner herein provided, or otherwise violates any of the terms of the Contract (the "Defaulting Party"), the other Party shall give notice to the Defaulting Party and allow the Defaulting Party ten (10) days to correct such deficiency. If the Defaulting Party does not correct such deficiency, the other Party may immediately terminate the Contract by giving written notice of such termination, stating the reason for such termination. In such event, Contractor shall be entitled to receive payment for all Services satisfactorily rendered until such termination, provided, however, there shall be deducted from such amount the amount of damage, if any, sustained by virtue of any breach of the Contract by Contractor, including Delay Damages. If payment under the Contract is based upon a lump sum in total or by individual task, payment for Services satisfactorily rendered shall be an amount which bears the same ratio to the total fees specified in this Agreement as the Services satisfactorily rendered hereunder by Contractor to the total services otherwise required to be performed for such total fee, provided, however, that there shall be deducted from such amount the amount of damage, if any sustained by City by virtue of any breach of the Contract by Contractor. Upon termination, Contractor shall deliver copies of all Work Product, as defined in Section 19 of this Agreement, to City. If City terminates the Contract before Contractor commences any Services hereunder, City shall not be obligated to make any payment to Contractor.

(b) If Contractor should be adjudged bankrupt or if it should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, or if it or any of its subcontractors should violate any of the provisions of the Contract, City may serve written notice upon it and its surety of its intention to terminate the Contract. Such notice shall contain the reasons for City's intention to terminate the Contract, and unless such violations shall cease within five (5) calendar days after serving of such notice, the Contract shall cease and terminate upon the expiration of said five (5) calendar days. In the event of any such termination, City shall immediately serve written notice thereof upon the surety and Contractor, and the surety shall have the right to take over and perform the Contract; provided however, that, if the surety does not give City written notice of its intention to take over and perform the Contract or does not commence performance thereof within thirty (30) calendar days from the date of the service of such notice, City may take over the work and prosecute the same to completion by contract or any other method it may deem advisable, for the account and at the expense of Contractor, and Contractor and its surety shall be jointly liable to City for any excess cost occasioned City thereby, and in such event City may, without liability for so doing, take possession of and utilize in completing the work, such materials, appliances, and other property belonging to Contractor as may be on the Project site and necessary thereof.

7. Liability for Breach: Neither Party waives the right to recover direct damages against the other for breach of the Contract, including any amount necessary to compensate City for all detriment proximately caused by Contractor's failure to perform its obligations hereunder or which in the ordinary course of things would be likely to result therefrom. City reserves the right to offset such damages against any payments owed to Contractor. City shall not, in any manner, be liable for special or consequential damages, including but not limited to Contractor's actual or projected lost profits had Contractor completed the Services required by the Contract. In the event of termination by either Party, copies of all finished or unfinished Work Product, as defined in Section 19 of this Agreement, shall become the property of City. Notwithstanding the foregoing, in no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect

or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with the Contract or the Services performed in connection with the Contract.

8. Compensation: City shall make payments to Contractor in accordance with the provisions of Section 9 of the City Standards in legally executed and regularly issued warrants of City, drawn on the appropriate fund or funds as required by law and order of the City Council thereof. Contractor shall be administered a progress payment approximately every thirty (30) calendar days from the time work begins according to the payment schedule furnished by the City Engineer at the time work begins. Contractor shall provide access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify Contractor's charges to City under this Contract.

Monthly progress payments in the amount of 95 percent (95%) of the value of the work will be made to Contractor based on the Contractor's estimate and the schedule of prices contained in the accepted bid. The remaining 5 percent (5%) will be retained by City as partial security for the fulfillment of the Contract except that at any time after 50 percent (50%) of the work has been completed, if the City Engineer finds that satisfactory progress is being made and the Project's critical path of work are on schedule, City may discontinue any further retention. Such discontinuance will only be made upon the written request of Contractor. City may, at any time the City Engineer finds that satisfactory progress is not being made, again institute retention of 5 percent (5%) as specified above. Payment will be made as soon as possible after the preparation of the Contractor's estimate. City shall pay the remaining 5 percent (5%) of the value of the Services completed under this Contract, if unencumbered by retentions for claims, not sooner than the expiration of thirty-five (35) calendar days from the date of recordation of the Notice of Completion, pursuant to Section 2 of this agreement, and not later than sixty (60) days from the "completion" of the Services as said term is defined in Public Contract Code section 7107(c).

No estimate or payment shall be made if, in the judgment of the City Engineer, the work is not proceeding in accordance with the provisions of the Contract, or when, in his judgment, the total value of the work done since the last estimate amounts to less than $1,000. No progress payments will be made if the time allotted for the job is thirty (30) working days or less. Payment of any progress payment, or the acceptance thereof by Contractor, shall not constitute acceptance of the work performed under this Contractor, or any portion thereof, and shall in no way reduce the liability of Contractor to replace unsatisfactory work or materials, though the unsatisfactory character of such work or materials may not have been apparent or detected at the time such payment was made.

Additionally, as a precondition to City's progress payments hereunder, Contractor shall provide to City, prior to payment, unconditional waivers and releases of stop notices pursuant to Civil Code section 8128 et seq. from each subcontractor and materials supplier. The form of said waivers and releases shall be as set forth in Civil Code section 3262(d)(2).

Pursuant to Public Contract Code section 22300 et seq., Contractor may request the right to substitute securities for any moneys withheld by City to ensure the performance required of Contractor under the Contract, or that City make payment of retentions earned directly into an escrow account established at the expense of Contractor.

9. Disputes Pertaining to Payment for Work: Should any dispute arise respecting the true value of any work performed, of any work omitted, or of any extra work which Contractor may be

required to do, or respecting the size of any payment to Contractor during the performance of the Contract, such dispute shall be decided by the City Engineer, and the decision of the latter shall be final and conclusive. The Parties agree to comply with the claims resolution procedures set forth in Public Contract Code section 9204 when applicable.

(a) *Claims Processing.* Any submission of a claim by Contractor must comply with the requirements of Public Contract Code section 9204. Upon receipt of a claim pursuant to this section, City shall conduct a reasonable review of the claim and, within a period not to exceed forty-five (45) days, shall provide Contractor a written statement identifying what portion of the claim is disputed and what portion is undisputed. Upon receipt of a claim, the Parties may, by mutual agreement, extend the time period provided in this subdivision. Contractor shall furnish reasonable documentation to support the claim. Any payment due on an undisputed portion of the claim shall be processed and made within sixty (60) days after City issues its written statement. If Contractor disputes City's written response, or if City fails to respond to a claim issued pursuant to this section within the time prescribed, Contractor may demand in writing an informal conference to meet and confer for settlement of the issues in dispute.

(b) *Meet-and-Confer Conference.* Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, City shall schedule a meet-and-confer conference within thirty (30) days for settlement of the dispute. Within ten (10) business days following the conclusion of the meet-and-confer conference, if the claim or any portion of the claim remains in dispute, City shall provide the claimant a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within sixty (60) days after the City issues its written statement.

(c) *Nonbinding Mediation.* Any disputed portion of the claim, as identified by Contractor in writing, shall be submitted to nonbinding mediation, with the Parties sharing the associated costs equally. The Parties shall mutually agree to a mediator within ten (10) business days after the disputed portion of the claim has been identified in writing. If the Parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each Party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the claim remaining in dispute shall be subject judicial review pursuant to Section 23 of this Agreement.

Notwithstanding any claim, dispute, or other disagreement between the Parties regarding performance under the Contract, the scope of work hereunder, or any other matter arising out of or related to, in any manner, the Contract, Contractor shall proceed diligently with performance of the Services in accordance with City's written direction, pending any final determination or decision regarding any such claim, dispute, or disagreement.

10. Permits and Care of Work: Contractor shall, at Contractor's expense, obtain all necessary permits and licenses for the construction of each improvement, give all necessary notices and pay all fees and taxes required by law, except those City fees set forth in Section 1 of the Special Provisions. Contractor has examined the Project site and is familiar with its topography and condition, location of property lines, easements, building lines, and other physical factors and limitations affecting the performance of the Contract. Contractor, at Contractor's expense, shall obtain any permission necessary for any operations conducted off the property owned or controlled by City. Contractor

shall be responsible for the proper care and protection of all materials delivered and work performed until completion and final acceptance.

11. Public Works and Payment of Prevailing Wage:

(a) *Monitoring and Enforcement.* In accordance with the provisions of Sections 1725.5, 1771.1, 1771.3, and 1771.4 of the Labor Code, all work performed under the Contract is subject to compliance monitoring and enforcement by the Department of Industrial Relations ("DIR"). All work performed by Contractor or its subcontractors under the Contract is subject to the requirements of Labor Code section 1720 et seq. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 of the Labor Code at the time the contract is awarded. Contractor and its subcontractors shall furnish the records specified in Section 1776 of the Labor Code directly to the Labor Commissioner, at least monthly, in the format prescribed by the Labor Commissioner.

In accordance with the provisions of Section 1773.3 of the Labor Code, City shall provide notice to DIR of the award of this Contract within thirty (30) working days of the award. The notice shall be transmitted electronically in a format specified by DIR and shall include the name of Contractor, any subcontractor listed on the successful bid, the bid and contract award dates, the contract amount, the estimated start and completion dates, Project location, and any additional information DIR specifies that aids in the administration and enforcement of Section 1720 et seq. of the Labor Code.

(b) *Wages & Hours of Employment*: In the performance of the Services under the Contract, eight (8) hours shall be the maximum hours of labor on any calendar day, and the minimum wages of compensation of persons performing labor in the execution of this agreement shall be the current prevailing scale of wages determined by DIR for the community. Contractor shall forfeit as penalty Twenty-five and no/100ths Dollars ($25.00) to be paid to City for each workman employed in the execution of the Contract by Contractor or its subcontractor(s), for each calendar day during which any workman is required or permitted to labor more than eight (8) hours, in violation of provisions of Labor Code section 1810 et seq. Contractor shall post prevailing wage rates at the Project no later than the first day Contractor commences performance of the Services under the Contract.

12. Superintendence by Contractor: Contractor shall give personal superintendence to the work on the Project or have a competent foreman or superintendent satisfactory to the City Engineer on the Project at all times during construction and performance of work under the Contract, with authority to act for Contractor.

13. Inspection and Testing by City: Contractor shall at all times maintain proper facilities and provide safe access for inspection by City to all parts of the work performed on the Project and to the shops wherein the work is in preparation. Contractor shall notify City with sufficient time in advance of the manufacture of production materials to be supplied by Contractor under the Contract in order for City to arrange for mill or factory inspection and testing of same. Any materials shipped by Contractor from factory prior to having satisfactorily passed such testing and inspection by City's representative or prior to the receipt of notice from such representative that such testing and inspection

will not be required shall not be incorporated on the Project. Contractor shall also furnish to City, in triplicate, certified copies of all factory and mill test reports upon request.

14. Conformity with Law and Safety: Contractor shall observe and comply with all applicable laws, ordinances, codes, and regulations of governmental agencies, including federal, state, municipal, and local governing bodies having jurisdiction over any or all of the scope of Services, including all provisions of the Occupational Safety and Health Act of 1979 as amended, all California Occupational Safety and Health Regulations, the California Building Code, the American with Disabilities Act, any copyright, patent, or trademark law, and all other applicable federal, state, municipal, and local safety regulations, appropriate trade association safety standards, and appropriate equipment manufacturer instructions. All Services performed by Contractor or its subcontractors must be in accordance with these laws, ordinances, codes, and regulations. Contractor's failure to comply with any laws, ordinances, codes, or regulations applicable to the performance of the Services hereunder shall constitute a breach of contract. In cases where standards conflict, the standard providing the highest degree of protection shall prevail.

If a death, serious personal injury or substantial property damage occurs in connection with the performance of the Contract, Contractor shall immediately notify City's risk manager by telephone. If any accident occurs in connection with the Contract, Contractor shall promptly submit a written report to City, in such form as City may require. This report shall include the following information: (a) name and address of the injured or deceased person(s); (b) name and address of Contractor's subcontractor, if any; (c) name and address of Contractor's liability insurance carrier; and (d) a detailed description of the accident, including whether any of City's equipment, tools, or materials were involved.

If a release of a hazardous material, substance, or waste occurs in connection with the performance of the Contract, Contractor shall immediately notify City. Contractor shall not store hazardous materials or hazardous waste within City limits without a proper permit from City.

15. Other Contracts: City may award other contracts for additional work on the Project, and Contractor shall fully cooperate with such other contractors and carefully fit Contractor's own work to that provided under other contracts as may be directed by the City Engineer. Contractor shall not commit or permit any act which will interfere with the performance of work by any other contractor.

16. Bonds: Concurrently with the execution hereof, Contractor shall furnish, on the forms provided herein as **Exhibits D and E**, respectively, corporate surety bonds to the benefit of City, issued by a surety company acceptable to City and authorized and admitted to do business in the state of California, as follows:

(a) *Faithful Performance Bond.* In an amount equal to at least one hundred percent (100%) of the Contract Price as security for the faithful performance of the Contract. The bond shall contain a provision that the surety thereon waives the provisions of Sections 2819 and 2845 of the Civil Code.

(b) *Payment Bond.* In an amount equal to at least one hundred percent (100%) of the Contract Price as security for the payment of all persons performing labor and furnishing materials in connection with the Contract. The bond shall be in accordance with the provisions of Sections 3225, 3226, and 3247 through 3252, inclusive, of the Civil Code and Section 13020 of the

Unemployment Insurance Code of California. Said bond shall also contain a provision that the surety thereon waives the provisions of Sections 2819 and 2845 of the Civil Code.

The surety companies shall familiarize themselves with all provisions and conditions of the Contract. It is understood and agreed that the surety or sureties waive the right of special notification of any modification or alterations, omissions or reductions, extra or additional work, extensions of time, or any other act or acts by City or its authorized agents under the terms of this Contract and failure to so notify the surety or sureties of such changes shall in no way relieve the surety or sureties of their obligations under the Contract.

17. Indemnification:

(a) *Indemnity for Professional Liability*. When the law establishes a professional standard of care for Contractor's Services, to the fullest extent permitted by law, Contractor shall indemnify, protect, defend, and hold harmless City and any and all of its elective and appointive boards, officers, officials, agents, employees or volunteers ("City's Agents") from and against any and all losses, liabilities, damages, costs, and expenses, including legal counsel's fees and costs but only to the extent Contractor or its subcontractors are responsible for such damages, liabilities and costs on a comparative basis of fault between Contractor or its subcontractors and City in the performance of professional services under the Contract. Contractor shall not be obligated to defend or indemnify City for City's own negligence or for the negligence of others.

(b) *Indemnity for other than Professional Liability*. Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, defend, and hold harmless City and any and City's Agents from and against any liability, including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees, where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of the Contract by Contractor or by any individual or agency for which Contractor is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of Contractor.

18. Contractor's Insurance: Concurrently with the execution hereof, Contractor shall furnish City with satisfactory proof of carriage of the insurance required under this section, and that Contractor shall give City at least thirty (30) days prior notice of the cancellation of any policy during the Term of this contract. Contractor shall not commence work under this Agreement until Contractor has obtained City's approval regarding all insurance requirements, forms, endorsements, amounts, and carrier ratings, nor shall Contractor allow any subcontractor to commence work on a subcontract until all similar insurance required of the subcontractor shall have been so obtained and approved. Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services hereunder by Contractor, its agents, representatives, employees or subcontractors. Failure to maintain or renew coverage or to provide evidence of renewal may constitute a material breach of the Contract. Any available insurance proceeds in excess of the specified minimum limits and coverage shall be available to City. The City of Turlock shall be named as a certificate holder.

(a) *Commercial General Liability Insurance*. Contractor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than Two Million Dollars ($2,000,000.00) per occurrence, Four Million Dollars ($4,000,000.00) general aggregate, and Two Million Dollars ($2,000,000.00) products and completed operations for bodily injury, personal injury, and property damage, including, without limitation, blanket contractual liability and coverage for explosion, collapse, and underground property damage hazards. The general aggregate limit shall apply separately to this Project or the general aggregate shall be doubled. The policy shall contain, or be endorsed to contain, the following provisions:

(1) City, its elective and appointive boards, officers, agents, employees, and volunteers are to be covered as additional insureds with respect to liability arising out of work or operations performed by or on behalf of Contractor, including materials, parts or equipment furnished in connection with such work or operations. The coverage shall be provided in the form of an endorsement to Contractor's insurance (at least as broad as CG 20 10 for ongoing operations and CG 20 37 for products/completed operations for construction services). The City shall be named as a certificate holder on the Certificate of Insurance.

(2) For any claims related to the Project, Contractor's insurance coverage shall allow and be endorsed primary insurance as respects City and any insurance or self-insurance maintained by City shall be excess of Contractor's insurance and shall not contribute with it.

(3) In the event of cancellation, non-renewal, or material change that reduces or restricts the insurance coverage afforded to City under the Contract, the insurer, broker/producer, or Contractor shall provide City with thirty (30) days' prior written notice of such cancellation, non-renewal, or material change.

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

(b) *Workers' Compensation Insurance*. Contractor shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least One Million Dollars ($1,000,000.00) each accident, One Million Dollars ($1,000,000.00) by disease-policy limit, and One Million Dollars ($1,000,000.00) by disease-each employee. Contractor shall submit to City, along with the Certificate of Insurance a Waiver of Subrogation endorsement in favor of the City, its offices, agents, employees, and volunteers.

(c) *Commercial Automobile Liability Insurance*. Contractor shall maintain commercial automobile liability insurance using ISO Business Auto Coverage form CA 00 01, or the exact equivalent, with a limit of no less than Two Million Dollars ($2,000,000.00) each accident for owned, leased, hired, non-owned, and borrowed automobiles. The policy shall provide and be endorsed that the City, its officials, officers, agents, employees, and volunteers are included or named as additional insureds. If Contractor owns no vehicles, this requirement may be met through a non-owned auto coverage or an endorsement to the CGL policy.

(d) *Installation Floater ("Course of Construction") Insurance*. Contractor, shall provide an installation floater, covering the work performed under the Agreement, on a form at least as broad as Insurance Services Offices, Inc. (ISO) Causes of Loss - Special Form. The policy shall cover the labor, materials, and equipment, including materials and equipment in transit or away from the project site, to be installed. The coverage shall be written for an amount equal to the initial contract amount plus the value of any subsequent change orders. The Contractor shall be the named insured, and the City and subcontractors of any tier shall be named as insureds. The policy shall allow and be endorsed to include a waiver of subrogation in favor of the City, its officers, officials, employees, and agents.

(e) *Contractors Pollution Insurance*. Pollution Coverage shall be maintained on a Contractors Pollution Liability form, or other form acceptable to City, providing coverage for liability arising out of sudden, accidental, and gradual pollution and remediation. The policy limit shall be no less than Two Million Dollars ($2,000,000.00) per claim. All activities contemplated in the Contract shall be specifically scheduled on the policy as "covered operations." The policy shall provide coverage for the hauling of waste from the Project site to the final disposal location, including non-owned disposal sites. The policy shall provide and be endorsed to include the City, its officials, officers, agents, employees, and volunteers as insureds.

(f) *Professional Liability Insurance*. [Intentionally Omitted]

(g) *Umbrella or Excess Policy.* Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying policies of insurance. No coverage or insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor's primary and excess liability policies are exhausted.

(h) *Deductibles and Self-Insured Retentions*. Upon request of City, any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City and City's Agents; or (2) Contractor shall provide a financial guarantee satisfactory to City guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

(i) *Acceptability of Insurers*. Insurance is to be placed with insurers admitted in California with a current A.M. Best's rating of no less than A-:VII or with an insurer to which City has provided prior approval.

(j) *Verification of Coverage*. Contractor shall furnish City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Section 18. All certificates and endorsements are to be received and approved by City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive Contractor's obligation to provide them. City reserves the right, at any time, to require complete, certified copies of all required insurance policies and endorsements.

(k) *Waiver of Subrogation*. With the exception of professional liability, Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. The commercial general liability policy, automobile liability policy, and workers' compensation policy shall be endorsed to contain a waiver of subrogation in favor of City for all work performed by Contractor, its agents, employees, independent contractors and subcontractors. Contractor shall provide written proof of waiver of subrogation in the Certificate of Insurance. Additionally, Contractor agrees to obtain any available endorsements that may be necessary to effectuate this waiver of subrogation.

(l) *Subcontractors*. Contractor shall ensure all subcontractors furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

19. Ownership of Work Product: Any and all work, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, designs, specifications, drawings, diagrams, surveys, source codes, professional or technical information or data, photographs, notes, letters, emails, or any original works of authorship created by contractor or its subcontractors or subcontractors in connection with Services performed under the Contract ("Work Product") shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such works are the property of City. In the event that it is ever determined that any Work Product created by Contractor or its subcontractors or subcontractors under the Contract are not works for hire under U.S. law, Contractor hereby assigns all copyrights to such Work Product to City. With the prior written approval of the City Engineer, Contractor may retain and use copies of such Work Product for reference and as documentation of its experience and capabilities.

All Work Product shall become the property of City irrespective of where located or stored and Contractor agrees to deliver all such documents and information to City, without charge and in whatever form it exists, upon the Final Completion Date, as may be extended. Contractor shall have no ownership interest in such Work Product.

All Work Product of Contractor under the Contract, including written information which City will cause to be distributed for either internal or public circulation, including both preliminary and final drafts, shall be delivered to City in both printed and electronic form, or as may be specific in Exhibit A.

When the Contract is terminated, Contractor agrees to return to City all documents, drawings, photographs, and other written or graphic material, however produced, that it received from City or City's Agents, in connection with the performance of its Services under the Contract. All materials shall be returned in the same condition as received.

20. Taxes: Payment of any taxes, including California sales and use taxes, levied upon the Contract, the transaction, or the Services or goods delivered pursuant hereto, shall be the obligation of Contractor. Contractor shall cooperate with City to the full extent possible to maximize the local allocation of California sales and use tax to City. Such cooperation shall include, but not be limited to:

(a) *Use Tax Direct Payment Permits.* Contractor shall apply for, obtain, and utilize, to the maximum extent reasonable, a California Use Tax Direct Payment Permit.

(b) *Purchases of $500,000 or More.* Contractor shall require vendors and suppliers located outside California from whom Contractor makes purchases of $500,000 or more to allocate the use tax to City.

21. Independent Contractor: At all times during the Term of the Contract, Contractor shall be deemed to be an independent contractor and shall be wholly responsible for the manner in which Contractor performs the Services required under the Contract. Contractor shall be liable for its acts and omissions, and those of its employees, contractors, subcontractors, representatives, volunteers, and its agents. Nothing contained herein shall be construed as creating an employment, agency, or partnership relationship between City and Contractor. City shall have the right to control Contractor only insofar as the result of Contractor's Services rendered pursuant to the Contract; however, City shall not have the right to control the means by which Contractor accomplishes Services rendered pursuant to the Contract.

22. Contractor Not Agent: Except as City may specify in writing, Contractor shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Contractor shall have no authority, express or implied, pursuant to the Contract to bind City to any obligation whatsoever.

23. Arbitration of Disputes: All claims, disputes, and other matters in question between City and Contractor arising out of, or relating to, this Contract or the breach thereof, including claims of Contractor for extra compensation of Services related to the project, shall be decided by arbitration before a single arbitrator in accordance with the provisions of Sections 1281 through 1284.2 of the Code of Civil Procedure (the "Arbitration Laws") unless the Parties mutually agree otherwise. The provisions of Section 1283.05 of the Arbitration Laws apply to any arbitration proceeding except as otherwise provided in the Contract. The arbitrator shall have authority to decide all issues between the Parties including, but not limited to, claims for extras, delay, and liquidated damages, if any, provided for the Contract, matters involving defects in the Services performed by Contractor or its subcontractors, rights to payment, and whether the necessary procedures for arbitration have been followed. The award rendered by the arbitrator shall be final and judgment may be entered upon it in accordance with applicable law in any court having competent jurisdiction thereof.

Notice of the demand for arbitration shall be filed in writing with the other Party. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen, and in no event shall it be made after the date when institution of legal or equitable proceedings based on such claim, dispute, or other matter in question would be barred by the applicable statute of limitations.

The parties shall jointly appoint an arbitrator within fifteen (15) calendar days of the date of giving the notice of the demand for arbitration. If the Parties are unable to jointly agree upon the appointment of an arbitrator within said fifteen (15) calendar day period, and do not agree in writing to extend said period for a fixed period, then either Party may seek to have the arbitrator appointed by the Superior Court of Stanislaus County in accordance with the Arbitration Laws.

If any proceeding is brought to contest the right to arbitrate and it is determined that such right exists, the losing Party shall pay all costs and attorney's fees incurred by the prevailing Party.

In addition to the other rules of law which may be applicable to any arbitration hereunder, the following shall apply:

(a) Promptly upon the filing of the arbitration, each Party shall be required to set forth in writing and to serve upon each other Party a detailed statement of its contentions of fact and law.

(b) All Parties to the arbitration shall be entitled to the discovery procedures provided under Section 1283.05 of the California Code of Civil Procedure.

(c) The arbitration shall be commenced and conducted as expeditiously as possible consistent with affording reasonable discovery as provided herein.

(d) These additional rules shall be implemented and applied by the arbitrator.

The costs of arbitration shall be borne by the Parties as determined by the arbitrator, but each Party shall bear its own attorney's fees associated with the dispute with the other Party and to the arbitration.

All administrative remedies required under Section 9 of this Agreement or pursuant to Public Contract Code section 9204, or required by any other law, shall be exhausted prior to commencement of any arbitration under this Section 23.

24. Provisions Cumulative: The provisions of the Contract are cumulative, and in addition to and not in limitation of, any other rights or remedies available to City.

25. Notices: All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid. Any Party hereto may at any time, by giving ten (10) days' written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at their addresses set forth below.

If to City:	**City of Turlock** **Attn: City Engineer** **156 S. Broadway, Suite 150** **Turlock, CA 95380-5461**
With courtesy copies to:	**City of Turlock, City Attorney's Office** **Attn: George A. Petrulakis, City Attorney** **156 S. Broadway, Suite 230** **Turlock, CA 95380-5456**
If to Contractor:	Mid Cal Pipeline & Utilities Attn: Tammy Fausone PO Box 2406 Merced, CA 9544

If to Contractor's Sureties: _____
_____
_____
_____

26. City Contract Administrator: The City's contract administrator and contact person for this Agreement is:

Janine Lee
City of Turlock Engineering Division
156 S. Broadway, Suite 150
Turlock, California 95380-5461
Telephone: (209) 668-6035
E-mail: jlee@turlock.ca.us

27. Interpretation: As used herein, any gender includes each other gender, the singular includes the plural and vice versa.

28. Antitrust Claims: Contractor or its subcontractors offer and agree to assign to City all rights, title, and interest to any causes of action under Section Four of the Clayton Act and the Cartwright Act concerning antitrust claims.

29. Use of City Project Number: Contractor or its subcontractors agree to use the aforementioned City project number on all maps, drawings, submittals, billing, and written correspondence that involve City staff or contracted consultants. Nothing in this section shall preclude Contractor or its subcontractors from using their own project numbers for their own internal use.

30. No Conflict of Interest: Contractor represents that no conflict of interest will be created under state or federal law by entering into or in carrying out the Contract.

31. Confidentiality: Contractor understands and agrees that, in the performance of Services under the Contract, or in the contemplation thereof, Contractor may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to City ("Confidential Information"). Contractor shall not, either during or after the Term, disclose to any third party any Confidential Information without the prior written consent of City. If City gives Contractor written authorization to make any such disclosure, Contractor shall do so only within the limits and to the extent of that authorization. Contractor may be directed or advised by the City Attorney on various matters relating to the performance of Services on the Project or on other matters pertaining to the Project, and in such event, Contractor agrees that it will treat all communications between itself, its employees, and its subcontracts as being communications which are within the attorney-client privilege.

32. Modification. No alteration, amendment, modification, or termination of the Contract shall be valid unless made in writing and executed by all Parties to the Contract.

33. Waiver: No covenant, term, or condition or the breach thereof shall be deemed waived, except by written consent of the Party against whom the waiver is claimed, and any waiver of the breach of any covenant, term, or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term, or condition.

34. Assignment: No Party to the Contract shall assign, transfer, or otherwise dispose of this Agreement in whole or in party to any individual, firm, or corporation without the prior written consent of the other Party. Subject to the foregoing provisions, the Contract shall be binding upon, and inure to the benefit of, the respective successors and assigns of the Parties hereto.

35. Authority: All Parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement and the names, titles, and capacities herein stated on behalf of any entities, persons, states, or firms represented or purported to be represented by such entities, person, states, or firms and that all former requirements necessary or required by state or federal law in order to enter into the Contract have been fully complied with. Further, by entering into this Agreement, neither Party hereto shall have breached the terms or conditions of any other contract or agreement to which such Party is obligated, which such breach would have a material effect hereon.

36. Governing Law: The Contract shall be governed and construed in accordance with the laws of the state of California.

37. Severability: If the Contract in its entirety is determined by an arbitrator or a court of competent jurisdiction to be invalid or unenforceable, the Contract shall automatically terminate as of the date of final entry of judgment. If any provision of the Contract shall be determined to be invalid and unenforceable, or if any provision of the Contract is rendered invalid or unenforceable according the terms of any federal or state statute, which becomes effective after the Effective Date of this Agreement, the remaining provisions shall continue in full force and effect and shall be construed to give effect to the intent of this Agreement.

38. Execution and Counterparts: This Agreement may be executed simultaneously and, in several counterparts, each of which shall be deemed an original but together shall constitute one and the same instrument. The Parties agree that this Agreement and any other documents to be delivered in connection herewith may be electronically signed utilizing services such as DocuSign and Nitro Sign, or by transmitting signatures in pdf or similar format, and that any electronic signatures appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

39. Mandatory and Permissive: "Shall" and "will" and "agrees" are mandatory. "May" and "can" are permissive.

40. Headings: Headings used in this Agreement are for reference purposes only and shall not be considered in construing this Agreement.

41. Attorney's Fees and Costs: Except as expressly provided for in Section 23 of this Agreement, if any action at law or in equity, including action for declaratory relief, is brought to enforce or interpret the provisions of the Contract, the prevailing Party shall be entitled to reasonable

attorney's fees and costs, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such Party may be entitled.

42. Necessary Acts and Further Assurances: The Parties shall, at their own cost and expense, execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of the Contract.

43. Recitals: The recitals set forth above ("Recitals") are true and correct and are hereby incorporated into and made part of this Agreement by this reference. In the event of any inconsistency between the Recitals and Section 1 through 43 of this Agreement, Sections 1 through 43 shall prevail.

[*Signatures on Following Page*]

IN WITNESS WHEREOF, two identical counterparts of this agreement, consisting of a total of 37 pages, each of which counterparts shall for all purposes be deemed an original of said agreement, have been duly executed by the parties hereinabove named, on the day and year first herein above written.

Mid Cal Pipeline & Utilities, Inc.,
a California corporation

By: _____

_____
Print Name

Address:_____
_____
_____
Phone: _____

Date: _____

Federal Tax ID or Social Security No:

_____

DIR Registration Number:

_____

Affix Contractor's Seal Here

CITY OF TURLOCK, a municipal corporation

By: _____
Susan E. Borrego, Interim City Manager

Date: _____

APPROVED AS TO SUFFICIENCY:

By: _____
William D. Morris, RCE, PLS, City Engineer

By: _____
Christopher Fisher, Municipal Services Director

APPROVED AS TO FORM:

By: _____
George A. Petrulakis, City Attorney

ATTEST:

By: _____
Nichole Fiez, City Clerk

EXHIBIT A
CONTRACTOR'S PROPOSAL FOR SERVICES

PROPOSAL

Project No. 25-051

El Paseo Sanitary Sewer Main Replacement

City of Turlock, California

DATED: 11/25/2025

To: The Honorable City Council of the City of Turlock, California:

NAME OF BIDDER: Mid Cal Pipeline & Utilities, Inc.

BUSINESS ADDRESS: P.O. Box 2406, Merced, CA 95344

PLACE OF RESIDENCE: 6931 Mariposa Way Merced, CA 95341

Bids are to be submitted for the entire work. The amount of the bid for comparison purposes will be the total of all items. The bidder shall set forth for each unit basis item of work a unit price and a total for the item, and for each lump sum item a total for the item, all in clearly legible figures in the respective spaces provided for that purpose.

In the case of unit basis items, the amount set forth under the "Item Total" column shall be the product of the unit price bid and the estimated quantity for the item. In case of discrepancy between the unit price and the total set forth for a unit basis item, the unit price shall prevail except as provided in (a) or (b), as follows:

(a) If the amount set forth as unit price is unreadable or otherwise unclear, or is omitted, or is the same as the amount as the entry in the item total column, then the amount set forth in the item total column for the item shall prevail and shall be divided by the estimated quantity for the item and the price thus obtained shall be the unit price;

(b) (Decimal Errors) If the product of the entered unit price and the estimated quantity is exactly off by a factor of ten, one hundred, etc., or one-tenth, or one-hundredth, etc. from the entered total, the discrepancy will be resolved by using the entered unit price or item total, whichever most closely approximates percentage wise the unit price or item total in the Department's Final Estimate of Cost.

In accordance with the annexed Notice to Contractors, the undersigned, as bidder, declares that he has carefully examined the location of the proposed work, the plans, specifications and technical requirements therefore, and the proposed forms of contract and bonds mentioned or referred to in said Notice and on file in the Office of the City Engineer of the City of Turlock, together with the prevailing rate of per diem wages for each craft or type of workmen needed to execute said contract; and he proposes and agrees that if this proposal is accepted, he will furnish all labor, materials, equipment, plant transportation, service, sales taxes, permit fees and other costs necessary to complete the

construction in strict conformity to the plans and specifications and he will enter into a written contract with the City of Turlock in the form of contract on file in the Office of the City Engineer for such purposes, and that he will execute and/or provide all bonds and insurance certificates required by law and/or by said contract and/or mentioned in said Notice to Contractors all in accordance with and subject to all applicable laws, and that he will take in full payment therefore the following unit prices, to wit:

ADDENDUM NO. 1

BIDDER'S FORM

PROJECT TITLE: El Paseo Sanitary Sewer Main Replacement

PROJECT NUMBER: 25-051

OPENING DATE: November 25, 2025

OPENING TIME: 10:00 AM

Item No.	Item Description	Unit of Measure	Estimated Quantity	Unit Price	Total
1	Mobilization & Demobilization	LS	1	$50,000.00	$50,000.00
2	Construction Project Signs	EA	2	$2,500.00	$5,000.00
3	Traffic Control System	LS	1	$2,500.00	$2,500.00
4	Pothole Existing Utilities	LS	1	$2,500.00	$2,500.00
5	Remove Existing Improvements	LS	1	$10,000.00	$10,000.00
6	Tree Trimming	EA	2	$1,000.00	$2,000.00
7	Earthwork	LS	1	$13,000.00	$13,000.00
8	Shoring, Sheeting, and Bracing	LS	1	$2,000.00	$2,000.00
9	Sanitary Sewer Manhole	EA	4	$5,000.00	$20,000.00
10	8-in Sanitary Sewer Pipe (SDR-26)	LF	1,150	$129.00	$148,350.00
11	4-in Sanitary Sewer Service Lateral (SDR-26) with Cleanout, Connect to New	EA	14	$3,000.00	$42,000.00
12	4-in Sanitary Sewer Service Lateral (C-900 DR-14) with Cleanout, Connect to New	EA	7	$3,800.00	$26,600.00
13	Abandon Existing Sewer Pipe with Grout	LF	1,150	$13.00	$14,950.00
14	Adjust Frames and Covers to Grade	EA	4	$500.00	$2,000.00
15	Allowance for Unknown Utilities	LS	1	$5,000.00	$5,000.00
16	Allowance for Irrigation Repairs	LS	1	$5,000.00	$5,000.00
17	Other Work Not Covered by Bid Items	LS	1	$500.00	$500.00
				Subtotal	$351,400.00

EXHIBIT B

The basis of award shall be the lowest bid price on the base contract without consideration of the prices on the additive items

BID ALTERNATE "A"					
Item No.	Item Description	Unit of Measure	Estimated Quantity	Unit Price	Total
A1	Remove Existing Sanitary Sewer Line and Install New Sanitary Sewer Line in Place	LF	1,150	$139.00	$159,850.00
A2	Temporary Handling of Wastewater Flows	LS	1	$3,000.00	$3,000.00

Bidder has examined and carefully studied the Bidding documents and other related data identified in the Bidding Documents and the following Addenda, receipt of which is hereby acknowledged

ADDENDA

No. 1	**Date** 11/13/2025	**Signed** Tammy L Tussone
No. 2	**Date** 11/18/2025	**Signed** Tammy L Tussone
No.	**Date**	**Signed**
No.	**Date**	**Signed**
No.	**Date**	**Signed**

TOTAL BASE BID WRITTEN IN FIGURES: $ 351,400.00

TOTAL BASE BID WRITTEN IN WORDS: Three Hundred Fifty One Thousand Four Hundred Dollars and NO/100

CONTRACTOR SIGNATURE: Tammy L Tussone

COMPANY'S NAME: Mid Cal Pipeline & Utilities, Inc.

BY: Jammy J Jaime

ADDRESS: P.O. Box 2406 (6931 Mariposa Way, Merced, CA 95341)
(Number) (Street)

Merced Ca 95344
(City) (State) (ZIP)

CONTRACTOR'S PHONE #: 209-383-7473

CONTRACTOR'S EMAIL: midcalpipeline@gmail.com

NOTE: CONTRACTOR WILL BE REQUIRED TO LIST THEIR LICENSE NUMBER, EXPIRATION DATE, AND APPROPRIATE STATEMENT REGARDING PERJURY AND SIGNED BY INDIVIDUAL AUTHORIZED TO DO SO. FAILURE TO INCLUDE THE ABOVE ITEMS MAY CAUSE SAID CONTRACTOR'S BID TO BE REJECTED.

Mid Cal Pipeline & Utilities, Inc., Contractor's License # 455113, Class A
(Company's Name)

Expires 7/31/2026. DIR #: 1000000095

This information is true, is provided as per Section 7028.15 of the Business and Professions Code, and is made herein under penalty of perjury.

X Jammy J Jaime 11/24/25
(Bidder's Signature) (Date)

If the proposal is accepted and the undersigned shall fail to contract as aforesaid and fail to file with the City insurance certificates as required by said contract, within fourteen (14) days after the bidder has received notice from the City Engineer or his representative of the City of Turlock that the contract has been awarded to bidder and is ready for signature, the City of Turlock may, at its option, determine that the bidder has abandoned his contract, and thereupon this proposal and the acceptance thereof shall be null and void.

Also accompanying this proposal is an affidavit of non-collusion and questionnaire to general contractors, a statement of proposed subcontractors, if any, the address of mill, shop or office of any subcontractor, and a statement of work to be performed by subcontractors.

The names and addresses of persons interested in the foregoing proposal as principals are as follows:

(**IMPORTANT NOTICE**: If bidder or other interested person is a corporation, state legal name of corporation, also names of the president, secretary, treasurer, and manager thereof; if a partnership,

state true name of firm, also names of all individual co-partners composing firm; if bidder or other interested person is an individual, state first and last name in full.)

Licensed in accordance with an act providing for the registration of Contractors,
License No. 455113 A Expiration Date 7/31/2026.

DATED: 11/25, 2025

Address: P.O. Box 2406, Merced, CA 95344 (Mailing Address) 6931 Mariposa Way Merced, CA 95341 (Physical Address)

Phone: 209-383-7473

Email: midcalpipeline@gmail.com

X Jammy J Jauser
Signature of Bidder

NOTE: If bidder is a corporation, the legal name of the corporation shall be set forth above together with the signature of the officers authorized to sign contracts on behalf of the corporation; if bidder is a co partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts in behalf of the co partnership; and, if bidder is an individual, his signature shall be placed above. If a signature is by an agent other than an officer of a corporation or a member of the partnership, a Power of Attorney must be on file with the City Clerk prior to opening or submitted with the bid; otherwise, the bid will be disregarded as irregular and unauthorized.

AFFIDAVIT

The undersigned bidder, being first duly sworn, deposes and says that he/she are the party making the foregoing proposal or bid, that this bid is genuine and not collusive or sham, that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any other person or bidder, to put in a sham bid, or that said other person shall refrain from bidding, and has not in any manner sought by collusion to secure any advantage against the said City or any person interested in said improvement, for him/herself or any other person.

X Tammy L Fausone
Signature of Bidder

Jurat (Government Code Section 8202)

State of California

County of Merced

Subscribed and sworn to (or affirmed) before me on this 24th day of November, 2025

by Tammy Lee Fausone proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Yolanda Rene Ochoa
NOTARY PUBLIC SIGNATURE

(AFFIX SEAL)

YOLANDA RENE OCHOA
Notary Public - California
Merced County
Commission # 2485423
My Comm. Expires Mar 26, 2028

Yolanda Rene Ochoa
NOTARY PUBLIC PRINTED NAME

PAYMENT BY FORCE ACCOUNT

For work paid by force account, the City Engineer compares City's records to Contractor's daily force account work report. When the City Engineer and Contractor agree on the contents of the daily force account work reports, the City Engineer accepts the report and City pays for the work. If the records

differ, City pays for the work based only on the information shown on City's records. If a subcontractor performs work at force account, work paid at force account will be accepted at an additional 2 percent (2%) markup to the total cost of that work, including markups, as reimbursement for additional administrative costs. The markups specified in labor, materials, and equipment includes compensation for all delay costs, overhead costs, and profit. If an item's unit price is adjusted for work-character changes, City excludes Contractor's cost of determining the adjustment. Payment for owner-operated labor and equipment is made at the market-priced invoice submitted.

A. Labor. Labor payment is full compensation for the cost of labor used in the direct performance of the work plus a fifteen percent (15%) markup, as set forth below, and consistent with California Labor Code section 1770 et seq. Force account labor payment consists of:

1. Employer payment to the worker for:

    1.1 Basic hourly wage
    1.2 Health and welfare
    1.3 Pension
    1.4 Vacation
    1.5 Training
    1.6 Other State and federal recognized fringe benefit payments

2. Labor surcharge percentage in *Labor Surcharge and Equipment Rental Rates* current during the work paid at force account for:

    2.1 Workers' compensation insurance
    2.2 Social security
    2.3 Medicare
    2.4 Federal unemployment insurance
    2.5 State unemployment insurance
    2.6 State training taxes

3. Subsistence and travel allowances paid to the workers

4. Employer payment to supervisors, if authorized

The fifteen percent (15%) markup consists of payment for all overhead costs related to labor but not designated as costs of labor used in the direct performance of the work including:

(a) Home office overhead
(b) Field office overhead
(c) Bond costs
(d) Profit
(e) Labor liability insurance
(f) Other fixed or administrative costs that are not costs of labor used in the direct performance of the work

B. Materials. Material payment is full compensation for materials the Contractor furnishes and uses in the work. The City Engineer determines the cost based on the material purchase price, including delivery charges, except:

1. A fifteen percent (15%) markup is added;

2. Supplier discounts are subtracted whether the Contractor takes them or not;

3. If the City Engineer believes the material purchase prices are excessive, City pays the lowest current wholesale price for a similar material quantity;

4. If Contractor procured the materials from a source Contractor wholly or partially own, the determined cost is based on the lower of the:

   4.1 Price paid by the purchaser for similar materials from that source on Contract items; and
   4.2 Current wholesale price for those materials;

5 If Contractor does not submit a material cost record within thirty (30) days of billing, the determined cost is based on the lowest wholesale price:

   4.1 During that period
   4.2 In the quantities used

C. Equipment Rental. Equipment rental payment is full compensation for:

1. Rental equipment costs, including moving rental equipment to and from the change order work site using its own power.

2. Transport equipment costs for rental equipment that cannot be transported economically using its own power. No payment is made during transport for the transported equipment.

3. Fifteen percent (15%) percent markup.

If Contractor wants to return the equipment to a location other than its original location, the payment to move the equipment must not exceed the cost of returning the equipment to its original location. If Contractor uses the equipment for work other than work paid by force account, the transportation cost is included in the other work.

Before moving or loading the equipment, Contractor must obtain authorization for the equipment rental's original location.

The City Engineer determines rental costs:

1. Using rates in *Labor Surcharge and Equipment Rental Rates*:

1.1. By classifying equipment using manufacturer's ratings and manufacturer-approved changes.
1.2. Current during the work paid by force account.
1.3. Regardless of equipment ownership but City uses the rental document rates or minimum rental cost terms if:
1.3.1. Rented from equipment business Contractor does not own.
1.3.2. The Labor Surcharge and Equipment Rental Rates hourly rate is $10.00 per hour or less.

2. Using rates established by the City Engineer for equipment not listed in *Labor Surcharge and Equipment Rental Rates*. Contractor may submit cost information that helps the City Engineer establish the rental rate but City uses the rental document rates or minimum rental cost terms if:
2.1. Rented from equipment business Contractor does not own.
2.2. The City Engineer establishes a rate of $10.00 per hour or less.

3. Using rates for transport equipment not exceeding the hourly rates charged by established haulers.

Equipment rental rates include the cost of:

1. Fuel
2. Oil
3. Lubrication
4. Supplies
5. Small tools that are not consumed by use
6. Necessary attachments
7. Repairs and maintenance
8. Depreciation
9. Storage
10. Insurance
11. Incidentals

City pays for small tools consumed by use. The City Engineer determines payment for small tools consumed by use based on Contractor-submitted invoices.

The City Engineer may authorize rates in excess of those in the *Labor Surcharge and Equipment Rental Rates* if:

1. Contractor submits a request to use rented equipment
2. Equipment is not available from Contractor’s normal sources or from one of Contractor’s subcontractors
3. Rented equipment is from an independent rental company
4. Proposed equipment rental rate is reasonable
5. The City Engineer authorizes the equipment source and the rental rate before Contractor uses the equipment

D. Equipment on the Job Site. For equipment on the job site at the time required to perform work paid by force account, the time paid is the time:

1. To move the equipment to the location of work paid by force account plus an equal amount of time to move the equipment to another location on the job site when the work paid by force account is completed

2. To load and unload equipment

3. Equipment is operated to perform work paid by force account and:
   3.1. Hourly rates are paid in 1/2-hour increments
   3.2. Daily rates are paid in 1/2-day increments

E. Equipment Not on the Job Site Required for Original-Contract Work. For equipment not on the job site at the time required to perform work paid by force account and required for original-Contract work, the time paid is the time the equipment is operated to perform work paid by force account and the time to move the equipment to a location on the job site when the work paid by force account is completed.

The minimum total time paid is:

1. 1 day if daily rates are paid
2. 8 hours if hourly rates are paid

If daily rates are recorded, equipment:

1. Idled is paid as 1/2 day
2. Operated four (4) hours or less is paid as 1/2 day
3. Operated four (4) hours or more is paid as one (1) day

If the minimum total time exceeds eight (8) hours and if hourly rates are listed, City rounds up hours operated to the nearest 1/2-hour increment and pays based on the hours shown in the following table. The table does not apply when equipment is not operated due to breakdowns, in which case rental hours are the hours the equipment was operated.

Equipment Rental Hours

Hours operated	Hours paid
0.0	4.00
0.5	4.25
1.0	4.50
1.5	4.75
2.0	5.00
2.5	5.25
3.0	5.50
3.5	5.75
4.0	6.00
4.5	6.25
5.0	6.50
5.5	6.75
6.0	7.00
6.5	7.25
7.0	7.5

7.5	7.75
≥8.0	hours used

F. Equipment Not on the Job Site Not Required for Original-Contract Work. For equipment not on the job site at the time required to perform work paid by force account and not required for original-Contract work, the time paid is the time:

1. To move the equipment to the location of work paid by force account plus an equal amount of time to return the equipment to its source when the work paid by force account is completed

2. To load and unload equipment

3. Equipment is operated to perform work paid by force account

G. Non-Owner-Operated Dump Truck Rental. Contractor shall submit the rental rate for non-owner-operated dump truck rental to City. The City Engineer shall determine the payment rate. Payment for non-owner-operated dump truck rental is for the cost of renting a dump truck, including its driver. For the purpose of markup payment only, the non-owner-operated dump truck is rental equipment and the owner is a subcontractor.

The above markups shall constitute full compensation for all home office overhead, field office overhead, bond costs, profit, labor liability insurance, and other fixed or administrative costs that are not costs specifically designated as cost or equipment rental as stated above. The total payment made as provided above shall be deemed to be the actual cost of the work and shall constitute full compensation therefor.

When extra work to be paid for on a force account basis is performed by a subcontractor, an additional markup of 2 percent (2%) will be added to the total cost of that extra work including all markups specified in this Section. The additional 2 percent (2%) markup shall reimburse Contractor for additional administrative costs, and no other additional payment will be made by reason of performance of the extra work by a subcontractor.

EXHIBIT C

WORKERS' COMPENSATION INSURANCE CERTIFICATION

Pursuant to Section 18(b) of the Agreement, Contractor certifies as follows:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Signed: _____ Date: _____

_____
(Typed or Printed Name)

Business Address (Street Address, City, State & Zip Code):

_____

_____

_____

Business Phone: ( ) _____

EXHIBIT D

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, the **City of Turlock,** State of California, has awarded to **Mid Cal Pipeline & Utilities, Inc.,** hereinafter designated as the "Principal," a contract for **Project No. 25-051, "El Paseo Sanitary Sewer Main Replacement";** and,

WHEREAS, said Principal is required under the terms of said contract to furnish a bond for the faithful performance of said contract.

NOW, THEREFORE, we the Principal, and _____ as Surety, are held and firmly bound unto the City of Turlock in the penal sum of _____ **($_____)**, lawful money of the United States for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, or assigns jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that if the above bounden Principal, or Principal's heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions, and agreements in said contract and any alteration thereof made as therein provided, on the Principal's part, to be kept and performed at the time and in the manner therein specified and in all respects according to their true intent and meaning; and shall defend, indemnify and save harmless the City of Turlock, its officers and agents as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and virtue.

And the Surety, for value received hereby stipulates and agrees that, in accordance with the Plans, Standard Specifications, Special Provisions, and other contract documents, no change, extension of time, alteration, or addition to the terms of the contract, or to the work to be performed hereunder, or to the specifications accompanying the same shall in anywise affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration of additions to the terms of the Contract to the work, or to the specifications.

The City of Turlock reserves the right to refuse use of any Contractor assigned by any surety to complete the work.

[*Signatures on Following Page*]

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their seals this _____ day of _____, 20__, the name and corporate seals of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

(Corporate Seal) **Principal** _____

By _____

Title _____

(Attach Notarial Acknowledgment)

(Corporate Seal) **Surety** _____

Address _____

Phone No.: ( )_____ Fax No.: ( ) _____

By _____
Attorneys-in-Fact

Title _____

(Attach Notarial Acknowledgment)

<u>NOTE TO SURETY COMPANY</u>: There must be submitted a certified copy of unrevoked resolution of authority for the attorneys-in-fact.

(Seal) **Witness** _____

Approved as to form:

_____
Risk Manager

EXHIBIT E

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, the **City of Turlock**, a municipal corporation, has awarded to **Mid Cal Pipeline & Utilities, Inc.**, hereinafter designated as the "Principal", a contract for **Project No**. **25-051, "El Paseo Sanitary Sewer Main Replacement"**; and

WHEREAS, said Principal is required to furnish a bond in connection with said contract, to secure payment of claims of laborers, mechanics, or materialmen employed on work under said contract, as provided by law.

NOW, THEREFORE, we the undersigned Principal and Surety are held and firmly bound unto the City of Turlock in the sum of **_____ ($_____),** said sum being equal to the estimated amount payable by said City of Turlock under the terms of the contract, for which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, or assigns jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that if said Principal, or Principal's heirs, executors, administrators, successors, or assigns, or subcontractors shall fail to pay for any material, provisions, provender, or other supplies, implements, or machinery used in, upon, for or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts due under the Unemployment Insurance Code with respect to such work or labor, or for any amounts required to be deducted, withheld, and paid over to the Franchise Tax Board from these wages of employees of the Contractor and Contractor's subcontractors pursuant to the Revenue and Taxation Code, with respect to such work and labor, the Surety or Sureties hereon will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void. In case suit is brought upon this bond, said Surety will pay a reasonable attorney's fee to be fixed by the court.

This bond shall inure to the benefit of any and all persons, companies, and corporations entitled to file claims under Section 3138 of the Civil Code of the State of California so as to give a right of action to them or their assigns in any suit brought upon this bond.

Said Surety, for value received, hereby stipulates and agrees that, in accordance with the Plans, Standard Specifications, Special Provisions, and other Contract Documents, no change, extension of time, alteration or addition to the terms of the contract, or to the work to be performed there under, or to the specifications accompanying the same, shall in anywise affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract, or to the work, or to the specifications.

[*Signatures on Following Page*]

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their seals this _____ day of _____, 20__, the name and corporate seals of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

(Corporate Seal) **Principal** _____

By _____

Title _____

(Attach Notarial Acknowledgment)

(Corporate Seal) **Surety** _____

Address _____

Phone No.: ( )_____ Fax No.: ( ) _____

By _____
Attorneys-in-Fact

Title _____

(Attach Notarial Acknowledgment)

<u>NOTE TO SURETY COMPANY</u>: There must be submitted a certified copy of unrevoked resolution of authority for the attorneys-in-fact.

(Seal) **Witness** _____

Approved as to form:

_____
Risk Manager

City Council Staff Report

December 9, 2025

From:	Adrienne Werner, Development Services Director
Prepared by:	Joanne Foster, Assistant Planner
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Declaring the Intention to Order Annexation No. 40 for the property located at 2831 N. Walnut Road, (Stanislaus County Assessor's Parcel 088-008-068), to Existing Community Facilities District No. 2 (Services Mitigation)

2. NARRATIVE:

The October 2004 Fiscal Impact Analysis of new residential development on General Fund supported services (police, fire, park maintenance, planning, etc.) concluded that General Fund revenues are inadequate to support both existing as well as General Plan levels of services. In response, the City Council adopted a policy (Resolution No. 2004-189) to require all new residential development not otherwise entitled by existing zoning to be included in a Community Facilities or Mello-Roos District as a condition of development. At its meeting of October 26, 2004, the City Council formed Turlock Community Facilities District No. 2 (CFD #2), to generate additional General Fund revenues from an additional tax imposed on new homes.

The existing CFD #2 was phased in over ten (10) years. The current (FY 2025/2026) rate for multi-family dwellings subject to CFD #2 is $595 per year and will increase 2% annually. A higher rate ($760 for year 2025/2026) is charged on single-family dwelling units. In 2013, the City Council authorized staff to hire Economic Planning Systems, Inc. to evaluate the adequacy of the tax under current economic and financial conditions. The evaluation found that the current CFD #2 tax rate is adequate to mitigate the public service impacts of new residential development. In conjunction with this evaluation, the City Council adopted an ordinance establishing the policies and procedures for annexation into CFD #2. The ordinance established that any residential project that could result in the development of one or more residential dwellings in the City limit requiring approval of a parcel map, subdivision map, general plan amendment, rezone, planned development, area-wide plan, annexation, or discretionary permit pursuant to TMC Title 11 (Subdivisions), Chapter 9-5 TMC (Administration), or TMC 9-2-113 (Planned developments), shall be subject to mitigating the increased demand on public services, including, but not limited to, police, fire and park maintenance by annexing into CFD #2.

Annexation No. 40 will annex one residential zoned parcel into CFD #2.

1. Vesting Tentative Parcel Map 2023-02 authorized the division of a 1.2-acre parcel located at 2831 N. Walnut Road, Stanislaus County Assessor's Parcel 088-008-068 into three individual residential parcels. Annexation into CFD #2 is required as a condition of approval for the parcel map.

In general, the annexation process is very much like the process to form CFD #2 – completion of the initial Resolution of Intention (ROI), public hearing notice, and public hearing and property owner election not less than 30 days after the Council's adoption of the ROI. Because there are less than 12 registered voters in the proposed annexed area, the election can be held immediately following the public hearing. A certification that there are 12 or fewer voters in the proposed annexation area has been filed with the City Clerk as required by law. The identified services funded by CFD #2, (police, fire, park maintenance, etc.) remain the same as identified in the initial formation of CFD #2.

3. FISCAL IMPACT / BUDGET AMENDMENT:

The assessment fees for dwellings annexed into CFD #2 are not collected until the issuance of a Certificate of Occupancy for the dwelling. The approval and application of CFD #2 will increase revenues to fund General Fund supported services as the city's population increases from the development of new homes.

4. ENVIRONMENTAL DETERMINATION:

The recommended action does not constitute a project pursuant to the California Environmental Quality Act (CEQA) Section 15378. The proposed action would not make any changes in current policy or regulations.

5. ATTACHMENTS:

1. Resolution of Intent
2. Boundary Map

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF DECLARING THE INTENTION TO ORDER ANNEXATION NO. 40 FOR THE PROPERERTY LOCATED AT 2831 N. WALNUT ROAD,STANISLAUS COUNTY APN 088-008-068, TO THE EXISTING COMMUNITY FACILITIES DISTRICT NO. 2 (SERVICES FOR MITIGATION)	**RESOLUTION NO. 2025-**

WHEREAS, this City Council (this "Council") proposes to annex certain real properties more accurately known as 2831 N. Walnut Road, (Stanislaus County Assessor's Parcel 088-008-068), (the "Subject Property") to the existing community facilities district known as "City of Turlock Community Facilities District No. 2 (Services Mitigation)" ("CFD No. 2") as authorized by Article 3.5 of the Mello-Roos Community Facilities Act of 1982 (the "Act"); and

WHEREAS, the boundaries of CFD No. 2 are set forth on the boundary map for CFD No. 2, recorded on November 10, 2004, in Volume 3 of Maps of Assessment and Community Facilities Districts, page 3, official records of the Stanislaus County Recorder; and

WHEREAS, the boundaries of the Subject Property are shown on a map entitled "Proposed Boundaries, Annexation No. 40, Community Facilities District No. 2," which is on file with the City Clerk (the "Clerk"); and

WHEREAS, Sections 53339.2 and 53339.3 of the Act provides that legal proceedings for the annexation of property to a community facilities district pursuant to the Act shall be instituted by the adoption of a resolution of this Council declaring its intention as provided hereafter in this resolution;

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

1. This Council hereby finds and determines that public convenience and necessity require that the Subject Property be annexed to the existing territory of CFD No. 2.

2. The types of services proposed to be provided within the Subject Property are the same as for the existing area of CFD No. 2.

3. The plan for providing authorized services within the existing area and the

Subject Property shall be the plan presently in existence, as the same may be revised from time to time by the City of Turlock (the "City") or any agency of the City through which the City provides the authorized services.

4. Except where funds are otherwise available, a special tax will be annually levied on the Subject Property. Upon recordation of a notice of special tax lien pursuant to Section 3114.5 of the California Streets and Highways Code, a continuing lien to secure each levy of the special tax shall attach to all nonexempt real property included in the Subject Property, and this lien shall continue in force and effect in perpetuity or until the levy and collection of the special tax obligation by the City ceases. The rate and method of apportionment of the special tax shall be as previously established for CFD No. 2.

5. On the basis of the written consent and waiver form submitted to and on file with the Clerk by the Owner, as the landowner of 100% of the Subject Property, this Council hereby sets this same date, as soon as the matter may be heard following adoption of this resolution, in the Council Chambers located at City Hall, 156 South Broadway, Turlock, California, as the time and place for the public hearing on the proposed annexation. At the hearing, testimony of all interested persons and taxpayers for or against the proposed annexation will be heard and protests will be considered from both registered voters, if any, residing within CFD No. 2 and persons owning real property within CFD No. 2. As provided by the Act, written protests by a majority of the registered voters, if any, but including a minimum of six registered voters, or by the owners of a majority in area of the land within either the existing CFD No. 2 or the proposed annexation area will constitute a "majority protest" and will require the suspension of proceedings for at least one year. Written protests must be filed with the Clerk at or before the time fixed for the hearing.

6. It is anticipated that the special tax will be billed as a separate line item on the regular property tax bill of the County of Stanislaus. However, this Council reserves the right, under Section 53340, to utilize any method of collecting the special tax which it shall, from time to time, determine to be in the best interests of the City, including, but not limited to, direct billing by the City to the property owners and supplemental billing.

7. On the basis of the information set forth in that certain certificate entitled "Certificate re Registered Voters and Landowners," on file with the Clerk, in the event that an election is held in these proceedings, it is the intention of this Council that the elector will be the Owner, as the sole landowner within the area of the Subject Property in accordance with Section 53339.7 of the Act.

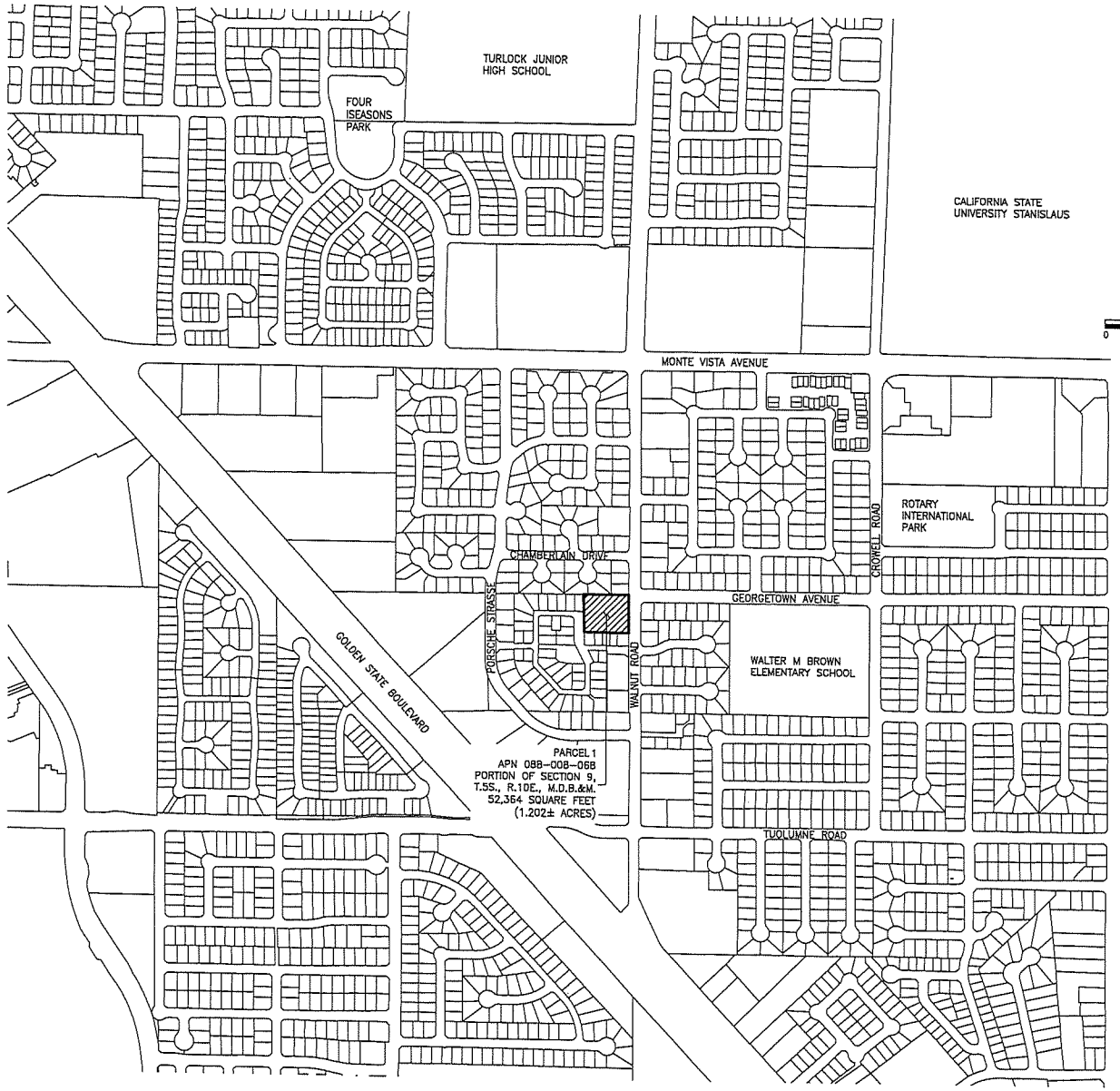
8. This Council hereby authorizes and directs the publication by the Clerk of a notice of hearing, containing the matters specified by Section 53322 of the Act, one time in a newspaper in general circulation in the area of CFD No. 2, said publication to be completed no later than seven days prior to the date of the public hearing.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
NOT PARTICIPATING:
ABSENT:

ATTEST:

_____
Nichole Fiez, City Clerk
City of Turlock, County of Stanislaus,
State of California



PROPOSED BOUNDARIES OF
CITY OF TURLOCK
COMMUNITY FACILITIES DISTRICT NO. 2

PORTION OF SECTION 9, TOWNSHIP 5 SOUTH, RANGE 10 EAST,
MOUNT DIABLO BASE AND MERIDIAN

ANNEXATION 40
COUNTY OF STANISLAUS, STATE OF CALIFORNIA
SEPTEMBER 12, 2025 SCALE 1" = 400'

Preliminary
09/12/2025 1:31:29 PM

CITY CLERK'S STATEMENT:

FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF TURLOCK, THIS _____ DAY OF _____, 2025.

BY: _____ ON: _____
NICHOLE FIEZ
CITY CLERK, CITY OF TURLOCK

I HEREBY CERTIFY THAT THE WITHIN MAP ALLOWING PROPOSED BOUNDARIES OF THE CITY OF TURLOCK, COMMUNITY FACILITIES DISTRICT NO. 12, CITY OF TURLOCK, COUNTY OF STANISLAUS, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF TURLOCK, AT A MEETING HELD ON THE _____ DAY OF _____, 2025, BY ITS RESOLUTION NO. _____.

BY: _____ ON: _____
NICHOLE FIEZ
CITY CLERK, CITY OF TURLOCK

COUNTY RECORDER'S STATEMENT:

FILED THIS _____ DAY OF _____, 2025, AT THE HOUR OF _____O'CLOCK ___M, IN BOOK ____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS, AT PAGE _____, IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF STANISLAUS, STATE OF CALIFORNIA.

_____ BY: _____
DONNA LINDER
COUNTY RECORDER
ASSISTANT/DEPUTY RECORDER

_____
PRINT NAME

Draft Print
09/12/2025 1:30:58 PM

PROFESSIONAL LAND SURVEYOR
WILLIAM M. KOCH
No. 8092
STATE OF CALIFORNIA

Westwood

Phone (209) 571-1765
1165 Scenic Drive, Suite A
Modesto, CA 95350
westwoodps.com

Westwood Professional Services, Inc.

...ODE\Modesto\v2070 Wrese Parcel Map\Survey\MapDwg\v2070-CFD2_Exhibit.dwg 12:20:12 09/12/2025

City Council Staff Report

December 9, 2025

From:	Michael Harcksen, Fire Division Chief Operations
Prepared by:	Christianne Burbank, Fire Administration Support Analyst
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Motion: Approving a three (3) year agreement with L.N. Curtis & Sons for an annual amount not to exceed $150,000 for the purchase of turnout gear and supplies.

2. NARRATIVE:

Staff is requesting authorization to enter into an agreement with L.N. Curtis & Sons for the purchase of essential Personal Protective Equipment (PPE), including structural turnout gear, helmets, protective gloves, and accessories for Self-Contained Breathing Apparatus (SCBA). These items are fundamental to ensuring the safety, readiness, and operational effectiveness of our firefighters as they respond to fires, rescues, hazardous materials incidents, and other emergency situations within the City of Turlock.

In accordance with national safety standards, manufacturer guidelines, and regulatory requirements, firefighting PPE must be removed from service upon reaching its 10-year service life or upon failure of annual safety testing. Over time, exposure to extreme heat, toxic smoke, chemicals, and routine emergency operations degrades protective materials, diminishing their ability to provide adequate protection. Timely replacement is therefore essential not only for regulatory compliance, but also for maintaining the health, safety, and resilience of our personnel.

The proposed purchasing contract will ensure continued compliance with NFPA and Cal/OSHA standards, sustain the department's operational readiness, and protect the firefighters who serve on the front lines of public safety in our community.

Formal bid procedure was not required as quote pricing was obtained from the Sourcewell cooperative agreement #010424-LNC.

3. FISCAL IMPACT / BUDGET AMENDMENT:

Funds have been appropriated in the Minor Equipment Safety Clothing Fund for this expenditure. The Purchasing Division has made the determination that this item does not require a competitive procedure due to TMC 2-7-08 (b) (5) that states, bidding is not required when engaged in joint, cooperative, or leveraged purchasing plans that have been solicited and awarded on a competitive basis.

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of "organizational or administrative activities of governments that will not result in

direct or indirect physical changes in the environment" and therefore is not considered a project.

5. ATTACHMENTS:

1. L.N. Curtis Agreement

SUPPLIER AGREEMENT BETWEEN THE CITY OF TURLOCK
and
L.N. CURTIS & SONS, INC.
for
TURNOUT GEAR AND SUPPLIES

City Contract No. 2026-91

THIS SUPPLIER AGREEMENT (the "Agreement") is entered into by and between the CITY OF TURLOCK, a California municipal corporation ("CITY"), and L.N. CURTIS & SONS.INC., a California corporation ("SUPPLIER"), on this 9th day of December 2025 (the "Effective Date"). CITY and SUPPLIER may be collectively referred to herein as the "Parties" or individually as "Party." There are no other parties to this Agreement.

RECITALS

WHEREAS, CITY has a need for turnout gear and supplies; and

WHEREAS, SUPPLIER has made a proposal to CITY to provide turnout gear and supplies. A description that of which SUPPLIER proposes to provide is included in **Exhibit A** attached hereto and incorporated herein by reference; and

WHEREAS, CITY desires to purchase turnout gear and supplies from SUPPLIER, subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, the parties hereto mutually agree as follows:

AGREEMENT

1. **RECITALS:** The recitals set forth above ("Recitals") are true and correct and are hereby incorporated into and made part of this Agreement by this reference. In the event of any inconsistency between the Recitals and Sections 1 through 37 of this Agreement, Sections 1 through 37 shall prevail.

2. PURCHASE OF PRODUCT: SUPPLIER agrees to sell, and CITY agrees to purchase turnout gear and supplies, as described in **Exhibit A.**

3. SAFETY REQUIREMENT: All services and products must comply with California State Division of Industrial Safety orders and O.S.H.A.

4. COMPENSATION: CITY agrees to pay SUPPLIER in accordance with Exhibit A as full remuneration for performing all Services and furnishing all staffing and materials called for in Exhibit A and for performance by SUPPLIER of all of its duties and obligations under this Agreement. In no event shall the annual amount of this Agreement exceed One Hundred Fifty Thousand and No/100^{ths} Dollars ($150,000.00) and the total amount of this Agreement exceed Four Hundred Fifty Thousand and No/100^{ths} Dollars ($450,000.00). SUPPLIER agrees that compensation shall be paid in the manner and at the times set forth below:

(a) Invoices: SUPPLIER shall submit dated invoices to CITY specifying the date, location and service rendered, and the charge therefor.

(b) Payment: All payments by CITY shall be made in arrears, after satisfactory service, as determined and approved by CITY, has been provided. Payment shall be made by CITY no more than thirty (30) days from CITY's receipt of invoice.

5. TERM OF AGREEMENT: The term of this Agreement shall be three (3) years and will commence on the Effective Date and terminate on the 8th day of December, 2028 (Term), unless the Parties mutually agree in writing to terminate the Agreement earlier or extend the Term pursuant to this Agreement.

6. EXTENSION OF AGREEMENT: [Intentionally Omitted]

7. INSURANCE: SUPPLIER shall not commence work under this Agreement until SUPPLIER has obtained City's approval regarding all insurance requirements, forms, endorsements, amounts, and carrier ratings, nor shall SUPPLIER allow any subcontractor to commence work on a subcontract until all similar insurance required of the subcontractor shall have been so obtained and approved. SUPPLIER shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by SUPPLIER, its agents, representatives, employees or subcontractors. Failure to maintain or renew coverage or to provide evidence of renewal may constitute a material breach of contract. Any available insurance proceeds in excess of the specified minimum limits and coverage shall be available to CITY.

(a) **Commercial General Liability Insurance:** SUPPLIER shall maintain Commercial General Liability Insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than Two Million Dollars ($2,000,000.00) per occurrence, Four Million Dollars ($4,000,000.00) general aggregate, and Two Million Dollars ($2,000,000.00) products and completed operations for bodily injury, personal injury, and property

damage. The general aggregate limit shall apply separately to this Project or the general aggregate shall be doubled.

(b) **Workers' Compensation Insurance:** SUPPLIER shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least One Million Dollars ($1,000,000.00) each accident or disease. SUPPLIER shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

(c) **Commercial Automobile Liability Insurance:** SUPPLIER shall maintain Commercial Automobile Liability Insurance using ISO Business Auto Coverage form CA 00 01, or the exact equivalent, in the amount of no less than Two Million Dollars ($2,000,000.00) each accident for owned, leased, hired, non-owned, and borrowed automobiles. The policy shall provide and be endorsed that the3 City, its officials, officers, agents, employees, and volunteers are included or named as additional insureds. If SUPPLIER owns no vehicles, this requirement may be met through a non-owned auto endorsement to the CGL policy.

(d) **Umbrella or Excess Policy:** SUPPLIER may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying policies of insurance. No coverage or policies maintained by the City ("Additional Insureds"), whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the SUPPLIER's primary and excess liability policies are exhausted.

(e) **Deductibles and Self-Insured Retentions:** Upon request of City, any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City, its elective and appointive boards, officers, agents, employees, and volunteers; or (2) SUPPLIER shall provide a financial guarantee satisfactory to City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

(f) **Other Insurance Provisions:** The commercial general liability policy shall contain, or be endorsed to contain, the following provisions:

(1) City, its elective and appointive boards, officers, agents, employees, and volunteers are to be covered as additional insureds with respect to liability arising out of work or operations performed by or on behalf of SUPPLIER, including materials, parts or equipment furnished in connection with such work or operations, which coverage shall be maintained in effect for at least three (3) years following the completion of the work specified in the contract. General liability coverage can be provided in the form of an endorsement to SUPPLIER's insurance (at least as broad as CG 20 10 for ongoing operations and CG 20 37 for products/completed

operations), or as a separate Owners and Contractors Protective Liability policy providing both ongoing operations and completed operations coverage.

(2) For any claims related to this project, SUPPLIER's insurance coverage shall be primary insurance as respects City and any insurance or self-insurance maintained by City shall be excess of SUPPLIER's insurance and shall not contribute with it.

(3) In the event of cancellation, non-renewal, or material change that reduces or restricts the insurance coverage afforded to City under this Agreement, the insurer, broker/producer, or SUPPLIER shall provide City with thirty (30) days' prior written notice of such cancellation, non-renewal, or material change.

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

(g) **Acceptability of Insurers:** Insurance is to be placed with insurers admitted in California with a current A.M. Best's rating of no less than A-:VII or with an insurer to which the City has provided prior approval.

(h) **Verification of Coverage:** SUPPLIER shall furnish City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive SUPPLIER's obligation to provide them. City reserves the right, at any time, to require complete, certified copies of all required insurance policies and endorsements.

(i) **Waiver of Subrogation:** With the exception of professional liability, Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. The commercial general liability policy, automobile liability policy, and workers' compensation policy shall be endorsed to contain a waiver of subrogation in favor of City for all work performed by Contractor, its agents, employees, independent contractors and subcontractors. Contractor shall provide written proof of waiver of subrogation in the Certificate of Insurance. Additionally, Contractor agrees to obtain any available endorsements that may be necessary to effectuate this waiver of subrogation.

(j) **Subcontractors:** SUPPLIER shall ensure all subcontractors furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

(k) **Additional Insurance Requirements:** Within five (5) days of the Effective Date, SUPPLIER shall provide City with certificates of insurance and amendatory endorsements for all of the policies required under this Agreement ("Certificates and Endorsements"). Such

Certificates and Endorsements shall be kept current for the Term of the Agreement and SUPPLIER shall be responsible for providing updated copies. With the exception of the workers' compensation insurance, all of the insurance policies required in this Agreement shall: (a) provide that the policy will not be cancelled, allowed to expire, or materially reduced in coverage without at least thirty (30) days' prior written notice to City of such cancellation, expiration, or reduction and each policy shall be endorsed to state such. IF a carrier will not provide the required notice of cancellation, the SUPPLIER shall provide written notice to the City no later than ten (10) business days before cancellation; (b) name City, and City's Agents as additional insureds with respect to liability arising out of Services, work or operations performed by or on behalf of SUPPLIER and shall be endorsed to state such; (c) name City of Turlock as a certificate holder; (d) cover products and completed operations of SUPPLIER, premises owned, occupied, or used by the SUPPLIER, or automobiles owned, leased, or hired or borrowed by the SUPPLIER; contain no special limitations on the scope of protection afforded to City; (e) allow and be endorsed primary with respect to any insurance or self-insurance programs covering City or City's Agents and any insurance or self-insurance maintained by City or City's Agents shall be in excess of SUPPLIER's insurance and shall not contribute to it; (f) contain standard separation of insured provisions; and (g) state that any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect the coverage provided to City.

8. INDEMNIFICATION: To the full extent permitted by law, SUPPLIER shall indemnify, defend, and hold harmless City and any and all of its elective and appointive boards, officers, officials, agents, employees or volunteers from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by SUPPLIER or by any individual or agency for which SUPPLIER is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of SUPPLIER.

9. INDEPENDENT CONTRACTOR RELATIONSHIP: All acts of SUPPLIER, its agents, officers, and employees and all others acting on behalf of SUPPLIER relating to the performance of this Agreement, shall be performed as independent contractors and not as agents, officers, or employees of CITY. SUPPLIER, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of CITY. SUPPLIER has no authority or responsibility to exercise any rights or power vested in the CITY. No agent, officer, or employee of the CITY is to be considered an employee of SUPPLIER. It is understood by both SUPPLIER and CITY that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or a joint venture.

SUPPLIER, its agents, officers and employees are and, at all times during the terms of this Agreement, shall represent and conduct themselves as independent contractors and not as employees of CITY.

SUPPLIER shall determine the method, details and means of performing the work and Services to be provided by SUPPLIER under this Agreement. SUPPLIER shall be responsible to CITY only for the requirements and results specified in this Agreement, and, except as expressly provided in this Agreement, shall not be subjected to CITY's control with respect to the physical action or activities of the SUPPLIER in fulfillment of this Agreement. SUPPLIER has control over the manner and means of performing the Services under this Agreement. SUPPLIER is permitted to provide services to others during the same period service is provided to CITY under this Agreement. If necessary, SUPPLIER has the responsibility for employing other persons or firms to assist SUPPLIER in fulfilling the terms and obligations under this Agreement.

If in the performance of this Agreement any third persons are employed by SUPPLIER, such persons shall be entirely and exclusively under the direction, supervision, and control of SUPPLIER. All terms of employment including hours, wages, working conditions, discipline, hiring, and discharging or any other term of employment or requirement of law shall be determined by the SUPPLIER.

It is understood and agreed that as an independent contractor and not an employee of CITY neither the SUPPLIER or SUPPLIER'S assigned personnel shall have any entitlement as a CITY employee, right to act on behalf of the CITY in any capacity whatsoever as an agent, or to bind the CITY to any obligation whatsoever.

It is further understood and agreed that SUPPLIER must issue W-2 forms or other forms as required by law for income and employment tax purposes for all of SUPPLIER'S personnel.

As an independent contractor, SUPPLIER hereby indemnifies and holds CITY harmless from any and all claims that may be made against CITY based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

10. TERMINATION: Either Party may terminate this Agreement without cause or legal excuse by providing thirty (30) days' written notice to the other party.

11. CONFORMANCE WITH FEDERAL AND STATE LAW: All equipment, supplies and services used by SUPPLIER in the performance of this Agreement shall conform to the laws of the government of the United States and the State of California.

12. NO CONFLICT OF INTEREST. SUPPLIER represents that no conflict of interest will be created under state or federal law by entering into or in carrying out this Agreement.

13. TIME: Time is of the essence in this Agreement for each covenant and term of a condition herein.

14. EXCUSABLE DELAYS; NOTICE TO OTHER OPARTY OF DELAY.

SUPPLIER shall not be in breach of this Agreement in the event that performance of Services is temporarily interrupted or discontinued due to a "Force Majeure" event which is defined as: riots, wars, sabotage, civil disturbances, insurrections, explosion, natural disasters such as floods, earthquakes, landslides, fires, strikes, lockouts and other labor disturbances or other catastrophic events, which are beyond the reasonable control of SUPPLIER. Force Majeure does not include: (a) Service Provider's financial inability to perform; (b) SUPPLIER's failure to obtain any necessary permits or licenses from other governmental agencies; or (c) SUPPLIER's failure to obtain the right to use the facilities of any public utility where such failure is due solely to the acts or omissions of the SUPPLIER.

15. ENTIRE AGREEMENT AND MODIFICATION: This Agreement supersedes all previous Agreements and constitutes the entire understanding of the parties hereto. SUPPLIER shall be entitled to no other benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. SUPPLIER specifically acknowledges that in entering into and executing this Agreement, SUPPLIER relies solely upon the provisions contained in this Agreement and no others. Should any conflict exist between the terms and conditions of the Agreement and any and all exhibits attached hereto, the terms and conditions of the Agreement shall prevail.

16. AMENDMENTS: Both parties to this Agreement understand that it may become desirable or necessary during the execution of this Agreement, for CITY or SUPPLIER to modify the scope of Services provided for under this Agreement. Any material extension or change in the scope of work shall be discussed with CITY and the change and cost shall be memorialized in a written amendment to the original contract prior to the performance of the additional work.

Until an Amendment is so executed, CITY will not be responsible to pay any charges SUPPLIER may incur in performing such additional services, and SUPPLIER shall not be required to perform any such additional services.

17. EXECUTION AND COUNTERPARTS. This Agreement may be executed simultaneously, and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument. The Parties agree that this Agreement and any other documents to be delivered in connection herewith may be electronically signed utilizing services such as DocuSign and Nitro Sign, or by transmitting signatures in pdf or similar format, and that any electronic signatures appearing on this Agreement or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

18. PARTIAL INVALIDITY: If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

19. WAIVER: No covenant, term, or condition or the breach thereof shall be

deemed waived, except by written consent of the Party against whom the waiver is claimed, and any waiver of the breach of any covenant, term, or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term, or condition.

20. AUDIT: CITY's duly authorized representative shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify SUPPLIER'S charges to CITY under this Agreement.

SUPPLIER agrees to retain reports, records, documents, and files related to charges under this Agreement for a period of four (4) years following the date of final payment for SUPPLIER Services. CITY's representative shall have the right to reproduce any of the aforesaid documents.

21. GOVERNING LAW: This Agreement shall be governed according to the laws of the State of California.

22. HEADINGS NOT CONTROLLING: Headings used in the Agreement are for reference purposes only and shall not be considered in construing this Agreement.

23. COMPLIANCE WITH LAWS: SUPPLIER shall insure compliance with all safety and hourly requirements for employees, in accordance with federal, state, and county safety and health regulations and laws including, but not limited to, prevailing wage laws, if applicable. SUPPLIER shall fully comply with all applicable federal, state, and local laws, ordinances, regulations and permits.

24. CITY BUSINESS LICENSE: SUPPLIER will have a City of Turlock business license.

25. ASSIGNMENT: This Agreement is binding upon CITY and SUPPLIER and their successors. Except as otherwise provided herein, neither CITY nor SUPPLIER shall assign, sublet, or transfer interest in this Agreement or any part thereof without the prior written consent of the other.

26. NOTICE: Any and all notices permitted or required to be given hereunder shall be deemed duly given and effective (1) upon actual delivery, if delivery is by hand; or (2) five (5) days after delivery into the United States mail, if delivery is by postage paid, registered, or certified (return receipt requested) mail. Each such notice shall be sent to the parties at the address respectively indicated below or to any other address as the respective parties may designate from time to time:

To City:

City of Turlock Fire Department
Attention: Shanon Evans
244 N. Broadway
Turlock, California 95380

With courtesy copy to:

City of Turlock, City Attorney's Office
George A. Petrulakis, City Attorney
156 S. Broadway, Suite 230
Turlock, California 95380-5456

If to Supplier:

L.N. CURTIS & SONS, INC.
Attention: Eric Anderson
P.O. Bos 884921
Los Angeles, California 90088

27. CITY CONTRACT ADMINISTRATOR: The City's contract administrator and contact person for this Agreement is:

Christi Burbank
Fire Department
244 N. Broadway
Turlock, California 95380
Telephone: (209) 668-6572
E-mail: CBurbank@turlock.ca.us

28. MODIFICATION: No alteration, amendment, modification, or termination of this Agreement shall be valid unless made in writing and executed by all of the Parties to this Agreement.

29. AUTHORITY: All Parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement and the names, titles, and capacities herein stated on behalf of any entities, persons, states, or firms represented or purported to be represented by such entities, persons, states or firms and that all former requirements necessary or required by state or federal law in order to enter into the Agreement have been fully complied with. Further, by entering into this Agreement, neither Party hereto shall have breached the terms or conditions of any other contract or agreement to which such Party is obligated, which such breach would have a material effect hereon.

30. VENUE. Venue for all legal proceedings shall be in the Superior Court of the State of California, in and for the County of Stanislaus.

31. SEVERIBILITY: If this Agreement in its entirety is determined by a court to be invalid or unenforceable, this Agreement shall automatically terminate as of the date of final entry of judgment. If any provision of this Agreement shall be determined by a court to be invalid and unenforceable, or if any provision of this Agreement is rendered invalid or unenforceable according to the terms of any federal or state statute, which becomes effective after the Effective Date of this Agreement, the remaining provisions shall continue in full force and effect and shall be construed to give effect to the intent of this Agreement.

32. ENTIRE AGREEMENT: This Agreement, together with its specific references, attachments, and exhibits, constitutes the entire agreement of the Parties with respect to the subject matters hereof and supersedes any and all prior negotiations, understanding, and agreements with respect hereto, whether oral or written.

33. SUPERSEDES PRIOR AGREEMENT: It is the intention of the Parties hereto that this Agreement shall supersede any prior agreements, discussions, commitments, or representations, whether written, electronic or oral, between the Parties with respect to the subject matter of this Agreement.

34. MANDATORY AND PERMISSIVE: "Shall" and "will" and "agrees" are mandatory. "May" and "can" are permissive.

35. SUCCESSORS AND ASSIGNS: All representations, covenants, and warranties specifically set forth in this Agreement, by or on behalf of, or for the benefit of, any or all of the Parties hereto, shall be binding upon and inure to the benefit of such Party, its successors and assigns.

36. ATTORNEY'S FEES AND COSTS: If any action at law or in equity not resolved pursuant to the "Arbitration of Disputes" section of this Agreement, including action for declaratory relief, is brought to enforce or interpret provisions of this Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such Party may be entitled.

37. NECESSARY ACTS AND FURTHER ASSURANCES: The Parties shall at their own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

[*Signatures on Following Page*]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by and through their respective officers' thereunto duly authorized.

CITY OF TURLOCK, a California municipal corporation

By: _____
Susan E. Borrego, Interim City Manager

Date: _____

APPROVED AS TO SUFFICIENCY:

By: _____
Shanon Evans, Interim Fire Chief

APPROVED AS TO FORM:

By: _____
George A. Petrulakis, City Attorney

ATTEST:

By: _____
Nichole Fiez, City Clerk

L.N. CURTIS & SONS, INC.
a California corporation

By: Angela Mackey

Title: Director of Customer Service

Print name: Angela Mackey

Date: 11.26.25

CURTIS
TOOLS FOR HEROES®

Turlock City Fire Department

Attn: Christi Burbank

This Contract #010424, is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and L.N. Curtis & Sons, 185 Lennon Lane, Suite 110, Walnut Creek, CA 94598 (Supplier).

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

SUPPLIER	PRODUCT	DISCOUNT OFF LIST	COOP CONTRACT	CONTRACT (PRODUCT) CATEGORY
5.11 Tactical	Clothing	30%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.d. Firefighting Apparel & Station-wear
Avon/Team Wendy	Helmets	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.b. Helmets, Hoods
Blackinton	Badges	10%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.c. Related Equipment & Accessories
Bullard	Helmets, Wildland	25%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.b. Helmets, Hoods
Circul-Air	Garment Washers, Dryers and Accessories	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.e. Extractors, Laundry Machines, Mechanical Dryers, Drying & Storage Racks
Coaxsher	Clothing	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Crew Boss	Clothing, Rescue	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Crew Boss	Clothing, Wildland	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Crew Boss	Clothing, Station Wear	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.d. Firefighting Apparel & Station-wear
Curtis	Uniform Alterations	10%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.c. Related Equipment & Accessories
CurtisCare	Care & Maintenance, PPE	2%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.c. Related Equipment & Accessories
Danner/LaCrosse	Boots, Wildland	25%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Danner/LaCrosse	Boots, Station	25%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.d. Firefighting Apparel & Station-wear
DFND	Clothing, Base Layer	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.c. Related Equipment & Accessories
DuPont	Clothing, HAZMAT Ensembles	20%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.c. Related Equipment & Accessories
Eye Safety Systems (ESS) Goggles	Eye Protection	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.c. Related Equipment & Accessories
Fechheimer (Flying Cross brand only)	Uniforms	30%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.d. Firefighting Apparel & Station-wear
Fechheimer (Vertx brand only)	Uniforms	20%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.d. Firefighting Apparel & Station-wear
Fire Innovations	Belts, Ladder	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.c. Related Equipment & Accessories
Firecraft	Gloves, Extrication	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Firecraft	Gloves, Firefighting	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Firecraft	Gloves, Wildland	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Gemtor	Belts, Ladder	10%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.c. Related Equipment & Accessories
Globe	Turnout Ensembles (all styles)	37%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Globe	Accessories, Turnouts	10%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Globe Footgear	Boots, Firefighting	27.5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Innotex	Hoods, Wildland	31%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Kappler	Clothing, HAZMAT Ensembles	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.c. Related Equipment & Accessories
Kenetrek Boots	Boots, Wildland	20%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Lakeland	Clothing	10%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Mechanix	Gloves	10%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
MSA	Helmets, Fire & Rescue	25%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.b. Helmets, Hoods
Paul Conway	Helmet, Fronts (ID)	Net	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.b. Helmets, Hoods
PGI	Clothing, Wildland	20%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
PGI	Hoods, Firefighting	10%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.b. Helmets, Hoods
PGI	Hoods, Wildland	10%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.b. Helmets, Hoods
Propper	Clothing	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Ram Air Gear Dryer	Gear Dryers and Accessories	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.e. Extractors, Laundry Machines, Mechanical Dryers, Drying & Storage Racks
Redback	Boots, Station	10%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.d. Firefighting Apparel & Station-wear
Revision	Eye Protection	10%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.c. Related Equipment & Accessories
Ringers/Ansell	Gloves	15%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Ringers/Ansell	Gloves, Extrication	10%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Shelby	Gloves, Extrication	20%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Shelby	Gloves, Firefighting	18%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Shelby	Gloves, Wildland	20%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Tech Trade (Pro-tech)	Gloves, Extrication	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Tech Trade (Pro-tech)	Gloves, Firefighting	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Tech Trade (Pro-tech)	Gloves, Wildland	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Tingley	Boots, HAZMAT	25%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Under Armor	Clothing, Base, Mid and Outer Layers	10%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.c. Related Equipment & Accessories
Whites Boots	Boots, Wildland	10%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.a. Protective Clothing
Workrite/Workwear Outfitters	Clothing, Station Wear, Uniforms	5%	Sourcewell 010424 - Firefighting PPE and Related Equipment Cleaning	1.d. Firefighting Apparel & Station-wear

City Council Staff Report

December 9, 2025

From: Christopher Fisher, Municipal Services Director
Prepared by: Tania Hernandez, Staff Services Analyst
Agendized by: Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Motion: Accepting the AB1600 Annual Report for Development Impact Fees for Fiscal Year 2024-2025 as required by California Government Code Section 66006(b)

2. NARRATIVE:

Development impact fees are established under Assembly Bill 1600 (AB 1600), codified in California Government Code Sections 66000 et seq., also known as the Mitigation Fee Act. This legislation outlines the procedural and substantive requirements for establishing, collecting, and accounting for development impact fees. Specifically, it requires that a *reasonable relationship or nexus* exist between the fee imposed and the public improvement or service need generated by the development.

Development impact fees are one-time charges imposed on new development to help jurisdictions offset the cost of capital facilities and infrastructure necessary to serve new residential, commercial, and industrial growth. These fees ensure that new development contributes its fair share toward the expansion of public facilities such as roads, utilities, parks, and public safety facilities. Impact fees are typically collected upon issuance of a building permit. However, the City of Turlock allows certain fees to be deferred until close of escrow, issuance of a certificate of occupancy, or paid over a set period of time with approval from the City Manager.

Section 66006(b) of the Mitigation Fee Act requires local agencies to prepare an annual report for each fiscal year detailing the status of all development impact fee programs. The report must be made available to the public within 180 days of the close of the fiscal year and must include the following information for each fee fund:

- A brief description of the fee and its purpose
- The amount of the fee
- The beginning and ending fund balances
- The total fees collected and interest earned during the fiscal year
- A description of each public improvement on which fees were expended, including the amount and percentage of total cost funded by fees
- The approximate start date for any public improvement where sufficient funds have been collected to complete financing
- A description of any interfund transfers or loans, including repayment terms and interest rates, if applicable
- The amount of any refunds or reallocations made from the fund

City staff, in coordination with Harris & Associates, has completed the AB1600 Annual

Report for Development Impact Fees for Fiscal Year 2024–2025 in compliance with these statutory requirements. The report summarizes financial activity and project expenditures for the following eight development impact fee programs:

1. Westside Industrial Specific Plan (WISP) Fee Program
2. Northwest Turlock Specific Plan (NWTSP) Fee Program
3. Northeast Turlock Master Plan (NETMP) Fee Program
4. East Tuolumne Master Plan (ETMP) Fee Program
5. North Turlock Master Plan (NTMP) Fee Program
6. Master Storm (Storm) Fee Program
7. Sewer Trunk Capacity (Sewer) Fee Program
8. Capital Facilities Fee (CFF) Program

In accordance with Government Code Section 66006(b), the report was made available to the public at least 15 days prior to this meeting for review and comment.

3. FISCAL IMPACT / BUDGET AMENDMENT:

The preparation of the AB1600 Annual Development Impact Fees Report has no direct fiscal impact on the General Fund. The report documents the collection and use of restricted impact fee revenues consistent with the Mitigation Fee Act.

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378 (Project) of the CEQA guidelines, consisting of “organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment”.

5. ATTACHMENTS:

1. AB1600 Annual Report_FY 2024-25 Final

AB1600 Annual Report for Development Impact Fees

City of Turlock



For the Fiscal Year Ending June 30, 2025

Prepared by:

Harris & Associates.

1400 Willow Pass Road, Suite 500 | Concord, CA | 94520

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Executive Summary

Development Impact Fees (DIFs) are fees imposed by a local government on new or proposed development projects to ensure public services and infrastructure will be sufficient to serve those new development projects. California state law requires local agencies, on an annual basis, to prepare a report on the status of their DIF program in accordance with California Assembly Bill 1600 (AB1600). This report will serve as the City of Turlock's AB1600 report for the Fiscal Year (FY) starting July 1, 2024, and ending June 30, 2025 (FY 24-25).

The City of Turlock (City) has five (5) fee programs that are for specific or master plan areas: The Westside Industrial Specific Plan (WISP) Fee Program, Northwest Triangle Specific Plan (NWTSP) Fee Program, Northeast Turlock Master Plan (NETMP) Fee Program, North Turlock Master Plan (NTMP) Fee Program, and East Tuolumne Master Plan (ETMP) Fee Program. The Master Storm (Storm) Fee Program, Sewer Trunk Capacity (Sewer) Fee Program, and Capital Facilities Fee (CFF) Program are citywide fee programs. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Each fee program was established or updated through a Development Impact Fee Nexus Study, as required by the Mitigation Fee Act (AB1600). The most recent Nexus Studies for each of the fee programs are described below:

- Westside Industrial Specific Plan (WISP) Area DIF Nexus Study – 2013
- Northwest Triangle Specific Plan (NWTSP) Fee Program DIF Nexus Study - 2013
- Northeast Turlock Master Plan (NETMP) Fee Program - 2004
- North Turlock Master Plan (NTMP) Fee Program - 2001
- East Tuolumne Master Plan (ETMP) Fee Program - 2019
- The Master Storm (Storm) Fee Program - 2015
- Sewer Trunk Capacity (Sewer) Fee Program - 2015
- Capital Facilities Fee (CFF) Program - 2013

The City currently collects the DIFs in the individual fee programs listed in the table below. Individual fee funds are described in further detail in **Section 2** of this report. Fees are charged according to the structure of the individual fee program. Fees for residential land uses are generally collected on a per Dwelling Unit (DU) basis, and fees collected on all non-residential land uses are collected on a per Building Square Foot (SF) or per Gross Developable Acre (AC) basis.

Fee Name	Fund Number
Westside Industrial Specific Plan (WISP) Fee Program	
Sanitary Sewer Fee	308-456
Water Fee	308-458
Administration Fee	308-460
Northwest Triangle Specific Plan (NWTSP) Fee Program	
Sanitary Sewer Fee	230-456
Water Fee	230-458
Administration Fee	230-460
Northeast Turlock Master Plan (NETMP) Fee Program	
Sanitary Sewer Fee	307-456
Storm Drain Fee	307-457
Transportation Fee	307-455
Water Fee	307-458
Administration Fee	307-460
North Turlock Master Plan (NTMP) Fee Program	
Sanitary Sewer Fee	306-456
Storm Drain Fee	306-457
Transportation Fee	306-455
Administration Fee	306-460
East Tuolumne Master Plan (ETMP) Fee Program	
Transportation Fee	309-455
Sanitary Sewer Fee	309-456
Water Fee	309-458
Administration Fee	309-460
Master Storm (Storm) Fee Program	411-536
Sewer Trunk Capacity (Sewer) Fee Program	414-536
Capital Facilities Fee (CFF) Program	
Roadways Fee	305-440
Police Fee	305-441
General Government Fee	305-442
Fire Fee	305-443
Administration Fee	305-460

Section 1 – Requirements of the Mitigation Fee Act (AB1600)

Assembly Bill 1600 (AB1600), commonly known as the Mitigation Fee Act, was enacted by the State of California in 1987 and created Section 66000 et. seq. of the Government Code. AB1600 requires the City to report fee information annually and every fifth year. Within 180 days after the last day of each fiscal year, the City must make available the following information from the prior fiscal year:

1. Brief description of the type of fee in the account or fund
2. Amount of the fee
3. Beginning and ending balance in the account or fund
4. Amount of fees collected and the interest earned during the previous year
5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees
6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete
7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each loan will be repaid and the rate of interest the account will receive on the loan
8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects

On October 11, 2023, California Governor Gavin Newsom signed into law AB516 which amended certain portions of the Mitigation Fee Act related to the annual and five-year reporting requirements. Under AB516, Requirements 6 and 8 have been expanded to include:

6a. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted

6b. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable

8a. For any refunds made, the number of persons or entities identified to receive those refunds

For the fifth fiscal year following the first deposit into the account or fund, and every five years thereafter, the City must make the following findings with respect to any remaining funds in the fee account, regardless of whether those funds are committed or uncommitted:

1. Identification of the purpose to which the fees are to be put
2. Demonstrate a reasonable relationship between the fee and the purpose for which it is charged
3. Identification of all sources and amounts of funding anticipated to complete financing for incomplete improvements identified as part of the City's annual report
4. Identification of the approximate dates on which the funding referred to in Requirement 3 is expected to be deposited into the appropriate account or fund

The City must make this information available for public review and present it at a regularly scheduled public meeting no less than 15 days after the information is made available to the public, in accordance with Government Code Section 66006(b)(2). The City previously completed its five-year report for FY 18-19 through FY 23-24, thereby satisfying the five-year reporting requirements under Government Code Section 66001(d). As such, this report fulfills only the annual reporting requirements for FY 24-25 and does not include the five-year findings.

Section 2 – Annual Report

The following section provides information necessary to meet the legal requirements for each impact fee fund. This includes a brief description of the fee, the amount of the fee, the beginning and ending balances, fee revenues collected, interest earned, and the expenditures on each project including the percentage that was funded with fees. It also includes a table summary of whether sufficient funds have been identified to complete future projects and the approximate date by which the construction of the public improvement will commence if sufficient funds have been identified. Any transfers or loans are also identified as well as any refunds from the account. Project budgets for the projects described in this report have been escalated from 2024 to 2025 dollars using the 20 Cities ENR CCI Index.

Westside Industrial Specific Plan (WISP)

The WISP Area contains land that is currently zoned for commercial, office, and industrial uses. The program was established to collect DIFs to fund new development and projects for infrastructure needed to serve the WISP Area. The originally adopted WISP fees included components for storm drainage, water, sanitary sewer, recycled water, and transportation. In 2013, a Westside Industrial Specific Plan Nexus Study Update was conducted; the transportation and storm drainage components were removed, and the recycled water component was combined with the water component. The projects and existing funds for these components were moved to the matching Citywide fee programs.

The WISP Fee Program includes the following components:

- **Sanitary Sewer**
- **Water**
- **Administration**

The following sections will include the information necessary to meet the legal requirements for each individual impact fee fund included in the WISP fee program.

Fund 308-456: Sanitary Sewer Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The Sanitary Sewer fee is collected to fund sewer system infrastructure including sewer lines, pump stations, and sewer lift stations in the WISP program area.



Requirement 2. Amount of the fee.

The WISP Sanitary Sewer Fee for FY 24-25 is summarized in **Table 1** below. The WISP Sanitary Sewer Fee is not charged on residential land uses. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 1: WISP Sanitary Sewer Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	n/a
Medium Density Residential *(per DU)*	n/a
High Density Residential *(per DU)*	n/a
Non-Residential	
Commercial *(per Developable Acre)*	$2,912.35
Office *(per Developable Acre)*	$2,912.35
Industrial *(per Developable Acre)*	$8,209.01

Requirement 3. Beginning and ending balance in the account or fund.

Table 2 summarizes the beginning and ending fund balances for the WISP Sanitary Sewer Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 2 summarizes the fees collected and the interest earned for the WISP Sanitary Sewer Fee during FY 24-25.

Table 2: WISP Sanitary Sewer Fee Fund Summary

Fund 308-456	
Sanitary Sewer Fee	
Beginning Fund Balance as of July 1, 2024[1]	**$604,786.00**
Revenues	
Fees Collected	$18,694.71
Interest Earned[2]	$25,900.00
Total Revenues	**$44,594.71**
Expenses	
Project Expenses	$0.00
Other Expenditures	
City Engineering Services	$0.00
Admin - Fee Reporting	$0.00
Total Expenses	**$0.00**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$649,380.71**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted interest amounts are shown.*

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 3 summarizes the expenditures this past year on WISP Sanitary Sewer projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 3 summarizes the planned future expenditures for the WISP Sanitary Sewer Fee and the anticipated construction start date for each project.

Table 3: WISP Sanitary Sewer Fee Projects

Project No.	Project Name	Project Budget	Fund Budget	Expenditures to Date	FY24-25 Actual Expenditures	Future Expenditures	% Funded by Fee	Approx. Construction Start Date[1]	Approx. Construction Start Date (Revised for FY24-25)[1]	Reason for Revised Start Date (if applicable)[1]
5	15" Gravity in Clinton from W. Main 2100' to North	$ 507,612.76	$ 507,612.76	$ -	$ -	$ 507,612.76	100.0%	FY 29-30	n/a	n/a
13	10" Gravity in Washington from W. Main 1400' to South	$ 260,315.79	$ 260,315.79	$ -	$ -	$ 260,315.79	100.0%	FY 29-30	n/a	n/a
19	12" Gravity in Washington from Linwood 2800' to North	$ 572,692.23	$ 572,692.23	$ -	$ -	$ 572,692.23	100.0%	FY 29-30	n/a	n/a
20	12" Force Main in Washington from Linwood to W. Main	$ 1,004,070.42	$ 1,004,070.42	$ -	$ -	$ 1,004,070.42	100.0%	FY 29-30	n/a	n/a
21	12" Gravity in Future Road from Linwood 2800' to North	$ 572,692.23	$ 572,692.23	$ -	$ -	$ 572,692.23	100.0%	FY 34-35	n/a	n/a
22	10" Gravity in Tegner from Linwood 732' to North	$ 185,938.66	$ 185,938.66	$ -	$ -	$ 185,938.66	100.0%	FY 34-35	n/a	n/a
23	10" Gravity in Kilroy from Linwood 1700' to North	$ 316,094.46	$ 316,094.46	$ -	$ -	$ 316,094.46	100.0%	FY 34-35	n/a	n/a
24	15" Gravity in Linwood from Washington 2600' East	$ 628,473.00	$ 628,473.00	$ -	$ -	$ 628,473.00	100.0%	FY 34-35	n/a	n/a
P5	Proposed Pump Station at Washington and Linwood	$ 540,679.02	$ 540,679.02	$ -	$ -	$ 540,679.02	100.0%	FY 29-30	n/a	n/a
	TOTAL PROJECT EXPENSES	$ 4,588,568.57	$ 4,588,568.57	$ -	$ -	$ 4,588,568.57				
	GRAND TOTAL	**$ 4,588,568.57**	**$ 4,588,568.57**	**$ -**	**$ -**	**$ 4,588,568.57**				

[1] *The City may condition developers to construct these improvements as part of development projects.*

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

Fund 308-458: Water Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The WISP Water fee is collected to fund water system infrastructure, which may include water lines and water wells in the WISP program area.



Requirement 2. Amount of the fee.

The WISP Water Fee for FY 24-25 is summarized in **Table 4** below. The WISP Water Fee is not charged on residential land uses. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 4: WISP Water Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	n/a
Medium Density Residential *(per DU)*	n/a
High Density Residential *(per DU)*	n/a
Non-Residential	
Commercial *(per Developable Acre)*	$1,162.57
Office *(per Developable Acre)*	$1,162.57
Industrial *(per Developable Acre)*	$5,113.25

Requirement 3. Beginning and ending balance in the account or fund.

Table 5 summarizes the beginning and ending fund balances for the WISP Water Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 5 summarizes the fees collected and the interest earned for the WISP Water Fee during FY 24-25.

Table 5: WISP Water Fee Fund Summary

Fund 308-458	
Water Fee	
Beginning Fund Balance as of July 1, 2024[1]	**$851,011.00**
Revenues	
Fees Collected	$38,279.29
Interest Earned[2]	$35,120.00
Total Revenues	**$73,399.29**
Expenses	
Project Expenses	$0.00
Other Expenditures	
City Engineering Services	$0.00
Admin - Fee Reporting	$0.00
Total Expenses	**$0.00**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$924,410.29**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted interest amounts are shown.*

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 6 summarizes the expenditures this past year on WISP Water projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 6 summarizes the planned future expenditures for the WISP Water Fee and the anticipated construction start date for each project.

Table 6: WISP Water Fee Projects

Project No.	Project Name	Project Budget	Fund Budget	Expenditures to Date	FY24-25 Actual Expenditures	Future Expenditures	% Funded by Fee	Approx. Construction Start Date[1]	Approx. Construction Start Date (Revised for FY24-25)[1]	Reason for Revised Start Date (if applicable)[1]
8	12" Water Line in Canal from Washington 2600' East	$ 324,255.08	$ 324,255.08	$ -	$ -	$ 324,255.08	100.0%	Complete	n/a	n/a
9	12" Water Line in Canal from Fransil to Diane	$ 483,440.93	$ 483,440.93	$ -	$ -	$ 483,440.93	100.0%	FY 34-35	n/a	n/a
10	12" Water Line in Canal from Diane to Walnut	$ 241,720.46	$ 241,720.46	$ -	$ -	$ 241,720.46	100.0%	FY 34-35	n/a	n/a
15	12" Water Line in Washington from W. Main to Ruble	$ 502,036.26	$ 502,036.26	$ -	$ -	$ 502,036.26	100.0%	FY 34-35	n/a	n/a
17	12" Water Line in Ruble from Washington to Tegner	$ 422,236.18	$ 422,236.18	$ -	$ -	$ 422,236.18	100.0%	FY 29-30	n/a	n/a
19	12" Water Line in Washington from Ruble to Linwood	$ 502,036.26	$ 502,036.26	$ -	$ -	$ 502,036.26	100.0%	FY 29-30	n/a	n/a
21	12" Water Line in Tegner from Linwood 1300' North	$ 502,036.26	$ 502,036.26	$ -	$ -	$ 502,036.26	100.0%	FY 34-35	n/a	n/a
22	12" Water Line in Kilroy from Linwood 1732' North	$ 322,046.01	$ 322,046.01	$ -	$ -	$ 322,046.01	100.0%	FY 34-35	n/a	n/a
23	12" Water Line in Linwood from Washington to Tegner	$ 1,004,070.42	$ 1,004,070.42	$ -	$ -	$ 1,004,070.42	100.0%	FY 34-35	n/a	n/a
25	12" Water Line in Linwood from Tegner to Kilroy	$ 502,036.26	$ 502,036.26	$ -	$ -	$ 502,036.26	100.0%	FY 34-35	n/a	n/a
26	12" Water Line in Linwood from Kilroy to Walnut	$ 502,036.26	$ 502,036.26	$ -	$ -	$ 502,036.26	100.0%	FY 34-35	n/a	n/a
W5	New Potable Well near Linwood and Washington	$ 1,697,866.30	$ 1,697,866.30	$ -	$ -	$ 1,697,866.30	100.0%	FY 34-35	n/a	n/a
	TOTAL PROJECT EXPENSES	$ 7,005,816.68	$ 7,005,816.68	$ -	$ -	$ 7,005,816.68				
	GRAND TOTAL	**$ 7,005,816.68**	**$ 7,005,816.68**	**$ -**	**$ -**	**$ 7,005,816.68**				

[1] *The City may condition developers to construct these improvements as part of development projects.*

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

Fund 308-460: Administration Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The WISP Administration Fee is used to cover the cost of City Staff time and effort for administration of the Development Impact Fee programs. The WISP Administration Fee amounts to three percent (3%) of each WISP fee and covers legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analysis costs.

Requirement 2. Amount of the fee.

The WISP Administration Fee for FY 24-25 is summarized in **Table 7** below. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 7: WISP Administration Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	n/a
Medium Density Residential *(per DU)*	n/a
High Density Residential *(per DU)*	n/a
Non-Residential	
Commercial *(per Developable Acre)*	$122.77
Office *(per Developable Acre)*	$122.77
Industrial *(per Developable Acre)*	$399.36

Requirement 3. Beginning and ending balance in the account or fund.

Table 8 summarizes the beginning and ending fund balances for the WISP Administration Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 8 summarizes the fees collected and the interest earned for the WISP Administration Fee during FY 24-25. The fund balance for the administration fee is negative due to initial assumptions that the fee program would involve more extensive project coordination and developer outreach based on the larger number of projects originally anticipated and City time allocated to the project accordingly.

Table 8: WISP Administration Fee Fund Summary

Fund 308-460	
Administration Fee	
Beginning Fund Balance as of July 1, 2024	**($224,810.00)**
Revenues	
Fees Collected	$1,709.23
Interest Earned	$0.00
Total Revenues	**$1,709.23**
Expenses	
Project Expenses	$0.00
Other Expenditures	
City Engineering Services	$0.00
Admin - Fee Reporting	($1,221.87)
Total Expenses	**($1,221.87)**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**($224,322.64)**

Source: City of Turlock Financial Documents

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Administration fees cover the cost of legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated AB1600 annual and

five-year public reporting, and fee justification analysis for the WISP fee program and are not tied to specific projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Administration fees cover the cost of legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated AB1600 annual and five-year public reporting, and fee justification analysis for the WISP fee program and are not tied to specific projects.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

WISP Fee Program Fund Summary

Description	Sanitary Sewer	Water	Administration	In-Lieu Agreements[2]	Total
Fund No.	**308-456**	**308-458**	**308-460**	**308-465**	
Starting Balance[1]					
As of July 1, 2024	$604,786.00	$851,011.00	($224,810.00)	$1,309,074.00	$2,540,061.00
REVENUES					
Fees Collected	$18,694.71	$38,279.29	$1,709.23	$0.00	$58,683.23
Interest Earned[3]	$25,900.00	$35,120.00	$0.00	$0.00	$61,020.00
Total Revenues	**$44,594.71**	**$73,399.29**	**$1,709.23**	**$0.00**	**$119,703.23**
EXPENSES					
Project Expenditures	$0.00	$0.00	$0.00	$0.00	$0.00
Other Expenditures					
City Engineering Services	$0.00	$0.00	$0.00	$0.00	$0.00
Admin - Fee Reporting[4]	$0.00	$0.00	($1,221.87)	$0.00	($1,221.87)
Total Expenditures	**$0.00**	**$0.00**	**($1,221.87)**	**$0.00**	**($1,221.87)**
Transfers In	$0.00	$0.00	$0.00	$0.00	$0.00
Transfers Out	$0.00	$0.00	$0.00	$0.00	$0.00
Net Transfers	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Ending Balance					
As of June 30, 2025	**$649,380.71**	**$924,410.29**	**($224,322.64)**	**$1,309,074.00**	**$2,658,542.36**

Source: City of Turlock Financial Documents

[1] Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.

[2] The WISP Fee Program previously collected revenue from an In-Lieu Agreement for improvements at Tegner Road.

[3] Year-end interest allocations for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted interest amounts are shown.

[4] Administration Costs include City Engineering Services and Reporting.

Northwest Triangle Specific Plan (NWTSP)

The NWTSP Area contains land that is currently zoned for residential and commercial uses. The program was established to collect DIFs to fund new development and projects for infrastructure needed to serve the NWTSP Area. The originally adopted NWTSP fees included components for storm drainage, sanitary sewer, and transportation. In 2013, a Northwest Triangle Specific Plan Nexus Study Update was conducted; the transportation and storm drainage components were removed, and the water component of the fee was added. The projects and existing funds for the removed components were moved to the matching Citywide fee programs.

The NWTSP Fee Program includes the following components:

- **Sanitary Sewer**
- **Water**
- **Administration**

The following sections will include the information necessary to meet the legal requirements for each individual impact fee fund included in the NWTSP fee program.

Fund 230-456: Sanitary Sewer Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The NWTSP Sanitary Sewer Fee is collected to fund sewer system infrastructure including sewer lines, pump stations, and sewer lift stations in the NWTSP program area.



Requirement 2. Amount of the fee.

The NWTSP Sanitary Sewer Fee for FY 24-25 is summarized in **Table 9** below. The NWTSP Sanitary Sewer Fee is not charged on office or industrial land uses. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 9: NWTSP Sanitary Sewer Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	$34.02
Medium Density Residential *(per DU)*	$23.67
High Density Residential *(per DU)*	$23.67
Non-Residential	
Commercial *(per Developable Acre)*	$109.45
Office *(per Developable Acre)*	n/a
Industrial *(per Developable Acre)*	n/a

Requirement 3. Beginning and ending balance in the account or fund.

Table 10 summarizes the beginning and ending fund balances for the NWTSP Sanitary Sewer Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 10 summarizes the fees collected and the interest earned for the NWTSP Sanitary Sewer Fee during FY 24-25.

Table 10: NWTSP Sanitary Sewer Fee Fund Summary

Fund 230-456	
Sanitary Sewer Fee	
Beginning Fund Balance as of July 1, 2024[1]	**$24,141.00**
Revenues	
Fees Collected	$160.76
Interest Earned[2]	$3,700.00
Total Revenues	**$3,860.76**
Expenses	
Project Expenses	$0.00
Other Expenditures	
Bank Charges	($100.00)
Admin - Fee Reporting	$0.00
Total Expenses	**($100.00)**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$27,901.76**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted interest amounts are shown.*

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 11 summarizes the expenditures this past year on NWTSP Sanitary Sewer projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 11 summarizes the planned future expenditures for the NWTSP Sanitary Sewer Fee and the anticipated construction start date for each project.

Table 11: NWTSP Sanitary Sewer Fee Projects

Project No.	Project Name	Project Budget	Fund Budget	Expenditures to Date	FY24-25 Actual Expenditures	Future Expenditures	% Funded by Fee	Approx. Construction Start Date[1]	Approx. Construction Start Date (Revised for FY24-25)[1]	Reason for Revised Start Date (if applicable)[1]
1	10" Sewer Line in Golden State Blvd from Tuolumne 1800' North	$ 334,689.79	$ 334,689.79	$ -	$ -	$ 334,689.79	100.0%	FY 34-35	n/a	n/a
2	12" Sewer Line in Golden State Blvd from Tuolumne 1800' South	$ 306,798.89	$ 306,798.89	$ -	$ -	$ 306,798.89	100.0%	FY 34-35	n/a	n/a
	TOTAL PROJECT EXPENSES	$ 641,488.68	$ 641,488.68	$ -	$ -	$ 641,488.68				
	Bank Charges				$ 100.00					
	GRAND TOTAL	**$ 641,488.68**	**$ 641,488.68**	**$ -**	**$ 100.00**	**$ 641,488.68**				

[1] *The City may condition developers to construct these improvements as part of development projects.*

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

Fund 230-458: Water Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The NWTSP Water Fee is collected to fund water system infrastructure, which may include water lines and water wells in the NWTSP program area.



Requirement 2. Amount of the fee.

The NWTSP Water Fee for FY 24-25 is summarized in **Table 12** below. The NWTSP Water Fee is not charged on office or industrial land uses. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 12: NWTSP Water Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	$1,511.64
Medium Density Residential *(per DU)*	$686.30
High Density Residential *(per DU)*	$992.48
Non-Residential	
Commercial *(per Developable Acre)*	$3,613.44
Office *(per Developable Acre)*	n/a
Industrial *(per Developable Acre)*	n/a

Requirement 3. Beginning and ending balance in the account or fund.

Table 13 summarizes the beginning and ending fund balances for the NWTSP Water Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 13 summarizes the fees collected and the interest earned for the NWTSP Water Fee during FY 24-25.

Table 13: NWTSP Water Fee Fund Summary

Fund 230-458	
Water Fee	
Beginning Fund Balance as of July 1, 2024[1]	**$309,540.00**
Revenues	
Fees Collected	$5,307.09
Interest Earned[2]	$5,300.00
Total Revenues	**$10,607.09**
Expenses	
Project Expenses	$0.00
Other Expenditures	
Bank Charges	$0.00
Admin - Fee Reporting	$0.00
Total Expenses	**$0.00**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$320,147.09**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted interest amounts are shown.*

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 14 summarizes the expenditures this past year on NWTSP Water projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 14 summarizes the planned future expenditures for the NWTSP Water Fee and the anticipated construction start date for each project.

Table 14: NWTSP Water Fee Projects

Project No.	Project Name	Project Budget	Fund Budget	Expenditures to Date	FY24-25 Actual Expenditures	Future Expenditures	% Funded by Fee	Approx. Construction Start Date[1]	Approx. Construction Start Date (Revised for FY24-25)[1]	Reason for Revised Start Date (if applicable)[1]
2	12" Water Line in Taylor Rd from Golden State to Tegner	$ 261,836.85	$ 261,836.85	$ -	$ -	$ 261,836.85	100.0%	FY 34-35	n/a	n/a
3	Bore 24" Casing under TID at Tegner	$ 56,196.93	$ 56,196.93	$ -	$ -	$ 56,196.93	100.0%	FY 34-35	n/a	n/a
5	Bore 24" Casing / Install 12" Line under SR99 at Tuolumne	$ 445,456.10	$ 445,456.10	$ -	$ -	$ 445,456.10	100.0%	FY 34-35	n/a	n/a
	TOTAL PROJECT EXPENSES	$ 763,489.88	$ 763,489.88	$ -	$ -	$ 763,489.88				
	GRAND TOTAL	**$ 763,489.88**	**$ 763,489.88**	**$ -**	**$ -**	**$ 763,489.88**				

[1] *The City may condition developers to construct these improvements as part of development projects.*

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

Fund 230-460: Administration Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The NWTSP Administration Fee is used to cover the cost of City Staff time and effort for administration of the NWTSP Development Impact Fee programs. The NWTSP Administration Fee amounts to three percent (3%) of each NWTSP fee and covers legal, accounting, administration support, revenue collection, revenue and cost accounting, AB1600 annual and five-year mandated public reporting, and fee justification analysis costs.

Requirement 2. Amount of the fee.

The NWTSP Administration Fee for FY 24-25 is summarized in **Table 15** below. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 15: NWTSP Administration Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	$45.85
Medium Density Residential *(per DU)*	$20.71
High Density Residential *(per DU)*	$31.05
Non-Residential	
Commercial *(per Developable Acre)*	$112.42
Office *(per Developable Acre)*	n/a
Industrial *(per Developable Acre)*	n/a

Requirement 3. Beginning and ending balance in the account or fund.

Table 16 summarizes the beginning and ending fund balances for the NWTSP Administration Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 16 summarizes the fees collected and the interest earned for the NWTSP Administration Fee during FY 24-25.

Table 16: NWTSP Administration Fee Fund Summary

Fund 230-460	
Administration Fee	
Beginning Fund Balance as of July 1, 2024	**$5,256.00**
Revenues	
Fees Collected	$164.04
Interest Earned	$0.00
Total Revenues	**$164.04**
Expenses	
Project Expenses	$0.00
Other Expenditures	
City Engineering Services	$0.00
Admin - Fee Reporting	($1,221.88)
Total Expenses	**($1,221.88)**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$4,198.16**

Source: City of Turlock Financial Documents

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

> Administration fees cover the cost of legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated AB1600 annual and five-year public reporting, and fee justification analysis for the NWTSP fee program and are not tied to specific projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

> Administration fees cover the cost of legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated AB1600 annual and five-year public reporting, and fee justification analysis for the NWTSP fee program and are not tied to specific projects.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

> There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects.

> There were no refunds made from this fund in FY 24-25.

NWTSP Fee Program Fund Summary

Description	Sanitary Sewer	Water	Administration	Total
Fund No.	**230-456**	**230-458**	**230-460**	
Starting Balance[1]				
As of July 1, 2024	$24,141.00	$309,540.00	$5,256.00	$338,937.00
REVENUES				
Fees Collected	$160.76	$5,307.09	$164.04	$5,631.89
Interest Earned[2]	$3,700.00	$5,300.00	$0.00	$9,000.00
Total Revenues	**$3,860.76**	**$10,607.09**	**$164.04**	**$14,631.89**
EXPENSES				
Project Expenditures	$0.00	$0.00	$0.00	$0.00
Other Expenditures				
Bank Charges[2]	($100.00)	$0.00	$0.00	($100.00)
Admin - Fee Reporting[3]	$0.00	$0.00	($1,221.88)	($1,221.88)
Total Expenditures	**($100.00)**	**$0.00**	**($1,221.88)**	**($1,321.88)**
Transfers In	$0.00	$0.00	$0.00	$0.00
Transfers Out	$0.00	$0.00	$0.00	$0.00
Net Transfers	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Ending Balance				
As of June 30, 2025	**$27,901.76**	**$320,147.09**	**$4,198.16**	**$352,247.01**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations and bank charges for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted amounts are shown.*

[3] *Administration Costs include Fee Reporting.*

Northeast Turlock Master Plan (NETMP)

The NETMP Area is currently zoned for residential uses. The program was established to collect DIFs to fund new development and projects for infrastructure needed to serve the NETMP Area. The NETMP fees were originally adopted in 2004, and the majority of the programmed projects and improvements have since been completed. The City updated the list of remaining improvements in 2018 and escalated the remaining costs using the 20 Cities ENR CCI index. The costs have been escalated annually since the preparation of the FY 22-23 Annual Report and were escalated again to 2025 dollars using the 20 Cities ENR CCI index for this report. A single fee is charged for this area that covers the components of the program fees; this fee has not been escalated since 2020.

The NETMP Fee Program includes the following components:

- **Sanitary Sewer**
- **Storm Drainage**
- **Transportation**
- **Water**
- **Administration**

The following sections will include the information necessary to meet the legal requirements for each individual impact fee fund included in the NETMP fee program.

Fund 307-456: Sanitary Sewer Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The NETMP Sanitary Sewer Fee is collected to fund sewer system infrastructure including sewer lines, pump stations, and sewer lift stations in the NETMP program area. All sewer facilities planned for the NETMP area have been completed.



Requirement 2. Amount of the fee.

The NETMP Sanitary Sewer Fee for FY 24-25 is summarized in **Table 17** below. The fee shown below is the total NETMP fee, which is not broken out by component. A single fee is charged for this area that covers the components of the program fees; this fee has not been escalated since 2020. The NETMP fee is not charged on non-residential land uses.

Table 17: NETMP Sanitary Sewer Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	$3,000.00
Medium Density Residential *(per DU)*	$3,000.00
High Density Residential *(per DU)*	$3,000.00
Non-Residential	
Commercial *(per Developable Acre)*	n/a
Office *(per Developable Acre)*	n/a
Industrial *(per Developable Acre)*	n/a

Requirement 3. Beginning and ending balance in the account or fund.

Table 18 summarizes the beginning and ending fund balances for the NETMP Sanitary Sewer Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 18 summarizes the fees collected and the interest earned for the NETMP Sanitary Sewer Fee during FY 24-25.

Table 18: NETMP Sanitary Sewer Fee Fund Summary

Fund 307-456	
Sanitary Sewer Fee	
Beginning Fund Balance as of July 1, 2024[1]	**$200,626.00**
Revenues	
Fees Collected	$0.00
Interest Earned[2]	$5,600.00
Total Revenues	**$5,600.00**
Expenses	
Project Expenses	$0.00
Other Expenditures	
Bank Charges	$0.00
City Engineering Services	$0.00
Admin - Fee Reporting	$0.00
Total Expenses	**$0.00**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$206,226.00**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted interest amounts are shown.*

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

There were no expenditures on NETMP Sanitary Sewer projects for FY 24-25.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

The City does not currently have any planned NETMP Sanitary Sewer projects. The City is no longer collecting the NETMP Sanitary Sewer Fee because the improvements identified in the adopted Nexus Study have been completed. As a result, there are no remaining incomplete improvements identified in the Nexus Study that require identification of an approximate construction start date pursuant to Government Code Section 66006(b)(1)(F).

In compliance with the Mitigation Fee Act (AB 1600) and AB 516 reporting requirements, the City will ensure that any remaining unexpended or uncommitted funds within the NETMP Sanitary Sewer account are accounted for in future fee updates, transferred to other eligible project funds or refunded, as applicable, consistent with Government Code Sections 66001(d) and 66006(b). The City will continue to evaluate sanitary sewer infrastructure needs as part of future Capital Improvement Program (CIP) updates, and any eligible new or expanded improvements identified in future CIPs may be considered for inclusion in an updated Nexus Study and corresponding impact fee program, if warranted. The City is currently reviewing the impact fee program for eligible NETMP Sanitary Sewer Fee improvements.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

Fund 307-457: Storm Drain Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The NETMP Storm Drain Fee is collected to fund new construction of storm drain lines to serve the NETMP program area.



Requirement 2. Amount of the fee.

The NETMP Storm Drain Fee for FY 24-25 is summarized in **Table 19** below. The fee shown below is the total NETMP fee, which is not broken out by component. A single fee is charged for this fee area that covers the components of the program fees; this fee has not been escalated since 2020. The NETMP fee is not charged on non-residential land uses.

Table 19: NETMP Storm Drain Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	$3,000.00
Medium Density Residential *(per DU)*	$3,000.00
High Density Residential *(per DU)*	$3,000.00
Non-Residential	
Commercial *(per Developable Acre)*	n/a
Office *(per Developable Acre)*	n/a
Industrial *(per Developable Acre)*	n/a

Requirement 3. Beginning and ending balance in the account or fund.

Table 20 summarizes the beginning and ending fund balances for the NETMP Storm Drain Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 20 summarizes the fees collected and the interest earned for the NETMP Storm Drain Fee during FY 24-25.

Table 20: NETMP Storm Drain Fee Fund Summary

Fund 307-457	
Storm Drainage Fee	
Beginning Fund Balance as of July 1, 2024[1]	**$1,351,929.00**
Revenues	
Fees Collected	$0.00
Interest Earned[2]	$37,700.00
Market Value Adjustment	$0.00
Total Revenues	**$37,700.00**
Expenses	
Project Expenses	$0.00
Other Expenditures	
Bank Charges	$0.00
City Engineering Services	$0.00
Admin - Fee Reporting	$0.00
Total Expenses	**$0.00**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$1,389,629.00**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted interest amounts are shown.*

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

There were no expenditures on NETMP Storm Drain projects for FY 24-25.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

The City does not currently have any planned NETMP Storm Drain projects. The City is no longer collecting the NETMP Storm Drain fee because the improvements identified in the adopted Nexus Study have been completed. As a result, there are no remaining incomplete improvements from the Nexus Study that require identification of an approximate construction start date pursuant to Government Code Section 66006(b)(1)(F).

In compliance with the Mitigation Fee Act (AB 1600) and AB 516 reporting requirements, the City will ensure that any remaining unexpended or uncommitted funds within the NETMP Storm Drain account are accounted for in future fee updates, transferred to other eligible project funds or refunded, as applicable, consistent with Government Code Sections 66001(d) and 66006(b). The City will continue to evaluate storm drainage infrastructure needs as part of future CIP updates, and any eligible new or expanded improvements identified in future CIPs may be considered for inclusion in an updated Nexus Study and corresponding impact fee program, if warranted. The City is currently reviewing the impact fee program for eligible NETMP Storm Drain Fee improvements.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

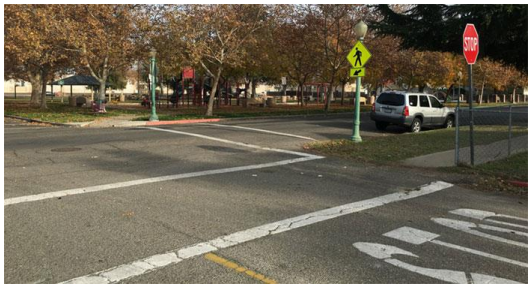
Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

Fund 307-455: Transportation Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The NETMP Transportation Fee is collected to fund new construction and improvements of existing street improvements, traffic signals, bikeways, and pedestrian paths in the NETMP program area.



Requirement 2. Amount of the fee.

The NETMP Transportation Fee for FY 24-25 is summarized in **Table 21** below. The fee shown below is the total NETMP fee, which is not broken out by component. A single fee is charged for this fee area that covers the components of the program fees; this fee has not been escalated since 2020. The NETMP fee is not charged on non-residential land uses.

Table 21: NETMP Transportation Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	$3,000.00
Medium Density Residential *(per DU)*	$3,000.00
High Density Residential *(per DU)*	$3,000.00
Non-Residential	
Commercial *(per Developable Acre)*	n/a
Office *(per Developable Acre)*	n/a
Industrial *(per Developable Acre)*	n/a

Requirement 3. Beginning and ending balance in the account or fund.

Table 22 summarizes the beginning and ending fund balances for the NETMP Transportation Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 22 summarizes the fees collected and the interest earned for the NETMP Transportation Fee during FY 24-25.

Table 22: NETMP Transportation Fee Fund Summary

Fund 307-455	
Transportation Fee	
Beginning Fund Balance as of July 1, 2024[1]	**$1,736,761.00**
Revenues	
Fees Collected	$33,000.00
Interest Earned[2]	$44,000.00
Market Value Adjustment	$0.00
Total Revenues	**$77,000.00**
Expenses	
Project Expenses	$0.00
Other Expenditures	
Bank Charges[1]	($500.00)
City Engineering Services	$0.00
Admin - Fee Reporting	$0.00
Total Expenses	**($500.00)**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$1,813,261.00**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted interest amounts are shown.*

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 23 summarizes the expenditures this past year on NETMP Transportation projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 23 summarizes the planned future expenditures for the NETMP Transportation Fee and the anticipated construction start date for each project.

Table 23: NETMP Transportation Fee Projects

Project No.	Project Name	Project Budget	Fund Budget	Expenditures to Date	FY24-25 Actual Expenditures	Future Expenditures	% Funded by Fee	Approx. Construction Start Date[1]	Approx. Construction Start Date (Revised for FY24-25)[1]	Reason for Revised Start Date (if applicable)[1]
1	Signal at Taylor Road/Berkeley Avenue	$ 877,908.43	$ 877,908.43	$ -	$ -	$ 877,908.43	100.0%	FY 34-35	n/a	n/a
14	Colorado Ave - North of Monte Vista Ave to Project Line	$ 93,755.97	$ 93,755.97	$ -	$ -	$ 93,755.97	100.0%	FY 26-27	FY 26-27	Project in design. Will start construction in FY 26-27.
	TOTAL PROJECT EXPENSES	$ 971,664.40	$ 971,664.40	$ -	$ -	$ 971,664.40				
	Bank Charges				$ 500.00					
	GRAND TOTAL	**$ 971,664.40**	**$ 971,664.40**	**$ -**	**$ 500.00**	**$ 971,664.40**				

[1] *The City may condition developers to construct these improvements as part of development projects.*

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

Fund 307-458: Water Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The NETMP Water Fee is collected to fund water system infrastructure, which may include water lines and water wells in the NETMP program area.



Requirement 2. Amount of the fee.

The NETMP Water Fee for FY 24-25 is summarized in **Table 24** below. The fee shown below is the total NETMP fee, which is not broken out by component. A single fee is charged for this fee area that covers the components of the program fees; this fee has not been escalated since 2020. The NETMP fee is not charged on non-residential land uses.

Table 24: NETMP Water Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	$3,000.00
Medium Density Residential *(per DU)*	$3,000.00
High Density Residential *(per DU)*	$3,000.00
Non-Residential	
Commercial *(per Developable Acre)*	n/a
Office *(per Developable Acre)*	n/a
Industrial *(per Developable Acre)*	n/a

Requirement 3. Beginning and ending balance in the account or fund.

Table 25 summarizes the beginning and ending fund balances for the NETMP Water Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 25 summarizes the fees collected and the interest earned for the NETMP Water Fee during FY 24-25.

Table 25: NETMP Water Fee Fund Summary

Fund 307-458	
Water Fee	
Beginning Fund Balance as of July 1, 2024[1]	**$571,616.00**
Revenues	
Fees Collected	$0.00
Interest Earned[2]	$15,900.00
Market Value Adjustment	$0.00
Total Revenues	**$15,900.00**
Expenses	
Project Expenses	$0.00
Other Expenditures	
Bank Charges	$0.00
City Engineering Services	$0.00
Admin - Fee Reporting	$0.00
Total Expenses	**$0.00**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$587,516.00**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted interest amounts are shown.*

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

There were no expenditures on NETMP Water projects for FY 24-25.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

The City does not currently have any planned NETMP Water projects. The City is no longer collecting the NETMP Water Fee because the improvements identified in the adopted Nexus Study have been completed. As a result, there are no remaining incomplete improvements identified in the Nexus Study that require identification of an approximate construction start date pursuant to Government Code Section 66006(b)(1)(F).

In compliance with the Mitigation Fee Act (AB 1600) and AB 516 reporting requirements, the City will ensure that any remaining unexpended or uncommitted funds within the NETMP Water account are accounted for in future fee updates, transferred to other eligible project funds or refunded, as applicable, consistent with Government Code Sections 66001(d) and 66006(b). The City will continue to evaluate water infrastructure needs as part of future CIP updates, and any eligible new or expanded improvements identified in future CIPs may be considered for inclusion in an updated Nexus Study and corresponding impact fee program, if warranted. The City is currently reviewing the impact fee program for eligible NETMP Water Fee improvements.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

Fund 307-460: Administration Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The NETMP Administration Fee is used to cover the cost of City Staff time and effort for administration of the Development Impact Fee programs. The NETMP Administration Fee amounts to three percent (3%) of each NETMP fee and covers legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated AB1600 annual and five-year public reporting, and fee justification analysis costs.

Requirement 2. Amount of the fee.

The NETMP Administration Fee for FY 24-25 is summarized in **Table 26** below. The fee shown below is the total NETMP fee, which is not broken out by component. A single fee is charged for this fee area that covers the components of the program fees; this fee has not been escalated since 2020. The NETMP fee is not charged on non-residential land uses.

Table 26: NETMP Administration Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	$3,000.00
Medium Density Residential *(per DU)*	$3,000.00
High Density Residential *(per DU)*	$3,000.00
Non-Residential	
Commercial *(per Developable Acre)*	n/a
Office *(per Developable Acre)*	n/a
Industrial *(per Developable Acre)*	n/a

Requirement 3. Beginning and ending balance in the account or fund.

Table 27 summarizes the beginning and ending fund balances for the NETMP Administration Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 27 summarizes the fees collected and the interest earned for the NETMP Administration Fee during FY 24-25.

Table 27: Administration Fee Fund Summary

Fund 307-460	
Administration Fee	
Beginning Fund Balance as of July 1, 2024	**$52,752.00**
Revenues	
Fees Collected	$0.00
Interest Earned	$0.00
Market Value Adjustment	$0.00
Total Revenues	**$0.00**
Expenses	
Project Expenses	$0.00
Other Expenditures	
Bank Charges	$0.00
City Engineering Services	($98.33)
Admin - Fee Reporting	($1,221.88)
Total Expenses	**($1,320.21)**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$51,431.79**

Source: City of Turlock Financial Documents

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

> Administration fees cover the cost of legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated AB1600 annual and five-year public reporting, and fee justification analysis for the NETMP fee program and are not tied to specific projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

> Administration fees cover the cost of legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated AB1600 annual and five-year public reporting, and fee justification analysis for the NETMP fee program and are not tied to specific projects.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

> There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects.

> There were no refunds made from this fund in FY 24-25.

NETMP Fee Program Fund Summary

Description	Sanitary Sewer	Storm Drainage	Transportation	Water	Administration	Total
Fund No.	**307-456**	**307-457**	**307-455**	**307-458**	**307-460**	
Starting Balance[1]						
As of July 1, 2024	$200,626.00	$1,351,929.00	$1,736,761.00	$571,616.00	$52,752.00	$3,913,684.00
REVENUES						
Fees Collected	$0.00	$0.00	$33,000.00	$0.00	$0.00	$33,000.00
Interest Earned[2]	$5,600.00	$37,700.00	$44,000.00	$15,900.00	$0.00	$103,200.00
Market Value Adjustment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total Revenues	**$5,600.00**	**$37,700.00**	**$77,000.00**	**$15,900.00**	**$0.00**	**$136,200.00**
EXPENSES						
Project Expenditures	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Expenditures						
Bank Charges[2]	$0.00	$0.00	($500.00)	$0.00	$0.00	($500.00)
City Engineering Services[3]	$0.00	$0.00	$0.00	$0.00	($98.33)	($98.33)
Admin - Fee Reporting[3]	$0.00	$0.00	$0.00	$0.00	($1,221.88)	($1,221.88)
Total Expenditures	**$0.00**	**$0.00**	**($500.00)**	**$0.00**	**($1,320.21)**	**($1,820.21)**
Transfers In	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Transfers Out	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Net Transfers	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Ending Balance						
As of June 30, 2025	**$206,226.00**	**$1,389,629.00**	**$1,813,261.00**	**$587,516.00**	**$51,431.79**	**$4,048,063.79**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations and bank charges for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted amounts are shown.*

[3] *Administration Costs include City Engineering Services and Reporting.*

North Turlock Master Plan (NTMP)

The NTMP Area contains land that is currently zoned for residential, office, and school uses. The program was established to collect DIFs to fund new development and projects for infrastructure needed to serve the NTMP Area. The NTMP fees were originally adopted in 2001, and the majority of the programmed projects and improvements have since been completed. The City updated the list of remaining improvements in 2018 and escalated the remaining costs using the 20 Cities ENR CCI index. The costs have been escalated annually since the preparation of the FY 22-23 Annual Report and were escalated again to 2025 dollars using the 20 Cities ENR CCI index for this report.

The NTMP Fee Program includes the following components:

- **Sanitary Sewer**
- **Water**
- **Administration**

The following sections will include the information necessary to meet the legal requirements for each individual impact fee fund included in the NTMP fee program.

Fund 306-456: Sanitary Sewer Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The NTMP Sanitary Sewer Fee is collected to fund sewer system infrastructure including sewer lines, pump stations, and sewer lift stations in the NTMP program area.

Requirement 2. Amount of the fee.

The NTMP Sanitary Sewer Fee for FY 24-25 is summarized in **Table 28** below. The NTMP Sanitary Sewer Fee is not charged on commercial or industrial land uses. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 28: NTMP Sanitary Sewer Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	$2,962.55
Medium Density Residential *(per DU)*	$2,962.55
High Density Residential *(per DU)*	$2,962.55
Non-Residential	
Commercial *(per Developable Acre)*	n/a
Office *(per Developable Acre)*	$16,887.24
Industrial *(per Developable Acre)*	n/a

Requirement 3. Beginning and ending balance in the account or fund.

Table 29 summarizes the beginning and ending fund balances for the NTMP Sanitary Sewer Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 29 summarizes the fees collected and the interest earned for the NTMP Sanitary Sewer Fee during FY 24-25.

Table 29: NTMP Sanitary Sewer Fee Fund Summary

Fund 306-456	
Sanitary Sewer Fee	
Beginning Fund Balance as of July 1, 2024[1]	**$892,542.00**
Revenues	
Fees Collected	$0.00
Interest Earned[2]	$24,200.00
Total Revenues	**$24,200.00**
Expenses	
Project Expenses	$0.00
Other Expenditures	
Bank Charges	$0.00
Total Expenses	**$0.00**
Transfers In	**$0.00**
Transfers Out	**($162,302.14)**
Ending Balance as of June 30, 2025	**$754,439.86**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted interest amounts are shown.*

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

There were no expenditures on NTMP Sanitary Sewer projects for FY 24-25.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

The City does not currently have any planned NTMP Sanitary Sewer projects. The City is no longer collecting the NTMP Sanitary Sewer Fee because the improvements identified in the adopted Nexus Study have been completed. As a result, there are no remaining incomplete improvements identified in the Nexus Study that require identification of an approximate construction start date pursuant to Government Code Section 66006(b)(1)(F).

In compliance with the Mitigation Fee Act (AB 1600) and AB 516 reporting requirements, the City will ensure that any remaining unexpended or uncommitted funds within the NTMP Sanitary Sewer account are accounted for in future fee updates, transferred to other eligible project funds or refunded, as applicable, consistent with Government Code Sections 66001(d) and 66006(b). The City will continue to evaluate sanitary sewer infrastructure needs as part of future CIP updates, and any eligible new or expanded improvements identified in future CIPs may be considered for inclusion in an updated Nexus Study and corresponding impact fee program, if warranted. The City is currently reviewing the impact fee program for eligible NTMP Sanitary Sewer Fee improvements.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

A refund of $162,302.14 was made to Turlock Unified School District from this fund in FY 24-25 for the reimbursement of construction costs for public improvements.

Fund 306-457: Storm Drain Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The NTMP Storm Drain Fee collected to fund new construction of storm drain lines to serve the NTMP program area.



Requirement 2. Amount of the fee.

The NTMP Storm Drain Fee for FY 24-25 is summarized in **Table 30** below. The NTMP Storm Drain Fee is not charged on commercial or industrial land uses. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 30: NTMP Storm Drain Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	$3,822.06
Medium Density Residential *(per DU)*	$2,407.10
High Density Residential *(per DU)*	$1,796.36
Non-Residential	
Commercial *(per Developable Acre)*	n/a
Office *(per Developable Acre)*	$39,433.62
Industrial *(per Developable Acre)*	n/a

Requirement 3. Beginning and ending balance in the account or fund.

Table 31 summarizes the beginning and ending fund balances for the NTMP Storm Drain Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 31 summarizes the fees collected and the interest earned for the NTMP Storm Drain Fee during FY 24-25.

Table 31: NTMP Storm Drain Fee Fund Summary

Fund 306-457	
Storm Drainage Fee	
Beginning Fund Balance as of July 1, 2024[1]	**$478,529.00**
Revenues	
Fees Collected	$0.00
Interest Earned[2]	$13,000.00
Total Revenues	**$13,000.00**
Expenses	
Project Expenses	$0.00
Other Expenditures	
Bank Charges	$0.00
Total Expenses	**$0.00**
Transfers In	**$0.00**
Transfers Out	**($22,655.78)**
Ending Balance as of June 30, 2025	**$468,873.22**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted interest amounts are shown.*

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

There were no expenditures on NTMP Storm Drain projects for FY 24-25.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

The City does not currently have any planned NTMP Storm Drain projects. The City is no longer collecting the NTMP Storm Drain fee because the improvements identified in the adopted Nexus Study have been completed. As a result, there are no remaining incomplete improvements from the Nexus Study that require identification of an approximate construction start date pursuant to Government Code Section 66006(b)(1)(F).

In compliance with the Mitigation Fee Act (AB 1600) and AB 516 reporting requirements, the City will ensure that any remaining unexpended or uncommitted funds within the NTMP Storm Drain account are accounted for in future fee updates, transferred to other eligible project funds or refunded, as applicable, consistent with Government Code Sections 66001(d) and 66006(b). The City will continue to evaluate storm drainage infrastructure needs as part of future CIP updates, and any eligible new or expanded improvements identified in future CIPs may be considered for inclusion in an updated Nexus Study and corresponding impact fee program, if warranted. The City is currently reviewing the impact fee program for eligible NTMP Storm Drain Fee improvements.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

A refund of $22,655.78 was made to Turlock Unified School District from this fund in FY 24-25 for the reimbursement of construction costs for public improvements.

Fund 306-455: Transportation Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The NTMP Transportation Fee is collected to fund new construction and improvements of existing street improvements, traffic signals, bikeways, and pedestrian paths in the NTMP program area.



Requirement 2. Amount of the fee.

The NTMP Transportation Fee for FY 24-25 is summarized in **Table 32** below. The NTMP Transportation Fee is not charged on commercial or industrial land uses. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 32: NTMP Transportation Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	$9,481.48
Medium Density Residential *(per DU)*	$9,481.48
High Density Residential *(per DU)*	$9,481.48
Non-Residential	
Commercial *(per Developable Acre)*	n/a
Office *(per Developable Acre)*	$200,046.40
Industrial *(per Developable Acre)*	n/a

Requirement 3. Beginning and ending balance in the account or fund.

Table 33 summarizes the beginning and ending fund balances for the NTMP Transportation Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 33 summarizes the fees collected and the interest earned for the NTMP Transportation Fee during FY 24-25.

Table 33: NTMP Transportation Fee Fund Summary

Fund 306-455	
Transportation Fee	
Beginning Fund Balance as of July 1, 2024[1]	**$941,833.00**
Revenues	
Fees Collected	$0.00
Interest Earned[2]	$25,600.00
Total Revenues	**$25,600.00**
Expenses	
Project Expenses	$0.00
Other Expenditures	
Bank Charges	($300.00)
Total Expenses	**($300.00)**
Transfers In	**$0.00**
Transfers Out	**($133,075.00)**
Ending Balance as of June 30, 2025	**$834,058.00**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted interest amounts are shown.*

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 34 summarizes the expenditures this past year on NTMP Transportation projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 34 summarizes the planned future expenditures for the NTMP Transportation Fee and the anticipated construction start date for each project.

Table 34: NTMP Transportation Fee Projects

Project No.	Project Name	Project Budget	Fund Budget	Expenditures to Date	FY24-25 Actual Expenditures	Future Expenditures	% Funded by Fee	Approx. Construction Start Date	Approx. Construction Start Date (Revised for FY24-25)[1]	Reason for Revised Start Date (if applicable)
CP 14-27	Intersection Improvements at W Taylor and N Walnut[1]	$ 1,514,854.72	$ 170,000.00	$ -	$ -	$ 170,000.00	11.2%	FY 27-28	On Hold	Working to determine Right of Way.
TBD	West Springer Drive Median Improvements	$ 515,000.00	$ 515,000.00	$ -	$ -	$ 515,000.00	100.0%	FY 26-27	n/a	n/a
	TOTAL PROJECT EXPENSES	$ 2,029,854.72	$ 685,000.00	$ -	$ -	$ 685,000.00				
	Bank Charges				$ 300.00					
	GRAND TOTAL	**$ 2,029,854.72**	**$ 685,000.00**	**$ -**	**$ 300.00**	**$ 685,000.00**				

[1] *$111,093.06 has been expended to date on this project out of federal CMAQ dollars. However, no impact fee revenue has been expended on the project prior to FY 24-25.*

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

A refund of $133,075.00 was made to Turlock Unified School District from this fund in FY 24-25 for the reimbursement of construction costs for public improvements.

Fund 306-460: Administration Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The NTMP Administration Fee is used to cover the cost of City Staff time and effort for administration of the Development Impact Fee programs. The NTMP Administration Fee amounts to three percent (3%) of each NTMP fee and covers legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analysis costs.

Requirement 2. Amount of the fee.

The NTMP Administration Fee for FY 24-25 is summarized in **Table 35** below. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 35: NTMP Administration Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	$487.98
Medium Density Residential *(per DU)*	$445.52
High Density Residential *(per DU)*	$427.21
Non-Residential	
Commercial *(per Developable Acre)*	n/a
Office *(per Developable Acre)*	$7,691.02
Industrial *(per Developable Acre)*	n/a

Requirement 3. Beginning and ending balance in the account or fund.

Table 36 summarizes the beginning and ending fund balances for the NTMP Administration Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 36 summarizes the fees collected and the interest earned for the NTMP Administration Fee during FY 24-25.

Table 36: Administration Fee Fund Summary

Fund 307-460	
Administration Fee	
Beginning Fund Balance as of July 1, 2024	**($5,046.98)**
Revenues	
Fees Collected	$0.00
Interest Earned	$0.00
Total Revenues	**$0.00**
Expenses	
Project Expenses	$0.00
Other Expenditures	
Bank Charges	$0.00
Total Expenses	**$0.00**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**($5,046.98)**

Source: City of Turlock Financial Documents

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Administration fees cover the cost of legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analysis for the NTMP fee program and are not tied to specific projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Administration fees cover the cost of legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analysis for the NTMP fee program and are not tied to specific projects.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects.

There were no refunds made from this fund in FY 24-25.

NTMP Fee Program Fund Summary

Description	Sanitary Sewer	Storm Drainage	Transportation	Administration	Total
Fund No.	**306-456**	**306-457**	**306-455**	**306-460**	
Starting Balance[1]					
As of July 1, 2024	$892,542.00	$478,529.00	$941,833.00	($5,046.98)	$2,307,857.02
REVENUES					
Fees Collected	$0.00	$0.00	$0.00	$0.00	$0.00
Interest Earned[2]	$24,200.00	$13,000.00	$25,600.00	$0.00	$62,800.00
Total Revenues	**$24,200.00**	**$13,000.00**	**$25,600.00**	**$0.00**	**$62,800.00**
EXPENSES					
Project Expenditures	$0.00	$0.00	$0.00	$0.00	$0.00
Other Expenditures					
Bank Charges[2]	$0.00	$0.00	($300.00)	$0.00	($300.00)
Total Expenditures	**$0.00**	**$0.00**	**($300.00)**	**$0.00**	**($300.00)**
Transfers In	$0.00	$0.00	$0.00	$0.00	$0.00
Transfers Out[3]	($162,302.14)	($22,655.78)	($133,075.00)	$0.00	($318,032.92)
Net Transfers	**($162,302.14)**	**($22,655.78)**	**($133,075.00)**	**$0.00**	**($318,032.92)**
Ending Balance					
As of June 30, 2025	**$754,439.86**	**$468,873.22**	**$834,058.00**	**($5,046.98)**	**$2,052,324.10**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations and bank charges for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted amounts are shown.*

[3] *Transfer out to reimburse Turlock Unified School District for the construction of public improvements.*

East Tuolumne Master Plan (ETMP)

The ETMP Area contains land that is currently zoned for residential uses. The program was established in 2006 with the ETMP Development Fee Nexus Study prepared by Economic & Planning Systems, Inc. (EPS) and originally included components for transportation, sanitary sewer, storm drainage, and water. The study has been updated twice: in 2015 and again in 2019. Between the 2015 and 2019 updates, the storm drainage component of the program was removed as the City and developers decided that the storm drainage facilities will be funded on a project-specific basis instead of with DIF collected through the ETMP program.

The City has entered into two Subdivision Improvement Agreements (SIA) with Fairbanks Ranch 1, LLC in December 2019 and KB Home North Bay, LLC in February 2021. Both developers agreed to build capital improvements in the ETMP program area. Fairbanks Ranch 1, LLC completed capital improvements for the Fairbanks Ranch Subdivision, and KB Home North Bay, LLC completed improvements for the Les Chateaux Subdivision. Costs shown in the following sections related to the respective SIA have been escalated or held constant in accordance with the terms of the individual SIA.

The ETMP Fee Program includes the following components:

- **Transportation**
- **Sanitary Sewer**
- **Water**
- **Administration**

The following sections will include the information necessary to meet the legal requirements for each individual impact fee fund included in the ETMP fee program.

Fund 309-455: Transportation Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The ETMP Transportation Fee is collected to fund new construction and improvements of existing street improvements, bikeways, and pedestrian paths in the ETMP program area.



Requirement 2. Amount of the fee.

The ETMP Transportation Fee for FY 24-25 is summarized in **Table 37** below. The ETMP Transportation Fee is not charged on non-residential land uses. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 37: ETMP Transportation Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	$13,796.90
Medium Density Residential *(per DU)*	$13,796.90
High Density Residential *(per DU)*	$9,637.45
Non-Residential	
Commercial *(per Developable Acre)*	n/a
Office *(per Developable Acre)*	n/a
Industrial *(per Developable Acre)*	n/a

Requirement 3. Beginning and ending balance in the account or fund.

Table 38 summarizes the beginning and ending fund balances for the ETMP Transportation Fee for FY 24-25. The City does not currently collect this fee yet and therefore no funds have been deposited in this account.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 38 summarizes the fees collected and the interest earned for the ETMP Transportation Fee during FY 24-25.

Table 38: ETMP Transportation Fee Fund Summary

Fund 309-455	
Transportation Fee	
Beginning Fund Balance as of July 1, 2024	**$0.00**
Revenues	
Fees Collected	$49,188.91
Interest Earned	$0.00
Total Revenues	**$49,188.91**
Expenses	
Project Expenses	$0.00
Other Expenditures	
City Engineering Services	$0.00
Admin - Fee Reporting	$0.00
Total Expenses	**$0.00**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$49,188.91**

Source: City of Turlock Financial Documents

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 39 summarizes the expenditures this past year on ETMP Transportation projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 39 summarizes the planned future expenditures for the ETMP Transportation Fee and the anticipated construction start date for each project.

Table 39: ETMP Transportation Fee Projects

Project No.	Project Name[1,2,3,4,5]	Project Budget	Fund Budget	Expenditures to Date	FY24-25 Actual Expenditures	Future Expenditures	% Funded by Fee	Approx. Construction Start Date[1]	Approx. Construction Start Date (Revised for FY24-25)[1]	Reason for Revised Start Date (if applicable)[1]
1	Quincy Road Improvements from Tuolumne to Monte Vista	$ 312,091.01	$ 312,091.01	$ -	$ -	$ 312,091.01	100.0%	FY 34-35	n/a	n/a
4	Waring Road Improvements from Tuolumne Rd to Wyndfair #3	$ 339,924.29	$ 339,924.29	$ -	$ -	$ 339,924.29	100.0%	FY 34-35	n/a	n/a
7	TID Electrical Undergrounding on Tuolumne Rd from WMP Line to Waring	$ 233,282.08	$ 233,282.08	$ -	$ -	$ 233,282.08	100.0%	FY 34-35	n/a	n/a
8	TID Electrical Undergrounding on Waring North of Tuolumne	$ 170,628.33	$ 170,628.33	$ -	$ -	$ 170,628.33	100.0%	FY 34-35	n/a	n/a
9	TID Electrical Undergrounding on Waring South of Tuolumne	$ 177,293.54	$ 177,293.54	$ -	$ -	$ 177,293.54	100.0%	FY 34-35	n/a	n/a
	TOTAL PROJECT EXPENSES	$ 1,233,219.25	$ 1,233,219.25	$ -	$ -	$ 1,233,219.25				
	GRAND TOTAL	**$ 1,233,219.25**	**$ 1,233,219.25**	**$ -**	**$ -**	**$ 1,233,219.25**				

[1] *The City may condition developers to construct these improvements as part of development projects.*

[2] *The City provided credits to KB Homes, LLC for inclusion of this improvement in the Les Chateaux Subdivision Improvement Agreement. The City will reimburse the developer for the construction of this improvement.*

[3] *The City provided credits to Fairbanks Ranch, LLC for inclusion of this improvement in the Fairbanks Ranch Subdivision Improvement Agreement. The City will reimburse the developer for the construction of this improvement.*

[4] *KB Homes, LLC and Fairbanks Ranch, LLC have already received building permit credits for ETMP Transportation, Water, and Sewer. The developers will be reimbursed an amount that reflects the credits that have already been issued by the City.*

[5] *The City is collecting ETMP fees from a new subdivision, Balisha Ranch, and will use these fee revenues to reimburse KB Homes, LLC and Fairbanks Ranch, LLC for the construction of ETMP improvements. Balisha Ranch will not construct ETMP improvements.*

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

Fund 309-456: Sanitary Sewer Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The ETMP Sanitary Sewer Fee is collected to fund sewer system infrastructure including sewer lines, pump stations, and sewer lift stations in the ETMP program area.



Requirement 2. Amount of the fee.

The ETMP Sanitary Sewer Fee for FY 24-25 is summarized in **Table 40** below. The ETMP Sanitary Sewer Fee is not charged on non-residential land uses. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 40: ETMP Sanitary Sewer Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	$4,221.59
Medium Density Residential *(per DU)*	$4,221.59
High Density Residential *(per DU)*	$2,801.14
Non-Residential	
Commercial *(per Developable Acre)*	n/a
Office *(per Developable Acre)*	n/a
Industrial *(per Developable Acre)*	n/a

Requirement 3. Beginning and ending balance in the account or fund.

Table 41 summarizes the beginning and ending fund balances for the ETMP Sanitary Sewer Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 41 summarizes the fees collected and the interest earned for the ETMP Sanitary Sewer Fee during FY 24-25.

Table 41: ETMP Sanitary Sewer Fee Fund Summary

Fund 309-456	
Sanitary Sewer Fee	
Beginning Fund Balance as of July 1, 2024	**$0.00**
Revenues	
Fees Collected	$21,170.55
Interest Earned	$0.00
Total Revenues	**$21,170.55**
Expenses	
Project Expenses	$0.00
Other Expenditures	
City Engineering Services	$0.00
Admin - Fee Reporting	$0.00
Total Expenses	**$0.00**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$21,170.55**

Source: City of Turlock Financial Documents

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

There were no expenditures on ETMP Sanitary Sewer projects for FY 24-25.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

The City does not currently have any planned ETMP Sanitary Sewer projects. The City is no longer collecting the ETMP Sanitary Sewer Fee because the improvements identified in the adopted Nexus Study have been completed. As a result, there are no remaining incomplete improvements identified in the Nexus Study that require identification of an approximate construction start date pursuant to Government Code Section 66006(b)(1)(F).

In compliance with the Mitigation Fee Act (AB 1600) and AB 516 reporting requirements, the City will ensure that any remaining unexpended or uncommitted funds within the ETMP Sanitary Sewer account are accounted for in future fee updates, transferred to other eligible project funds or refunded, as applicable, consistent with Government Code Sections 66001(d) and 66006(b). The City will continue to evaluate sanitary sewer infrastructure needs as part of future CIP updates, and any eligible new or expanded improvements identified in future CIPs may be considered for inclusion in an updated Nexus Study and corresponding impact fee program, if warranted. The City is currently reviewing the impact fee program for eligible ETMP Sanitary Sewer Fee improvements.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

Fund 309-458: Water Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The ETMP Water Fee is collected to fund water system infrastructure, which may include water lines and water wells in the ETMP program area.

Requirement 2. Amount of the fee.

The ETMP Water Fee for FY 24-25 is summarized in **Table 42** below. The ETMP Water Fee is not charged on non-residential land uses. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 42: ETMP Water Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	$3,826.40
Medium Density Residential *(per DU)*	$2,988.79
High Density Residential *(per DU)*	$1,047.63
Non-Residential	
Commercial *(per Developable Acre)*	n/a
Office *(per Developable Acre)*	n/a
Industrial *(per Developable Acre)*	n/a

Requirement 3. Beginning and ending balance in the account or fund.

Table 43 summarizes the beginning and ending fund balances for the ETMP Water Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 43 summarizes the fees collected and the interest earned for the ETMP Water Fee during FY 24-25.

Table 43: ETMP Water Fee Fund Summary

Fund 309-458	
Water Fee	
Beginning Fund Balance as of July 1, 2024	**$0.00**
Revenues	
Fees Collected	$39,188.84
Interest Earned	$0.00
Total Revenues	**$39,188.84**
Expenses	
Project Expenses	$0.00
Other Expenditures	
City Engineering Services	$0.00
Admin - Fee Reporting	$0.00
Total Expenses	**$0.00**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$39,188.84**

Source: City of Turlock Financial Documents

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 44 summarizes the expenditures this past year on ETMP Water projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 44 summarizes the planned future expenditures for the ETMP Water Fee and the anticipated construction start date for each project.

Table 44: ETMP Water Fee Projects

Project No.	Project Name[1,2,3,4,5]	Project Budget	Fund Budget	Expenditures to Date	FY24-25 Actual Expenditures	Future Expenditures	% Funded by Fee	Approx. Construction Start Date[1]	Approx. Construction Start Date (Revised for FY24-25)[1]	Reason for Revised Start Date (if applicable)[1]
1	Water Line in Monte Vista Ave (24")	$ 132,887.27	$ 132,887.27	$ -	$ -	$ 132,887.27	100.0%	FY 34-35	n/a	n/a
2	Water Line in Quincy Rd (16")	$ 404,910.24	$ 404,910.24	$ -	$ -	$ 404,910.24	100.0%	FY 34-35	n/a	n/a
	TOTAL PROJECT EXPENSES	$ 537,797.51	$ 537,797.51	$ -	$ -	$ 537,797.51				
	GRAND TOTAL	**$ 537,797.51**	**$ 537,797.51**	**$ -**	**$ -**	**$ 537,797.51**				

[1] *The City may condition developers to construct these improvements as part of development projects.*

[2] *The City provided credits to KB Homes, LLC for inclusion of this improvement in the Les Chateaux Subdivision Improvement Agreement. The City will reimburse the developer for the construction of this improvement.*

[3] *The City provided credits to Fairbanks Ranch, LLC for inclusion of this improvement in the Fairbanks Ranch Subdivision Improvement Agreement. The City will reimburse the developer for the construction of this improvement.*

[4] *KB Homes, LLC and Fairbanks Ranch, LLC have already received building permit credits for ETMP Transportation, Water, and Sewer. The developers will be reimbursed an amount that reflects the credits that have already been issued by the City.*

[5] *The City is collecting ETMP fees from a new subdivision, Balisha Ranch, and will use these fee revenues to reimburse KB Homes, LLC and Fairbanks Ranch, LLC for the construction of ETMP improvements. Balisha Ranch will not construct ETMP improvements.*

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

Fund 309-460: Administration Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The ETMP Administration Fee is used to cover the cost of City Staff time and effort for administration of the Development Impact Fee programs. The ETMP Administration Fee amounts to five percent (5%) of each ETMP fee and covers legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analysis costs.

Requirement 2. Amount of the fee.

The ETMP Administration Fee for FY 24-25 is summarized in **Table 45** below. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 45: ETMP Administration Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	$1,092.24
Medium Density Residential *(per DU)*	$901.30
High Density Residential *(per DU)*	$674.31
Non-Residential	
Commercial *(per Developable Acre)*	n/a
Office *(per Developable Acre)*	n/a
Industrial *(per Developable Acre)*	n/a

Requirement 3. Beginning and ending balance in the account or fund.

Table 46 summarizes the beginning and ending fund balances for the ETMP Administration Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 46 summarizes the fees collected and the interest earned for the ETMP Administration Fee during FY 24-25.

Table 46: Administration Fee Fund Summary

Fund 309-460	
Administration Fee	
Beginning Fund Balance as of July 1, 2024	**$8,916.89**
Revenues	
Fees Collected	$5,477.40
Interest Earned	$0.00
Total Revenues	**$5,477.40**
Expenses	
Project Expenses	$0.00
Other Expenditures	
City Engineering Services	$0.00
Admin - Fee Reporting	($1,221.89)
Master Plan Fee Update	
Total Expenses	**($1,221.89)**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$13,172.40**

Source: City of Turlock Financial Documents

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

> Administration fees cover the cost of legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analysis for the ETMP fee program and are not tied to specific projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

> Administration fees cover the cost of legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analysis for the ETMP fee program and are not tied to specific projects.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

> There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects.

> There were no refunds made from this fund in FY 24-25.

ETMP Fee Program Fund Summary

Description	Transportation	Sanitary Sewer	Water	Administration	Total
Fund No.	**309-455**	**309-456**	**309-458**	**309-460**	
Starting Balance[1]					
As of July 1, 2024	$0.00	$0.00	$0.00	$8,916.89	$8,916.89
REVENUES					
Fees Collected	$49,188.91	$21,170.55	$39,188.84	$5,477.40	$115,025.70
Interest Earned	$0.00	$0.00	$0.00	$0.00	$0.00
Master Plan Fee Update	$0.00	$0.00	$0.00	$27,674.54	$27,674.54
Total Revenues	**$49,188.91**	**$21,170.55**	**$39,188.84**	**$33,151.94**	**$142,700.24**
EXPENSES					
Project Expenditures	$0.00	$0.00	$0.00	$0.00	$0.00
Other Expenditures					
City Engineering Services	$0.00	$0.00	$0.00	$0.00	$0.00
Admin - Fee Reporting[2]	$0.00	$0.00	$0.00	($1,221.89)	($1,221.89)
Total Expenditures	**$0.00**	**$0.00**	**$0.00**	**($1,221.89)**	**($1,221.89)**
Transfers In	$0.00	$0.00	$0.00	$0.00	$0.00
Transfers Out	$0.00	$0.00	$0.00	$0.00	$0.00
Net Transfers	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Ending Balance					
As of June 30, 2025	**$49,188.91**	**$21,170.55**	**$39,188.84**	**$40,846.94**	**$150,395.24**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Administration Costs include Fee Reporting.*

Master Storm Fee (Storm)

The Master Storm Fee Program is a Citywide fee program that is collected to fund storm drainage facilities that serve new development in all areas of the City. As the City continues to grow and new development occurs, there will be an increased need for storm drainage facilities. The Master Storm Fee was most recently updated in 2015 in the Master Storm Drainage Development Impact Fee Nexus Study prepared by EPS.

The following sections will include the information necessary to meet the legal requirements for the Master Storm fee.

Fund 411-536: Master Storm Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The Master Storm Fee is collected to fund the construction of new storm drainage facilities and upgrades to existing facilities to correct future deficiencies. Storm drainage facilities may include master storm drains and master detention basins in all areas of the City.



Requirement 2. Amount of the fee.

The Master Storm Fee for FY 24-25 is summarized in **Table 47** below. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 47: Master Storm Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per Gross Developable Acre)*	$7,737.33
Medium Density Residential *(per Gross Developable Acre)*	$13,080.95
High Density Residential *(per Gross Developable Acre)*	$15,697.42
Non-Residential	
Commercial *(per Gross Developable Acre)*	$20,930.37
Office *(per Gross Developable Acre)*	$18,313.89
Industrial *(per Gross Developable Acre)*	$18,313.89

Requirement 3. Beginning and ending balance in the account or fund.

Table 48 summarizes the beginning and ending fund balances for the Master Storm Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 48 summarizes the fees collected and the interest earned for the Master Storm Fee during FY 24-25.

Table 48: Master Storm Fee Fund Summary

Fund 411-536	
Master Storm Drain Fee	
Beginning Fund Balance as of July 1, 2024[1]	**$5,809,471.00**
Revenues	
Fees Collected	$409,938.79
Interest Earned[2]	$142,900.00
Market Value Adjustment	$0.00
Total Revenues	**$552,838.79**
Expenses	
Project Expenses	($3,583.11)
Other Expenditures	
Depreciation Expense	$0.00
Bank Charges	$0.00
Admin - Fee Reporting	($1,221.87)
Total Expenses	**($4,804.98)**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$6,357,504.81**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted interest amounts are shown.*

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 49 summarizes the expenditures this past year on Master Storm projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 49 summarizes the planned future expenditures for the Master Storm Fee and the anticipated construction start date for each project.

Table 49: Master Storm Fee Projects

Project No.	Project Name[1]	Project Budget	Fund Budget	Expenditures to Date	FY24-25 Actual Expenditures	Future Expenditures	% Funded by Fee	Approx. Construction Start Date	Approx. Construction Start Date (Revised for FY24-25)	Reason for Revised Start Date (if applicable)
CP 24-024	Johnson Road Storm Drain Line Upsize	$ 834,162.09	$ 834,162.09	$ -	$ 3,583.11	$ 830,578.98	100.0%	FY 25-26	FY 26-27	Design has been delayed due to staff availability.
n/a	Existing Pipeline Improvements[2]	$ 1,472,462.71	$ 1,472,462.71	$ -	$ -	$ 1,472,462.71	100.0%	Various	n/a	n/a
n/a	Existing Pump Stations/Basins Improvements[2]	$ 3,382,257.26	$ 3,382,257.26	$ -	$ -	$ 3,382,257.26	100.0%	Various	n/a	n/a
n/a	Buildout Pipeline System Improvements[2]	$36,187,356.08	$ 36,187,356.08	$ -	$ -	$36,187,356.08	100.0%	Various	n/a	n/a
n/a	Buildout Pump Stations/Basins Improvements[2]	$19,621,440.45	$ 19,621,440.45	$ -	$ -	$19,621,440.45	100.0%	Various	n/a	n/a
	TOTAL PROJECT EXPENSES	$61,497,678.59	$ 61,497,678.59	$ -	$ 3,583.11	$61,494,095.48				
	GRAND TOTAL	**$ 61,497,678.59**	**$ 61,497,678.59**	**$ -**	**$ 3,583.11**	**$ 61,494,095.48**				

[1] *A complete list of Existing and Buildout projects in these categories is included in Appendix A.*

[2] *Each project category contains multiple future capital improvement projects. The City will separately identify the planned construction start date for each of these projects. Please refer to the City's 5-Year Capital Improvement Plan and the Master Storm Drainage Development Impact Fee Nexus Study for additional details on these projects.*

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

Sewer Trunk Capacity Fee (Sewer)

The Sewer Trunk Capacity Fee Program is a Citywide fee program that is collected to fund sanitary sewer facilities that serve new development in all areas of the City. As the City continues to grow and new development occurs, there will be an increased need for sanitary sewer facilities. The Sewer Trunk Capacity Fee was most recently updated in 2015 in the Sewer Trunk Capacity Development Impact Fee Nexus Study prepared by EPS.

The following sections will include the information necessary to meet the legal requirements for the Sewer Trunk Capacity fee.

Fund 414-536: Sewer Trunk Capacity Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The Sewer Trunk Capacity Fee is collected to fund the construction of new Citywide sanitary sewer trunk lines or the oversizing of existing regular sewer lines to be used as sewer trunk lines.



Requirement 2. Amount of the fee.

The Sewer Trunk Capacity Fee for FY 24-25 is summarized in **Table 50** below. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 50: Sewer Trunk Capacity Fee

Land Use	Fee as of July 1, 2024
Residential	
Low Density Residential *(per DU)*	$3,110.25
Medium Density Residential *(per DU)*	$2,461.81
High Density Residential *(per DU)*	$2,073.03
Non-Residential	
Commercial *(per 1,000 building SF)*	$259.66
Office *(per 1,000 building SF)*	$648.44
Industrial *(per 1,000 building SF)*	$1,684.25

Requirement 3. Beginning and ending balance in the account or fund.

Table 51 summarizes the beginning and ending fund balances for the Sewer Trunk Capacity Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 51 summarizes the fees collected and the interest earned for the Sewer Trunk Capacity Fee during FY 24-25.

Table 51: Sewer Trunk Capacity Fee Fund Summary

Fund 414-536	
Sewer Trunk Capacity Fee	
Beginning Fund Balance as of July 1, 2024[1]	**$2,074,298.00**
Revenues	
Fees Collected	$12,731.24
Interest Earned[2]	$76,000.00
Other Revenues	$0.00
Total Revenues	**$88,731.24**
Expenses	
Project Expenses	$273,736.62
Other Expenditures	
Depreciation Expense	$0.00
Bank Charges	$0.00
Admin - Fee Reporting	($1,221.87)
Total Expenses	**$272,514.75**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$2,435,543.99**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted interest amounts are shown.*

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 52 summarizes the expenditures this past year on Sewer Trunk Capacity projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 52 summarizes the planned future expenditures for the Sewer Trunk Capacity Fee and the anticipated construction start date for each project.

Table 52: Sewer Trunk Capacity Fee Projects

Project No.	Project Name[1]	Project Budget	Fund Budget	Expenditures to Date	FY24-25 Actual Expenditures	Future Expenditures	% Funded by Fee	Approx. Construction Start Date	Approx. Construction Start Date (Revised for FY24-25)	Reason for Revised Start Date (if applicable)
CP 24-025	Morgan Ranch Sewer Lift Station	$ 1,525,906.27	$ 1,525,906.27	$ 245.22	$ 10,137.57	$ 1,515,523.48	100.0%	FY 25-26	FY 26-27	Design has been delayed due to staff availability.
CP 23-040	Water Line Replacement for 2024 Roads Program Construction	$ 3,375,727.85	$ 3,375,727.85	$ -	$263,599.05	$ 3,112,128.80	100.0%	Ongoing	Completed	n/a
n/a	Existing Sewer System Improvements[2]	$ 54,911.26	$ 54,911.26	$ -	$ -	$ 54,911.26	100.0%	Various	n/a	n/a
n/a	Existing Projects to Remove Direct Connections to Sewer System[2]	$19,367,543.95	$ 19,367,543.95	$ -	$ -	$19,367,543.95	100.0%	Various	n/a	n/a
n/a	Buildout Sewer Pipeline System Improvements[2]	$ 8,827,999.48	$ 8,827,999.48	$ -	$ -	$ 8,827,999.48	100.0%	Various	n/a	n/a
n/a	Buildout Sewer Lift Stations[2]	$29,908,353.91	$ 29,908,353.91	$ -	$ -	$29,908,353.91	100.0%	Various	n/a	n/a
	TOTAL PROJECT EXPENSES	$63,060,442.72	$ 63,060,442.72	$ 245.22	$ 273,736.62	$62,786,460.88				
	GRAND TOTAL	**$ 63,060,442.72**	**$ 63,060,442.72**	**$ 245.22**	**$ 273,736.62**	**$ 62,786,460.88**				

[1] *A complete list of Existing and Buildout projects in these categories is included in Appendix A.*

[2] *Each project category contains multiple future capital improvement projects. The City will separately identify the planned construction start date for each of these projects. Please refer to the City's 5-Year Capital Improvement Plan and the Sewer Trunk Capacity Development Impact Fee Nexus Study for additional details on these projects.*

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

Capital Facilities Fees (CFF)

The CFF Program is a Citywide fee program used to fund new and upgraded facilities and infrastructure that is needed to serve new development in all areas of the City. The fees were most recently updated in the 2013 Capital Facilities Fee Nexus Study prepared by EPS.

A single fee is charged for this area that covers the components of the program fees. The CFF is charged according to the specific area of the City where each individual development project is located. The three area categories are Downtown/Pedestrian Priority Area, Master Plan Areas, and City Infill.

The CFF Fee Program includes the following components:

- **Roadways**
- **Police**
- **General Government**
- **Fire**
- **Administration**

The following sections will include the information necessary to meet the legal requirements for each individual impact fee fund included in the CFF fee program.

Fund 305-440: Roadways Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The CFF Roadways Fee is collected to fund new construction and expansion of existing roadways, freeway and railroad overcrossing, and interchanges. Other projects funded with this fee may include traffic intersection signalizations, studies, and multimodal facilities.



Requirement 2. Amount of the fee.

The CFF Roadways Fee for FY 24-25 is summarized in **Table 53** below. The CFF is charged according to the specific area of the City where each individual development project is located. The three area categories are Downtown/Pedestrian Priority Area, Master Plan Areas, and City Infill. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 53: CFF Roadways Fee

Land Use	Fee as of July 1, 2024		
	Downtown/PPA	Master Plan Areas	City Infill
Residential			
Single Family *(per DU)*	$ 15,233.22	$ 18,587.91	$ 16,615.01
Multi Family *(per DU)*	$ 10,961.40	$ 13,403.52	$ 11,925.75
Non-Residential			
Commercial *(per 1,000 building SF)*	$ 16,336.21	$ 19,678.71	$ 18,079.07
Office *(per 1,000 building SF)*	$ 8,595.44	$ 10,446.46	$ 9,430.30
Industrial *(per 1,000 building SF)*	$ 2,135.91	$ 2,603.62	$ 2,338.53

1) The Capital Facilities Fee includes Roadway, Police, General Government, and Fire components that are collected in one fee.

Requirement 3. Beginning and ending balance in the account or fund.

Table 54 summarizes the beginning and ending fund balances for the CFF Roadways Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 54 summarizes the fees collected and the interest earned for the CFF Roadways Fee during FY 24-25.

Table 54: CFF Roadways Fee Fund Summary

Fund 305-440	
Roadways Fee	
Beginning Fund Balance as of July 1, 2024[1]	**$8,060,832.00**
Revenues	
Fees Collected	$2,087,399.79
Interest Earned[2]	$265,700.00
Other Revenues	$0.00
Total Revenues	**$2,353,099.79**
Expenses	
Project Expenses	($51,483.16)
Other Expenditures	
Bank Charges	$0.00
City Engineering Services	$0.00
Admin - Fee Reporting	$0.00
Total Expenses	**($51,483.16)**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$10,362,448.63**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted interest amounts are shown.*

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 55 summarizes the expenditures this past year on CFF Roadways projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 55 summarizes the planned future expenditures for the CFF Roadways Fee and the anticipated construction start date for each project.

Table 55: CFF Roadways Fee Projects

Project No.	Project Name[1]	Project Budget	Fund Budget	Expenditures to Date	FY24-25 Actual Expenditures	Future Expenditures	% Funded by Fee	Approx. Construction Start Date	Approx. Construction Start Date (Revised for FY24-25)[1]	Reason for Revised Start Date (if applicable)
CP 0828	Fulkerth / SR99 Interchange[2]	$18,403,328.13	$ 12,919,221.55	$12,543,938.27	$ 9,530.86	$ 365,752.42	70.2%	FY 18-19	Complete	Construction Completed as of FY 20/21
CP 21-003	Fulkerth and Tegner Widening	$ 1,383,535.67	$ 1,383,535.67	$ 105,021.65	$ 29,664.77	$ 1,248,849.25	100.0%	FY 24-25	FY 26-27	Plan Changes and Revisions.
CP 14-79	Intersection Improvements at GSB / Golf / Berkeley	$ 2,081,578.60	$ 2,081,578.60	$ 32,409.46	$ 12,287.53	$ 2,036,881.61	100.0%	FY 24-25	Ongoing	Finalized agreements with United Pacific Railroad (UPRR) and scheduled UPRR to perform railroad track and signal work.
CP 14-44	Intersection Improvements at Main & Tegner	$ 2,869,555.45	$ 535,991.97	$ 355,938.45	$ -	$ 180,053.52	18.7%	FY 24-25	FY 26-27	City is working on Right of Way acquisition. May modify project design to better align with City's General Plan.
1	440' of 1840 Fulkerth RD Median Landscaping	$ 349,338.30	$ 349,338.30	$ 100,000.00	$ -	$ 249,338.30	100.0%	FY 34-35	n/a	n/a
30	Washington / W Main Intersection	$ 7,797,660.42	$ 1,717,809.28	$ 44,693.43	$ -	$ 1,673,115.85	22.0%	FY 34-35	n/a	n/a
	TOTAL PROJECT EXPENSES	$32,884,996.57	$ 18,987,475.37	$13,182,001.26	$ 51,483.16	$ 5,753,990.95				
	GRAND TOTAL	**$ 32,884,996.57**	**$ 18,987,475.37**	**$ 13,182,001.26**	**$ 51,483.16**	**$ 5,753,990.95**				

[1] *A complete list of roadway projects the City plans to fund with the CFF is included in Appendix B.*

[2] *Construction of this project has been completed. Current expenditures are related to closeout of this project.*

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

Fund 305-441: Police Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The CFF Police Fee is collected to fund new and expanded public safety facilities such as police headquarters, animal services facilities, and police training spaces. The fee can also be used to fund police vehicles and equipment.



Requirement 2. Amount of the fee.

The CFF Police Fee for FY 24-25 is summarized in **Table 56** below. The CFF is charged according to the specific area of the City where each individual development project is located. The three area categories are Downtown/Pedestrian Priority Area, Master Plan Areas, and City Infill. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 56: CFF Police Fee

Land Use	Fee as of July 1, 2024		
	Downtown/PPA	Master Plan Areas	City Infill
Residential			
Single Family *(per DU)*	$ 15,233.22	$ 18,587.91	$ 16,615.01
Multi Family *(per DU)*	$ 10,961.40	$ 13,403.52	$ 11,925.75
Non-Residential			
Commercial *(per 1,000 building SF)*	$ 16,336.21	$ 19,678.71	$ 18,079.07
Office *(per 1,000 building SF)*	$ 8,595.44	$ 10,446.46	$ 9,430.30
Industrial *(per 1,000 building SF)*	$ 2,135.91	$ 2,603.62	$ 2,338.53

1) The Capital Facilities Fee includes Roadway, Police, General Government, and Fire components that are collected in one fee.

Requirement 3. Beginning and ending balance in the account or fund.

Table 57 summarizes the beginning and ending fund balances for the CFF Police Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 57 summarizes the fees collected and the interest earned for the CFF Police Fee during FY 24-25.

Table 57: CFF Police Fee Fund Summary

Fund 305-441	
Police Facilities Fee	
Beginning Fund Balance as of July 1, 2024	**($176,720.00)**
Revenues	
Fees Collected	$103,244.33
Interest Earned	$0.00
Other Revenues	$0.00
Total Revenues	**$103,244.33**
Expenses	
Project Expenses	$0.00
Other Expenditures	
Bank Charges	$0.00
City Engineering Services	$0.00
Admin - Fee Reporting	$0.00
Total Expenses	**$0.00**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**($73,475.67)**

Source: City of Turlock Financial Documents

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

There were no expenditures on CFF Police projects for FY 24-25.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

The City does not currently have any planned CFF Police projects. The City is in the process of preparing an updated CIP that will identify additional planned projects for each Development Impact Fee category, including police facilities.

Consistent with the Mitigation Fee Act (Government Code Sections 66001(d) and 66006(b)) and recent amendments under AB516, the City will continue to evaluate its police facility needs through future CIP updates. Any new or expanded facilities identified will be incorporated into future updates to the Nexus Study and corresponding fee program, ensuring continued compliance with statutory requirements and equitable cost allocation.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

Fund 305-442: General Government Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The CFF General Government Fee is collected to fund the new construction new and expansion of existing City buildings, downtown parking facilities, and land acquisition for corporation yard expansions. The fee can also be used to fund the administration of General Plan updates.



Requirement 2. Amount of the fee.

The CFF General Government Fee for FY 24-25 is summarized in **Table 58** below. The CFF General Government Fee is not charged on non-residential land uses. The CFF is charged according to the specific area of the City where each individual development project is located. The three area categories are Downtown/Pedestrian Priority Area, Master Plan Areas, and City Infill. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 58: CFF General Government Fee

Land Use	Fee as of July 1, 2024		
	Downtown/PPA	Master Plan Areas	City Infill
Residential			
Single Family *(per DU)*	$ 15,233.22	$ 18,587.91	$ 16,615.01
Multi Family *(per DU)*	$ 10,961.40	$ 13,403.52	$ 11,925.75
Non-Residential			
Commercial *(per 1,000 building SF)*	$ 16,336.21	$ 19,678.71	$ 18,079.07
Office *(per 1,000 building SF)*	$ 8,595.44	$ 10,446.46	$ 9,430.30
Industrial *(per 1,000 building SF)*	$ 2,135.91	$ 2,603.62	$ 2,338.53

1) The Capital Facilities Fee includes Roadway, Police, General Government, and Fire components that are collected in one fee.

Requirement 3. Beginning and ending balance in the account or fund.

Table 59 summarizes the beginning and ending fund balances for the CFF General Government Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 59 summarizes the fees collected and the interest earned for the CFF General Government Fee during FY 24-25.

Table 59: CFF General Government Fee Fund Summary

Fund 305-442	
General Government Facilities Fee	
Beginning Fund Balance as of July 1, 2024[1]	**$5,423,749.00**
Revenues	
Fees Collected	$216,804.57
Interest Earned[2]	$67,600.00
Other Revenues	$0.00
Total Revenues	**$284,404.57**
Expenses	
Project Expenses	$0.00
Other Expenditures	
Bank Charges	$0.00
City Engineering Services	$0.00
Admin - Fee Reporting	$0.00
Total Expenses	**$0.00**
Transfers In[3]	**$15,800.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$5,723,953.57**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations and bank charges for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted amounts are shown.*

[3] *Transfer in from Fund #410 and #420 for Rent Collection and Billing.*

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

> **Table 60** summarizes the expenditures this past year on CFF General Government projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

> **Table 60** summarizes the planned future expenditures for the CFF General Government Fee and the anticipated construction start date for each project.

Table 60: CFF General Government Fee Projects

Project No.	Project Name	Project Budget	Fund Budget	Expenditures to Date	FY24-25 Actual Expenditures	Future Expenditures	% Funded by Fee	Approx. Construction Start Date	Approx. Construction Start Date (Revised for FY24-25)	Reason for Revised Start Date (if applicable)
25-055	General Plan Update[1]	TBD	$ 1,750,000.00	$ -	$ -	$ 1,750,000.00	TBD	FY 26-27	FY 26-27	General Plan to be adopted in 2030.
	TOTAL PROJECT EXPENSES	$ -	$ 1,750,000.00	$ -	$ -	$ 1,750,000.00				
	GRAND TOTAL	**$ -**	**$ 1,750,000.00**	**$ -**	**$ -**	**$ 1,750,000.00**				

[1] *The General Plan update will also be funded in part by the General Fund.*

Note: The City plans to use CFF General Government funds for a future City Hall Expansion project, identified as Project No. 13001 in the City's adopted 5-Year Capital Improvement Plan. The City is determining the cost and timing of the project.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

A total of $15,800.00 was transferred into this fund in FY 24-25 from Funds 410 and 420 for rent collection and billing.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

Fund 305-443: Fire Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The CFF Fire Fee is collected to fund the construction of new and expansion of existing fire facilities including a new fire training facility, fire stations, and fire training tower. The fee can also be used to fund acquisition of fire vehicles and equipment.



Requirement 2. Amount of the fee.

The CFF Fire Fee for FY 24-25 is summarized in **Table 61** below. The CFF is charged according to the specific area of the City where each individual development project is located. The three area categories are Downtown/Pedestrian Priority Area, Master Plan Areas, and City Infill. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 61: CFF Fire Fee

Land Use	Fee as of July 1, 2024		
	Downtown/PPA	Master Plan Areas	City Infill
Residential			
Single Family *(per DU)*	$ 15,233.22	$ 18,587.91	$ 16,615.01
Multi Family *(per DU)*	$ 10,961.40	$ 13,403.52	$ 11,925.75
Non-Residential			
Commercial *(per 1,000 building SF)*	$ 16,336.21	$ 19,678.71	$ 18,079.07
Office *(per 1,000 building SF)*	$ 8,595.44	$ 10,446.46	$ 9,430.30
Industrial *(per 1,000 building SF)*	$ 2,135.91	$ 2,603.62	$ 2,338.53

1) The Capital Facilities Fee includes Roadway, Police, General Government, and Fire components that are collected in one fee.

Requirement 3. Beginning and ending balance in the account or fund.

Table 62 summarizes the beginning and ending fund balances for the CFF Fire Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 62 summarizes the fees collected and the interest earned for the CFF Fire Fee during FY 24-25.

Table 62: CFF Fire Fee Fund Summary

Fund 305-443	
Fire Facilities Fee	
Beginning Fund Balance as of July 1, 2024[1]	**$1,947,619.00**
Revenues	
Fees Collected	$58,466.20
Interest Earned[2]	$61,200.00
Market Valuation	$0.00
Total Revenues	**$119,666.20**
Expenses	
Project Expenses	$0.00
Other Expenditures	
Bank Charges	$0.00
City Engineering Services	$0.00
Admin - Fee Reporting	$0.00
Total Expenses	**$0.00**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$2,067,285.20**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[2] *Year-end interest allocations for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted interest amounts are shown.*

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

There were no expenditures this past year on CFF Fire projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

The City does not currently have any planned CFF Fire projects. The City is in the process of preparing an updated CIP that will identify additional planned projects for each Development Impact Fee category, including fire facilities.

Consistent with the Mitigation Fee Act (Government Code Sections 66001(d) and 66006(b)) and recent amendments under AB516, the City will continue to evaluate its fire facility needs through future CIP updates. Any new or expanded facilities identified will be incorporated into future updates to the Nexus Study and corresponding fee program, ensuring continued compliance with statutory requirements and equitable cost allocation.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 24-25.

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Fund 305-460: Administration Fee

Requirement 1. Brief description of the type of fee in the account or fund**.**

The Administration Fee is used to cover the cost of City Staff time and effort for administration of the Development Impact Fee programs. The CFF Administration Fee amounts to three percent (3%) of each CFF fee and covers legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analysis costs.

Requirement 2. Amount of the fee.

The CFF Administration Fee for FY 24-25 is summarized in **Table 63** below. The CFF is charged according to the specific area of the City where each individual development project is located. The three area categories are Downtown/Pedestrian Priority Area, Master Plan Areas, and City Infill. The 3% CFF Administration Fee is included in the single CFF charged. The fees are escalated quarterly using the Engineering News Record (ENR) 20-Cities Construction Cost Index (CCI). Because the quarterly escalation factors were minimal, the fees did not change in actual dollar terms compared to those reported in the previous year.

Table 63: Administration Fee

Land Use	Fee as of July 1, 2024		
	Downtown/PPA	Master Plan Areas	City Infill
Residential			
Single Family *(per DU)*	$ 15,233.22	$ 18,587.91	$ 16,615.01
Multi Family *(per DU)*	$ 10,961.40	$ 13,403.52	$ 11,925.75
Non-Residential			
Commercial *(per 1,000 building SF)*	$ 16,336.21	$ 19,678.71	$ 18,079.07
Office *(per 1,000 building SF)*	$ 8,595.44	$ 10,446.46	$ 9,430.30
Industrial *(per 1,000 building SF)*	$ 2,135.91	$ 2,603.62	$ 2,338.53

1) The Capital Facilities Fee includes Roadway, Police, General Government, and Fire components that are collected in one fee.

Requirement 3. Beginning and ending balance in the account or fund.

Table 64 summarizes the beginning and ending fund balances for the CFF Administration Fee for FY 24-25.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 64 summarizes the fees collected and the interest earned for the CFF Administration Fee during FY 24-25.

Table 64: Administration Fee Fund Summary

Fund 305-460	
Administration Fee	
Beginning Fund Balance as of July 1, 2024[1]	**$1,730,290.00**
Revenues	
Fees Collected	$85,369.46
Interest Earned	$0.00
Total Revenues	**$85,369.46**
Expenses	
Project Expenses	$0.00
Other Expenditures	
Bank Charges	$0.00
City Engineering Services	$0.00
Admin - Fee Reporting	($21,993.24)
Total Expenses	**($21,993.24)**
Transfers In	**$0.00**
Transfers Out	**$0.00**
Ending Balance as of June 30, 2025	**$1,793,666.22**

Source: City of Turlock Financial Documents

[1] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

> Administration fees cover the cost of legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analysis for the CFF fee program and are not tied to specific projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

> Administration fees cover the cost of legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analysis for the CFF fee program and are not tied to specific projects.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

> There were no transfers or loans from this fund in FY 24-25.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects.

> There were no refunds made from this fund in FY 24-25.

CFF Fee Program Fund Summary

Description	Roadways	Police	General Government	Fire	Contingency[1]	Administration	Total
Fund No.	**305-440**	**305-441**	**305-442**	**305-443**	**305-444**	**305-460**	
Starting Balance[2]							
As of July 1, 2024	$8,060,832.00	($176,720.00)	$5,423,749.00	$1,947,619.00	$229,926.00	$1,730,290.00	$17,215,696.00
REVENUES							
Fees Collected	$2,087,399.79	$103,244.33	$216,804.57	$58,466.20	$0.00	$85,369.46	$2,551,284.35
Interest Earned[3]	$265,700.00	$0.00	$67,600.00	$61,200.00	$7,600.00	$0.00	$505,344.33
Market Valuation	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$103,244.33
Total Revenues	**$2,353,099.79**	**$103,244.33**	**$284,404.57**	**$119,666.20**	**$7,600.00**	**$85,369.46**	**$2,953,384.35**
EXPENSES							
Project Expenditures	($51,483.16)	$0.00	$0.00	$0.00	$0.00	$0.00	($51,483.16)
Other Expenditures							
Bank Charges[3]	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
City Engineering Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Admin - Fee Reporting[4]	$0.00	$0.00	$0.00	$0.00	$0.00	($21,993.24)	($21,993.24)
Total Expenditures	**($51,483.16)**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**($21,993.24)**	**($73,476.40)**
Transfers In[5]	$0.00	$0.00	$15,800.00	$0.00	$0.00	$0.00	$15,800.00
Transfers Out	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Net Transfers	**$0.00**	**$0.00**	**$15,800.00**	**$0.00**	**$0.00**	**$0.00**	**$15,800.00**
Ending Balance							
As of June 30, 2025	**$10,362,448.63**	**($73,475.67)**	**$5,723,953.57**	**$2,067,285.20**	**$237,526.00**	**$1,793,666.22**	**$20,111,403.95**

Source: City of Turlock Financial Documents

[1] *This component, previously named the Surcharge component, was collected from 1987 to 1991 to ensure a positive cash flow in the CFF Fund. This charge is no longer collected, but remaining surcharge funds could be used to provide funding for future CFF Program facilities as needed.*

[2] *Starting balances may differ slightly from the ending balances in the prior Annual Report . The beginning fund balances shown are based on the audited fund balance at the end of FY 23-24.*

[3] *Year-end interest allocations and bank charges for Fiscal Year 2024-2025 are not complete as of 10/22/2025. For the purposes of this report, budgeted amounts are shown.*

[4] *Administration Costs include Fee Reporting.*

[5] *Transfer in from Fund #410 and #420 for Rent Collection and Billing.*

Appendix A: Master Storm and Sewer Trunk Project List

Master Storm Drain Projects

								ENR Escalation:	2.484%
Name	Type	Description/Street	Description/Limits	Remaining Costs as of FY 2021-22	Less Completed	Remaining Cost	Cost (2024$)	Cost (2025$)	
Existing System Improvements									
Pipelines									
ESD-2	Pipe	Christoffersen Pkwy	Pump Station No. 31 Wet Well to Walnut Rd (Walnut Pump Station #1 Wet Well)	$ 409,646.00	$ -	$ 409,646.00	$ 463,669.81	$ 475,187.94	
ESD-3	Pipe	Monte Vista Dr	Four Seasons Dr to Walnut Rd	$ 115,685.00	$ -	$ 115,685.00	$ 130,941.79	$ 134,194.54	
ESD-4	Pipe	Countryside Dr	West side of Staples/Walmart Shopping Center, parallel to Countryside Dr	$ 12,908.00	$ -	$ 12,908.00	$ 14,610.48	$ 14,973.42	
ESD-6	Pipe	Colorado Ave	Waldorf Dr to Tuolumne Rd	$ 9,864.00	$ -	$ 9,864.00	$ 11,164.02	$ 11,441.35	
ESD-8	Pipe	Castleview Dr	Quincy Rd to west of Palace Ct	$ 76,291.00	$ -	$ 76,291.00	$ 86,351.96	$ 88,497.05	
ESD-9	Pipe	Johnson Rd	Tuolumne Rd to north of Castleview Dr	$ 16,987.00	$ -	$ 16,987.00	$ 19,228.17	$ 19,705.82	
ESD-14	Pipe	Almond Ave	Almond Ave and Golden State Blvd	$ 28,495.00	$ -	$ 28,495.00	$ 32,252.53	$ 33,053.72	
ESD-23	Pipe	Montana Ave	East of Hwy 99 to West Ave South	$ 37,628.00	$ -	$ 37,628.00	$ 42,590.87	$ 43,648.88	
ESD-29	Pipe	Kilroy Rd	Parallel Pipe from Industrial Rowe to Spengler Way	$ 30,322.00	$ -	$ 30,322.00	$ 34,320.81	$ 35,173.38	
ESD-45	Pipe	Quincy Rd	Canal Dr to East Ave	$ 312,897.00	$ -	$ 312,897.00	$ 354,162.09	$ 362,959.91	
ESD-46	Pipe	East Ave	Quincy Rd to Southeast 2 Area Pump Station (ESD-PS-6)	$ 218,644.00	$ -	$ 218,644.00	$ 247,479.01	$ 253,626.70	
Pump Stations/Basins									
ESD-PS-6	Pump Station	East Ave	East of Daubenberger Rd	$ 901,123.00	$ -	$ 901,123.00	$ 1,019,964.72	$ 1,045,301.91	
ESD-FM-1	Force Main	East Ave	Dual Force Mains to Northern East Linear Basin	$ 772,043.00	$ -	$ 772,043.00	$ 873,860.99	$ 895,568.77	
ESD-BN-1	Basin	Northern East Linear Basin	Northern East Linear Basin	$ 560,645.00	$ -	$ 560,645.00	$ 634,583.74	$ 650,347.58	
	Land Acquisition	Northern East Linear Basin	Northern East Linear Basin	$ 681,931.00	$ -	$ 681,931.00	$ 771,864.92	$ 791,039.00	

Buildout System Improvements									
Pipelines									
FSD-1	Pipe	Monte Vista Dr	Summer Creek Dr to Four Seasons Dr	$ 94,496.00	$ -	$ 94,496.00	$ 106,958.31	$ 109,615.28	
FSD-3	Pipe	Tully Rd	Branding Iron Dr to Fulkerth Rd	$ 22,285.00	$ -	$ 22,285.00	$ 25,223.02	$ 25,849.60	
FSD-4	Pipe	Oxford Ave, Pedras Rd	Jacquelinelee Dr to Northeast of Divanian Dr	$ 138,822.00	$ -	$ 138,822.00	$ 157,130.15	$ 161,033.45	
FSD-5	Pipe	Kilroy Rd	Parallel Pipe from Castor St to Industrial Rowe	$ 28,556.00	$ -	$ 28,556.00	$ 32,321.84	$ 33,124.76	
FSD-6	Pipe	Syracuse Ave	Palm St to Geer Rd	$ 97,358.00	$ -	$ 97,358.00	$ 110,197.83	$ 112,935.28	
FSD-7	Pipe	Golden State Blvd	Monroe Ave to Geer Rd	$ 22,833.00	$ -	$ 22,833.00	$ 25,843.81	$ 26,485.81	
FSD-8	Pipe	Washington Rd, Canal Dr	Fulkerth Rd to Fransil Ln	$ 303,216.00	$ -	$ 303,216.00	$ 343,203.98	$ 351,729.59	
FSD-9	Pipe	Unnamed Rd	Fulkerth Rd to Canal Dr	$ 540,674.00	$ -	$ 540,674.00	$ 611,978.43	$ 627,180.73	
FSD-10	Pipe	Canal Dr	Dianne Dr to Fransil Ln	$ 80,979.00	$ -	$ 80,979.00	$ 91,658.74	$ 93,935.66	
FSD-11	Pipe	Tegner Rd	South of Fulkerth Rd to Canal Dr	$ 328,788.00	$ -	$ 328,788.00	$ 372,148.68	$ 381,393.32	
FSD-12	Pipe	Tegner Rd	North of West Main St to Canal Dr	$ 376,280.00	$ -	$ 376,280.00	$ 425,903.57	$ 436,483.54	
FSD-13	Pipe	Fransil Ln	Fulkerth Rd to Canal Dr	$ 93,278.00	$ -	$ 93,278.00	$ 105,580.13	$ 108,202.87	
FSD-14	Pipe	Fransil Ln	Canal Dr to West Main St, to FSD-PS-2 Wet Well	$ 117,755.00	$ -	$ 117,755.00	$ 133,284.28	$ 136,595.22	
FSD-18	Pipe	West Main St, Clinton Rd, Fransil Ln	Near intersection of West Main St and Clinton Rd, and along Fransil Ln	$ 635,657.00	$ -	$ 635,657.00	$ 719,488.20	$ 737,361.18	
FSD-19	Pipe	West Main St	Clinton Rd to Fransil Ln	$ 418,900.00	$ -	$ 418,900.00	$ 474,145.77	$ 485,924.13	
FSD-20	Pipe	West Main St	Dianne Dr to Kilroy Rd	$ 270,337.00	$ -	$ 270,337.00	$ 305,989.21	$ 313,590.36	
FSD-21	Pipe	Tegner Rd	West Main St to Liberty Square Pkwy	$ 653,923.00	$ -	$ 653,923.00	$ 740,163.87	$ 758,550.45	
FSD-22	Pipe	Tegner Rd	Linwood Ave to south of Humphrey Ct	$ 349,490.00	$ -	$ 349,490.00	$ 395,580.70	$ 405,407.41	
FSD-23	Pipe	Washington Rd, Ruble Rd	Clayton Rd to FSD-PS-2 Wet Well	$ 836,583.00	$ -	$ 836,583.00	$ 946,913.36	$ 970,435.86	
FSD-24	Pipe	Linwood Ave, Unnamed Rd	Linwood Ave and along Unnamed Rd, to FSD-PS-2 Wet Well	$ 1,128,839.00	$ -	$ 1,128,839.00	$ 1,277,711.74	$ 1,309,451.68	
FSD-25	Pipe	Ruble Rd	Tegner Rd to Unnamed Rd	$ 84,389.00	$ -	$ 84,389.00	$ 95,518.04	$ 97,890.82	
FSD-26	Pipe	Linwood Ave	Glenwood Ave to Kilroy Rd	$ 1,513,643.00	$ -	$ 1,513,643.00	$ 1,713,264.57	$ 1,755,824.18	
FSD-27	Pipe	Kilroy Rd	Linwood Ave to Spengler Way	$ 764,737.00	$ -	$ 764,737.00	$ 865,590.92	$ 887,093.27	
FSD-28	Pipe	Soderquist Rd	South Ave to Jordan Ave	$ 473,699.00	$ -	$ 473,699.00	$ 536,170.72	$ 549,489.86	
FSD-29	Pipe/Casing(1)	Highway 99	West of Soderquist Rd to the east side of Highway 99, north of Venture Ln	$ 398,199.00	$ -	$ 398,199.00	$ 450,713.76	$ 461,910.04	
FSD-30	Pipe	North of Venture Ln, Walnut Rd	Soderquist Rd to Walnut Rd, Linwood Ave to Venture Ln	$ 854,849.00	$ -	$ 854,849.00	$ 967,588.01	$ 991,624.09	

FSD-31	Pipe	Unnamed Dr	South of Hawkeye Ave to north of Canal Dr	$ 735,511.00	$ -	$ 735,511.00	$ 832,511.70	$ 853,192.32
FSD-32	Pipe	Unnamed Dr	South of Canal Dr to East Ave	$ 773,261.00	$ -	$ 773,261.00	$ 875,240.18	$ 896,982.22
FSD-33	Pipe	West of Verduga Rd	Connection pipeline from Northern to Southern East Linear Basin	$ 89,625.00	$ -	$ 89,625.00	$ 101,445.61	$ 103,965.64
FSD-34	Pipe	Johnson Rd	South of East Ave to Unnamed Rd	$ 231,369.00	$ -	$ 231,369.00	$ 261,882.56	$ 268,388.04
FSD-35	Pipe	Johnson Rd	Unnamed Rd to Brier Rd	$ 720,899.00	$ -	$ 720,899.00	$ 815,971.57	$ 836,241.32
FSD-36	Pipe	Johnson Rd	Brier Rd to Linwood Ave	$ 1,408,918.00	$ -	$ 1,408,918.00	$ 1,594,728.38	$ 1,634,343.40
FSD-37	Pipe	Unnamed Rd, Brier Rd	Daubenberger Rd to Johnson Rd	$ 1,709,699.00	$ -	$ 1,709,699.00	$ 1,935,176.02	$ 1,983,248.18
FSD-38	Pipe	South of Brier Rd	FSD-BN-5 (Future Basin) to Johnson Rd	$ 1,131,275.00	$ -	$ 1,131,275.00	$ 1,280,469.11	$ 1,312,277.54
FSD-39	Pipe	Linwood Ave	West of Verduga Rd to Johnson Rd	$ 1,082,566.00	$ -	$ 1,082,566.00	$ 1,225,336.05	$ 1,255,774.90
FSD-40	Pipe	Paulson Rd	Center St to Linwood Ave at Future Pump Station (FSD-PS-3) Wet Well	$ 1,505,119.00	$ -	$ 1,505,119.00	$ 1,703,616.34	$ 1,745,936.27
FSD-41	Pipe	Linwood Ave	Johnson Rd to 5th St	$ 1,050,904.00	$ -	$ 1,050,904.00	$ 1,189,499.45	$ 1,219,048.09
FSD-42A	Pipe	Unnamed Rd, parallel to Hwy 99	Morgan Ranch	$ 118,120.00	$ -	$ 118,120.00	$ 133,698.14	$ 137,019.36
FSD-42B	Pipe	Unnamed Rd, parallel to Hwy 99	Morgan Ranch	$ 705,068.00	$ -	$ 705,068.00	$ 798,053.28	$ 817,877.91
FSD-42C	Pipe	Unnamed Rd, parallel to Hwy 99	Morgan Ranch	$ 180,225.00	$ -	$ 180,225.00	$ 203,993.15	$ 209,060.59
FSD-42D	Pipe	Unnamed Rd, parallel to Hwy 99	Morgan Ranch	$ 93,766.00	$ -	$ 93,766.00	$ 106,131.60	$ 108,768.04
FSD-42E	Pipe	Unnamed Rd, parallel to Hwy 99	Morgan Ranch	$ 306,869.00	$ -	$ 306,869.00	$ 347,339.52	$ 355,967.86
FSD-42F	Pipe	Unnamed Rd, parallel to Hwy 99	Morgan Ranch	$ 730,640.00	$ -	$ 730,640.00	$ 826,997.98	$ 847,541.63
FSD-42G	Pipe	Unnamed Rd, parallel to Hwy 99	Morgan Ranch	$ 64,540.00	$ -	$ 64,540.00	$ 73,051.36	$ 74,866.05
FSD-42H	Pipe	Unnamed Rd, parallel to Hwy 99	Morgan Ranch	$ 387,239.00	$ -	$ 387,239.00	$ 438,309.18	$ 449,197.32
FSD-42I	Pipe	Unnamed Rd, parallel to Hwy 99	Morgan Ranch	$ 120,556.00	$ -	$ 120,556.00	$ 136,454.48	$ 139,844.18
FSD-42J	Pipe	Unnamed Rd, parallel to Hwy 99	Morgan Ranch	$ 163,176.00	$ -	$ 163,176.00	$ 184,696.68	$ 189,284.77
FSD-42K	Pipe	Unnamed Rd, parallel to Hwy 99	Morgan Ranch	$ 154,652.00	$ -	$ 154,652.00	$ 175,048.44	$ 179,396.86
FSD-42L	Pipe	Unnamed Rd, parallel to Hwy 99	Morgan Ranch	$ 180,225.00	$ -	$ 180,225.00	$ 203,993.15	$ 209,060.59
FSD-42M	Pipe	Unnamed Rd, parallel to Hwy 99	Morgan Ranch	$ 164,394.00	$ -	$ 164,394.00	$ 186,074.85	$ 190,697.18
FSD-42N	Pipe	Unnamed Rd, parallel to Hwy 99	Morgan Ranch	$ 137,604.00	$ -	$ 137,604.00	$ 155,750.95	$ 159,620.00
FSD-42O	Pipe	Unnamed Rd, parallel to Hwy 99	Morgan Ranch	$ 59,669.00	$ -	$ 59,669.00	$ 67,538.66	$ 69,216.41
FSD-42P	Pipe	Unnamed Rd, parallel to Hwy 99	Morgan Ranch	$ 170,483.00	$ -	$ 170,483.00	$ 192,966.74	$ 197,760.27
FSD-42Q	Pipe	Unnamed Rd, parallel to Hwy 99	Morgan Ranch	$ 81,588.00	$ -	$ 81,588.00	$ 92,347.83	$ 94,641.86
FSD-43	Pipe	Lander Ave	Southeast 1 Area (FSD-PS-4) to Lander Ave	$ 1,147,105.00	$ -	$ 1,147,105.00	$ 1,298,387.40	$ 1,330,640.95
FSD-44	Pipe	Linwood Ave	5th St to Lander Ave	$ 2,289,340.00	$ -	$ 2,289,340.00	$ 2,591,261.10	$ 2,655,631.22
FSD-45	Pipe	Linwood Ave	West Linwood Ave Basin to Harding Drain Outfall	$ 2,873,061.00	$ -	$ 2,873,061.00	$ 3,251,963.87	$ 3,332,746.67

Pump Stations/Basins										
FSD-PS-1	Pump Station	Fransil Ln & West Main St	At Fransil Ln and West Main St, Future Pump Station	$ 90,843.00	$ -	$ 90,843.00	$ 102,823.78	$ 105,378.05		
FSD-PS-2	Pump Station	Ruble Rd	At Ruble Rd and Unnamed Rd, Future Pump Station	$ 301,998.00	$ -	$ 301,998.00	$ 341,825.81	$ 350,317.18		
FSD-PS-3	Pump Station	Linwood Ave	At Johnson Rd	$ 1,930,108.00	$ -	$ 1,930,108.00	$ 2,184,653.99	$ 2,238,923.49		
FSD-FM-1	Force Main	Linwood Ave	Johnson Rd to Verduga Rd (Dual Force Mains)	$ 4,565,285.00	$ -	$ 4,565,285.00	$ 5,167,360.24	$ 5,295,723.85		
FSD-PS-4	Pump Station	Unnamed Rd	Southeast 1 Area Future Pump station	$ 735,511.00	$ -	$ 735,511.00	$ 832,511.70	$ 853,192.32		
FSD-BN-1	Basin	Fransil Ln & West Main St	At Fransil Ln and West Main St, Future Retention Basin	$ 108,622.00	$ -	$ 108,622.00	$ 122,946.95	$ 126,001.11		
	Land Acquisition	Fransil Ln & West Main St	At Fransil Ln and West Main St, Future Retention Basin	$ 121,773.00	$ -	$ 121,773.00	$ 137,832.66	$ 141,256.59		
FSD-BN-2	Basin	Ruble Rd	At Ruble Rd and Unnamed Rd, Future Detention Basin	$ 434,487.00	$ -	$ 434,487.00	$ 491,787.82	$ 504,004.44		
	Land Acquisition	Ruble Rd	At Ruble Rd and Unnamed Rd, Future Detention Basin	$ 487,094.00	$ -	$ 487,094.00	$ 551,331.65	$ 565,027.41		
FSD-BN-3	Basin	Southern East Linear Basin	Southern East Linear Basin	$ 1,855,827.00	$ -	$ 1,855,827.00	$ 2,100,575.20	$ 2,152,756.08		
	Land Acquisition	Southern East Linear Basin	Southern East Linear Basin	$ 2,465,911.00	$ -	$ 2,465,911.00	$ 2,791,118.70	$ 2,860,453.54		
FSD-BN-4	Basin	Highway 99 Basin	Southeast 1 Area, Highway 99 new basin	$ 758,648.00	$ -	$ 758,648.00	$ 858,700.06	$ 880,031.22		
	Land Acquisition	Highway 99 Basin	Southeast 1 Area, Highway 99 new basin	$ 754,995.00	$ -	$ 754,995.00	$ 854,564.52	$ 875,792.95		
FSD-BN-5	Basin	Unnamed Rd	Southeast of Daubenberger Rd and Brier Rd	$ 1,086,219.00	$ -	$ 1,086,219.00	$ 1,229,470.57	$ 1,260,012.13		
	Land Acquisition	Unnamed Rd	Southeast of Daubenberger Rd and Brier Rd	$ 1,217,734.00	$ -	$ 1,217,734.00	$ 1,378,330.65	$ 1,412,570.09		
			Total Remaining Improvement Costs:	**$ 52,296,195.000**	**$ -**	**$ 52,296,195.000**	**$ 59,193,087.188**	**$ 60,663,516.500**		

Sewer Trunk Capacity Projects

												ENR Escalation:	**2.484%**
Name	**Type**	**Description/Street**	**Description/Limits**	**Remaining Costs as of FY 2021-22**		**Less Completed**		**Remaining Cost**		**Cost (2023$)**		**Cost (2024$)**	
Existing System Improvements													
Pipelines													
ESS-1	Pipe	W.Main St./N. Soderquist Rd.	Julian St. to S. Tully Rd.	$	40,927.00	$	-	$	40,927.00	$	45,109.30	$	46,229.87
ESS-2	Pipe	Wayside Dr.	N.Denair Ave, to Geer Rd.	$	7,685.00	$	-	$	7,685.00	$	8,470.96	$	8,681.39
ESS-3	Pipe	Colorado Ave.	North of Escondido Ave. to south of Escondido Ave.	$	-	$	-	$	-	$	-	$	-
Projects to Remove Direct Connections to Sewer System													
ESD-11	Pipe	Johnson Rd	Marshall St to Canal Dr	$	127,497.00	$	-	$	127,497.00	$	140,524.24	$	144,015.03
ESD-17	Pipe	D St	6th to Lander Ave	$	213,164.00	$	-	$	213,164.00	$	234,945.57	$	240,781.91
ESD-19	Pipe	West South Ave	Columbia St to High St	$	44,569.00	$	-	$	44,569.00	$	49,123.43	$	50,343.72
ESD-20	Pipe	West South Ave	High St to Vermont Ave	$	81,832.00	$	-	$	81,832.00	$	90,193.79	$	92,434.32
ESD-21	Pipe	West South Ave	Vermont Ave to South Ave	$	110,327.00	$	-	$	110,327.00	$	121,600.07	$	124,620.76
ESD-22	Pipe	West Ave South	South Ave to Linwood Ave	$	428,033.00	$	-	$	428,033.00	$	471,771.14	$	483,490.52
ESD-25	Pipe	Montana Ave	Gabriel St to West Ave South	$	114,528.00	$	-	$	114,528.00	$	126,230.61	$	129,366.33
ESD-26	Pipe	Lander Ave	E St to Linwood Ave, Adjust inverts to match proposed Lin	$	359,475.00	$	-	$	359,475.00	$	396,207.48	$	406,049.76
ESD-43	Pipe	Canal Drive	Johnson Rd and Canal Dr, provides connection to canal trun	$	3,897.00	$	-	$	3,897.00	$	4,295.04	$	4,401.73
ESD-47	Pipe	Marshall St	Berkeley Ave to Johnson Rd	$	326,353.00	$	-	$	326,353.00	$	359,700.16	$	368,635.56
ESD-48	Pipe	Rose St	Merritt St to Canal Dr	$	285,559.00	$	-	$	285,559.00	$	314,737.77	$	322,556.24
ESD-50	Pipe	Olive Ave, Golden State Blvd	Thor St to southeast of Minerva St	$	793,963.00	$	-	$	793,963.00	$	875,091.69	$	896,830.05
ESD-51	Pipe/Casing	Golden State Blvd, 1st Street	Pipe & Casing under Train Tracks, east of Golden State Blv	$	185,096.00	$	-	$	185,096.00	$	204,008.80	$	209,076.63
ESD-52	Pipe	D St	1st St to 6th St	$	625,306.00	$	-	$	625,306.00	$	689,202.05	$	706,322.68
ESD-53	Pipe	F St	8th St to Lander Ave	$	154,652.00	$	-	$	154,652.00	$	170,455.49	$	174,689.82
ESD-55	Pipe	Lander Ave	D St to E St	$	216,270.00	$	-	$	216,270.00	$	238,368.10	$	244,289.46
ESD-57	Pipe	Linwood Ave	Lander Ave to West Linwood Ave Basin	$	1,826,966.00	$	-	$	1,826,966.00	$	2,013,650.69	$	2,063,672.26
ESD-58	Pipe	Columbia St	Locust St to West Ave South	$	259,377.00	$	-	$	259,377.00	$	285,881.51	$	292,983.16
ESD-59	Pipe	Castor St, Laurel St	Locust St to High St	$	79,153.00	$	-	$	79,153.00	$	87,240.77	$	89,407.93
ESD-60	Pipe	High St	Laurel St to West Ave South	$	289,821.00	$	-	$	289,821.00	$	319,435.80	$	327,370.98
ESD-61	Pipe	Vermont Ave	Orange St to West Ave South	$	233,805.00	$	-	$	233,805.00	$	257,696.26	$	264,097.75

ESD-62	Pipe	Martinez St, Williams Ave	Parnell Ave to West Ave South	$ 101,072.00	$ -	$ 101,072.00	$ 111,399.98	$ 114,167.29
ESD-63	Pipe	Orange St	South Ave to Montana Ave	$ 300,171.00	$ -	$ 300,171.00	$ 330,843.91	$ 339,062.48
ESD-64	Pipe	Lewis St	Maple St to Orange St	$ 56,625.00	$ -	$ 56,625.00	$ 62,410.55	$ 63,960.90
ESD-65	Pipe	Montana Ave	Orange St to west of Gabriel St	$ 170,483.00	$ -	$ 170,483.00	$ 187,903.65	$ 192,571.41
ESD-66	Pipe/Casing	Linwood Ave, under Highway 99	Boring under Highway 99, under Linwood Ave	$ 286,776.00	$ -	$ 286,776.00	$ 316,079.78	$ 323,931.59
ESD-BN-2	Basin	Linwood Ave	West Linwood Ave Basin	$ 1,655,875.00	$ -	$ 1,655,875.00	$ 1,825,077.03	$ 1,870,414.20
Buildout System Improvements								
Pipelines								
FSS-1A	Pipe	E. Linwood Ave.	Golf Rd. to east of 5th St.	$ 181,442.00	$ -	$ 181,442.00	$ 199,982.76	$ 204,950.57
FSS-1B	Pipe	E. Linwood Ave.	S. Johnson Rd. to Golf Rd.	$ 316,611.00	$ -	$ 316,611.00	$ 348,963.07	$ 357,631.74
FSS-2	Pipe	S. Johnson Rd.	Briar Rd. to E. Linwood Ave.	$ 566,246.00	$ -	$ 566,246.00	$ 624,106.49	$ 639,610.06
FSS-3	Pipe	S. Johnson Rd.	South of East Ave. to Brier Rd.	$ 187,531.00	$ -	$ 187,531.00	$ 206,693.81	$ 211,828.34
FSS-4	Pipe	E. Linwood Ave.	S. Quincy Rd. to S. Johnson Rd.	$ 231,369.00	$ -	$ 231,369.00	$ 255,011.24	$ 261,346.04
FSS-5	Pipe	E. Linwood Ave.	East of S. Quincy Rd. to S. Quincy Rd.	$ 185,096.00	$ -	$ 185,096.00	$ 204,008.80	$ 209,076.63
FSS-6	Pipe	Brier Rd.	S. Quincy Rd. to S. Johnson Rd.	$ 228,934.00	$ -	$ 228,934.00	$ 252,327.22	$ 258,595.34
FSS-7	Pipe	Brier Rd.	S. Daubenberger Rd. to S. Quincy Rd.	$ 189,967.00	$ -	$ 189,967.00	$ 209,377.84	$ 214,579.04
FSS-8	Pipe	Alley north of East Ave.	N. Berkeley Avenue to Bell St.	$ 398,199.00	$ -	$ 398,199.00	$ 438,887.86	$ 449,790.37
FSS-9	Pipe	East Ave.	N. Quincy Rd. to N. Berkeley Ave.	$ 651,488.00	$ -	$ 651,488.00	$ 718,058.31	$ 735,895.76
FSS-10	Pipe	East Ave.	West of N. Verduga Rd. to N. Quincy Rd.	$ 572,335.00	$ -	$ 572,335.00	$ 630,817.54	$ 646,487.83
FSS-11	Pipe	West of N. Verduga Rd.	Canal Dr. to East Ave.	$ 472,481.00	$ -	$ 472,481.00	$ 520,760.57	$ 533,696.91
FSS-12	Pipe	West of N. Verduga Rd.	South of Hawkeye to Canal Dr.	$ 180,225.00	$ -	$ 180,225.00	$ 198,640.74	$ 203,575.22
FSS-13	Pipe	E. Glenwood Ave.	5th St. to Golf Rd.	$ 207,015.00	$ -	$ 207,015.00	$ 228,168.01	$ 233,835.98
FSS-14	Pipe	Golf Rd.	South of E. Glenwood Ave to E. Glenwood Ave.	$ 191,184.00	$ -	$ 191,184.00	$ 210,719.85	$ 215,954.39
FSS-15	Pipe	W. Glenwood Ave.	West of Lander Avenue to east of S. Walnut Rd.	$ 414,030.00	$ -	$ 414,030.00	$ 456,336.01	$ 467,671.96
FSS-16	Pipe	W. Glenwood Ave.	West of Lander Avenue to south of Linwood Ave.	$ 281,297.00	$ -	$ 281,297.00	$ 310,039.73	$ 317,741.50
FSS-24	Pipe	East of S. Washington Rd.	South of West Main St. to West Main St.	$ 192,402.00	$ -	$ 192,402.00	$ 212,061.87	$ 217,329.74
FSS-28	Pipe	Christoffersen Pkwy./N. Waring Rd.	Redirect Denair flows to 24-inch sewer on Christoffersen	$ 1,860,698.00	$ -	$ 1,860,698.00	$ 2,050,829.02	$ 2,101,774.14
FSS-29	Pipe	Golf Road	Glenwood Ave. to E. Linwood Ave.	$ 306,869.00	$ -	$ 306,869.00	$ 338,225.97	$ 346,627.92

Pipe Lift Stations									
LS-MR	Lift Station	Morgan Ranch	Assumed 2 pumps	$ 990,018.00	$ -	$ 990,018.00	$ 1,091,180.59	$ 1,118,286.86
LS-4	Lift Station	Kilroy Road	Assumed 3 pumps	$ 2,141,994.00	$ -	$ 2,141,994.00	$ 2,360,868.74	$ 2,419,515.64
LS-50	Lift Station	Tegner Road	Assumed 3 pumps	$ 8,122,286.00	$ -	$ 8,122,286.00	$ 8,952,243.65	$ 9,174,628.43
	Force Main	N. Walnut Rd.	Extend existing 18-inch force main	$ 603,996.00	$ -	$ 603,996.00	$ 665,713.85	$ 682,251.00
LS-57	Lift Station	Piccadilly Lane	Assumed 2 pumps	$ 3,462,018.00	$ -	$ 3,462,018.00	$ 3,815,776.52	$ 3,910,565.12
LS-63	Lift Station	Fulkerth/Tegner	Assumed 2 pumps	$ 2,945,699.00	$ -	$ 2,945,699.00	$ 3,246,698.52	$ 3,327,350.52
LS-67	Lift Station	Humphrey Ct.	Assumed 2 pumps	$ 1,072,824.00	$ -	$ 1,072,824.00	$ 1,182,447.39	$ 1,211,820.84
LS-GS	Lift Station	Golden State Blvd.	Assumed 3 pumps (current capacity unknown)	$ 1,818,077.00	$ -	$ 1,818,077.00	$ 2,003,852.61	$ 2,053,630.78
LS-Main	Lift Station	Main St. Near Clinton Rd.	Assumed 3 pumps (current capacity unknown)	$ 2,725,289.00	$ -	$ 2,725,289.00	$ 3,003,766.39	$ 3,078,383.65
LS-Ind	Lift Station	New Industrial Lift Station	Assumed 2 pumps	$ 1,738,924.00	$ -	$ 1,738,924.00	$ 1,916,611.84	$ 1,964,222.84
	Force Main	S. Washington Rd.	W. Linwood Ave. to W. Main St.	$ 1,158,065.00	$ -	$ 1,158,065.00	$ 1,276,399.22	$ 1,308,106.55
	Land Acquisition	Corner of S. Washington Rd. and W. Linwood Ave.in WISP	Land Acquisition assumed 0.25 acres	$ 23,137.00	$ -	$ 23,137.00	$ 25,501.22	$ 26,134.71
	Less Lift Station			$ (324,500.00)	$ -	$ (324,500.00)	$ (357,658.36)	$ (366,543.03)
			Total Remaining Improvement Costs:	**$ 43,672,503.00**	**$ -**	**$ 43,672,503.00**	**$ 48,135,074.49**	**$ 49,330,809.12**

Appendix B: CFF Roadways Projects

Street Improvement Projects Summary

No.	PROJECT CATEGORY	TOTAL COST	CFF COST	CITY INFILL COST	PPA COST	MPA COST
1	Subtotal Roadway Projects	$ 203,970,000	$ 60,451,240	$ 33,555,409	$ 3,814,669	$ 23,081,161
2	Subtotal Intersection Projects	$ 109,166,753	$ 25,202,084	$ 15,124,873	$ 1,719,436	$ 8,357,775
3	Subtotal Traffic Signal Projects	$ 10,280,000	$ 10,280,000	$ 6,169,478	$ 701,363	$ 3,409,159
4	Subtotal Overcrossing Projects	$ 29,200,649	$ 29,200,649	$ 17,524,587	$ 1,992,242	$ 9,683,820
5	Subtotal Interchange Projects	$ 59,239,596	$ 43,489,596	$ 26,100,009	$ 2,967,119	$ 14,422,467
6	Subtotal Miscellaneous Costs (Technical Studies, PSRs, PS&E)	$ 2,000,000	$ 2,000,000	$ 1,200,287	$ 136,452	$ 663,261
7	Subtotal Bike Projects	$ 1,987,189	$ 728,553	$ 437,237	$ 49,706	$ 241,610
8	Subtotal Median Projects Costs	$ 3,230,741	$ 3,230,741	$ 1,938,909	$ 220,420	$ 1,071,412
9	Subtotal Program Reimbursements	$ 1,580,942	$ 1,580,942	$ 948,792	$ 107,861	$ 524,288
	Total Street Improvement Projects	**$ 420,655,870**	**$ 176,163,804**	**$ 102,999,581**	**$ 11,709,270**	**$ 61,454,953**

Roadway Improvement Projects

No.	FILE NAME	ROADWAY	FROM	TO	FUTURE CLASSIFICATION	ULTIMATE	ULTIMATE Cost	CFF SHARE
1	C001	Berkeley Avenue	Golden State Boulevard	East Avenue	Arterial*	2 Lanes	$ 6,262,114	$ 4,131,990
3	C004	Canal Drive Extension	Daubenberger Road	Verduga Road	Arterial	2 Lanes	$ 3,824,076	$ 408,877
2	C005	Canal Drive	Tully Road	Soderquist Road	Arterial	2 Lanes	$ 4,041,613	$ 2,036,285
3	C008	Washington Road	Fulkerth Road	Main Street	Expressway	4 Lanes	$ 10,183,523	$ 2,122,324
4	C009	Daubenberger Road Extension	Brier Road	Linwood Avenue	Collector	2 Lanes	$ 3,447,403	$ -
5	C010	Washington Road	Main Street	Linwood Avenue	Expressway	4 Lanes	$ 10,708,273	$ 2,290,494
6	C011	Tegner Road	Tuolumne Road	Ball Fields	Arterial	4 Lanes	$ 1,196,280	$ 789,476
7	C012	East Avenue	Johnson Road	Daubenberger Road	Arterial	4 Lanes	$ 4,418,448	$ 1,168,462
8	C013	East Avenue	Daubenberger Road	Verduga Road	Arterial	4 Lanes	$ 2,332,004	$ 248,731
9	C015	Fulkerth Road	Tegner Road	Dianne Drive	Arterial	4 Lanes	$ 1,509,453	$ 357,473
10	C016	Golden State Boulevard	Taylor Road	Christofferson Parkway	Expressway	6 Lanes	$ 2,840,413	$ 1,164,931
11	C017	Golf Road	SR 99 Overcrossing	Glenwood Avenue	Arterial	2 Lanes	$ 2,878,566	$ 465,152
12	C020	Golf Road	Glenwood Avenue	Linwood Avenue	Arterial	4 Lanes	$ 2,254,627	$ 489,558
13	C021	Lander Avenue	Harding Avenue	West Glenwood Avenue	Arterial	4 Lanes	$ 5,809,050	$ 1,381,171
14	C022	Linwood Avenue	Washington Road	Tegner Road	Arterial	4 Lanes	$ 8,659,890	$ 1,779,477
15	C023	Linwood Avenue	Tegner Road	Walnut Road	Arterial	4 Lanes	$ 8,673,381	$ 1,842,238
16	C024	Linwood Avenue	Walnut Road	W Glenwood Avenue	Arterial	4 Lanes	$ 1,821,592	$ 1,821,592
17	C025	Linwood Avenue	Daubenberger Road Extension	Verduga Road	Arterial	4 Lanes	$ 3,340,077	$ 820,863
18	C026	Main Street	Washington Road	Tegner Road	Arterial	4 Lanes	$ 8,222,976	$ 2,692,005
19	C027	Linwood Avenue	West Avenue	Lander Avenue	Arterial	4 Lanes	$ 2,393,837	$ 1,737,233
20	C028	Linwood Avenue	5th Street	Golf Road	Arterial*	4 Lanes	$ 880,531	$ 880,531
21	C029	Linwood Avenue	Johnson Road	Daubenberger Road Extension	Arterial	4 Lanes	$ 4,451,047	$ 3,579,787
22	C030	Main Street	Tegner Road	Walnut Road	Arterial	4 Lanes	$ 5,421,096	$ 3,220,632
23	C032	Olive Avenue	Canal Drive	Hawkeye Avenue	Arterial*	4 Lanes	$ 4,336,670	$ 4,336,670
24	C034	Olive Avenue	Hawkeye Avenue	North Avenue	Arterial*	4 Lanes	$ 824,038	$ 824,038
25	C035	Tegner Road Extension	Main Street	Fulkerth Road	Arterial	2 Lanes	$ 5,082,801	$ -
26	C037	Tegner Road	Fulkerth Road	Tuolumne Road	Arterial	4 Lanes	$ 3,481,602	$ 843,278
27	C039	Verduga Road	Hawkeye Avenue	East Avenue	Expressway	4 Lanes	$ 8,746,151	$ 1,586,880
28	C040	Verduga Road	East Avenue	Linwood Avenue	Expressway	4 Lanes	$ 10,375,025	$ 2,815,024
29	C041	Waring Road Extension	East Avenue	Linwood Avenue	Collector	2 Lanes	$ 6,807,108	$ -
30	C050	East Avenue	Golden State Boulevard	Berkeley Avenue	Arterial*	4 Lanes	$ 2,705,462	$ 2,705,462
31	C051	East Avenue	Berkeley Avenue	Johnson Road	Arterial*	4 Lanes	$ 256,811	$ 256,811
32	C052	Fulkerth Road	Washington Road	Tegner Road	Arterial	4 Lanes	$ 9,646,947	$ 1,928,162
33	C053	Olive Avenue	Tuolumne Road	Tornell Avenue	Arterial*	4 Lanes	$ 1,308,395	$ 1,308,395
34	C057	Morgan Ranch Arterial	Glenwood Avenue	Golf Road	Arterial	2 Lanes	$ 8,959,241	$ 1,473,601
35	C058	Northeast Expressway	Christofferson Parkway @ Berkeley Avenue	Hawkeye Avenue @ Verduga Road	Expressway	4 Lanes	$ 29,862,617	$ 6,221,105
36	C059	Morgan Ranch Arterial	Lander Avenue	Glenwood Avenue	Arterial	4 Lanes	$ 3,404,630	$ 722,531
37	CITY COST/FT	Canal Drive Extension	Washington Road	Walnut Avenue	Collector	2 Lanes	$ 2,592,699	$ -
					Total Roadway Projects		**$ 203,960,464**	**$ 60,451,240**

Median Landscaping Projects

No.	FILE NAME	ROADWAY	FROM	TO	LENGTH	ASSUMED MEDIAN LENGTH	CFF COST
1		Fulkerth Road	Tully Road	Golden State Boulevard	2300	1840	$ 228,637
3		Golden State Boulevard	Tuolumne Road	Fulkerth Road	3500	2800	$ 347,926
2		Golden State Boulevard	20th Century Boulevard	Canal Drive	2700	2160	$ 268,400
3		Golden State Boulevard	Geer Road	F Street	4600	3680	$ 457,274
4		Hawkeye Avenue	Dels Lane	Colorado Avenue	6600	5280	$ 656,089
5		Lander Avenue	Castor Street	Linwood Avenue	4000	3200	$ 397,630
6		Monte Vista Avenue	Four Seasons Drive	Crowell Road	2400	1920	$ 238,578
7		Monte Vista Avenue	Geer Road	Olive Avenue	2600	2080	$ 258,459
8		Monte Vista Avenue	Olive Avenue	Amethyst Way	3800	3040	$ 377,748
						Total Roadway Proje	**$ 3,230,741**

Intersection Improvement Projects

No.	FILE NAME	NORTH / SOUTH STREET	EAST / WEST STREET	PROPOSED IMPROVEMENTS	TOTAL COST	CFF Share
1		Berkeley Avenue	East Avenue	2-Lane Arterial at 4-Lane Arterial/Expressway (Detail 13)	$ 3,756,802	$ 857,267
2		Countryside Boulevard	Monte Vista Avenue	Additional Left Turn Storage	$ 147,461	$ 134,915
3		Daubenberger Road	Canal Drive	Collector at 4-Lane Arterial (Detail 9)	$ 3,119,677	$ 608,933
4		Daubenberger Road	East Avenue	Collector at 4-Lane Arterial (Detail 9)	$ 3,119,677	$ 608,933
5		Daubenberger Road Extension	Linwood Avenue	Collector at 4-Lane Arterial (Detail 9)	$ 3,119,677	$ 608,933
6		Golden State Boulevard	East Avenue	4-Lane Arterial at 4-Lane Arterial/Expressway (Detail 15)	$ 3,827,595	$ 843,212
7		Golden State Boulevard	Berkeley Avenue	CITY-PROVIDED COST	$ 1,460,000	$ 1,460,000
8		Golf Road	Linwood Avenue	2-Lane Arterial at 4-Lane Arterial/Expressway (Detail 13)	$ 3,756,802	$ 857,267
9		Golf Road	Morgan Ranch Arterial	2-Lane Arterial at 2-Lane Arterial (Detail 12)	$ 2,547,342	$ 380,248
10		Johnson Road	East Avenue	Collector at 4-Lane Arterial (Detail 9)	$ 3,119,677	$ 608,933
11		Lander Avenue	Linwood Avenue	4-Lane Arterial at 4-Lane Arterial/Expressway (Detail 15)	$ 5,103,459	$ 1,124,282
12		Lander Avenue	East Glenwood Avenue	4-Lane Arterial at 4-Lane Arterial/Expressway (Detail 15)	$ 5,103,459	$ 1,124,282
13		Morgan Ranch Arterial	East Glenwood Avenue	Roundabout	$ 2,200,000	$ 1,012,000
14		Northeast Expressway	Hawkeye Avenue	Collector at 4-Lane Expressway (Detail 10)	$ 2,717,888	$ 492,321
15		Olive Avenue	Hawkeye Avenue	4-Lane Arterial at 4-Lane Arterial/Expressway (Detail 15)	$ 5,103,459	$ 1,124,282
16		Quincy Road	Monte Vista Avenue	Add left turn pockets and signalize	$ 543,968	$ 543,968
17		Tegner Road	Tuolumne Overcrossing	4-Lane Arterial at 4-Lane Arterial/Expressway (Detail 15)	$ 5,103,459	$ 1,124,282
18		Tegner Road	Fulkerth Road	4-Lane Arterial at 4-Lane Arterial/Expressway (Detail 15)	$ 5,103,459	$ 1,124,282
19		Tegner Road	Main Street	4-Lane Arterial at 4-Lane Arterial/Expressway (Detail 15)	$ 5,103,459	$ 1,124,282
20		Tegner Road	Linwood Avenue	Collector at 4-Lane Arterial (Detail 9)	$ 3,119,677	$ 608,933
21		Tegner Road Extension	Canal Drive Extension	Collector at 4-Lane Arterial (Detail 9)	$ 3,119,677	$ 608,933
22		Verduga Road	Canal Drive	4-Lane Arterial at 4-Lane Arterial/Expressway (Detail 15)	$ 5,103,459	$ 1,124,282
23		Verduga Road	East Avenue	4-Lane Arterial at 4-Lane Arterial/Expressway (Detail 15)	$ 5,103,459	$ 1,124,282
24		Verduga Road	Linwood Avenue	4-Lane Arterial at 4-Lane Arterial/Expressway (Detail 15)	$ 3,827,595	$ 843,212
25		Walnut Avenue	Linwood Avenue	Collector at 4-Lane Arterial (Detail 9)	$ 3,119,677	$ 608,933
26		Waring Road Extension	East Avenue	Collector at 4-Lane Arterial (Detail 9)	$ 3,119,677	$ 608,933
27		Waring Road Extension	Linwood Avenue	Collector at 4-Lane Arterial (Detail 9)	$ 3,119,677	$ 608,933
28		Washington Road	Fulkerth Road	4-Lane Arterial at 4-Lane Arterial/Expressway (Detail 15)	$ 3,827,595	$ 843,212
29		Washington Road	Canal Drive Extension	Collector at 4-Lane Expressway (Detail 10)	$ 2,717,888	$ 492,321
30		Washington Road	Main Street	4-Lane Arterial at 4-Lane Arterial/Expressway (Detail 15)	$ 5,103,459	$ 1,124,282
31		Washington Road	Linwood Avenue	4-Lane Arterial at 4-Lane Arterial/Expressway (Detail 15)	$ 3,827,595	$ 843,212
				Total Intersection Projects	***$ 109,166,753***	***$ 25,202,084***

Intersection Signalization & Other Projects

(note: Some intersection improvement projects also include signalization; this section covers intersections where signalization only is proposed)

No.	INTERSECTION	PROPOSED IMPROVEMENTS	TOTAL COST	CFF COST
1	Monte Vista Avenue / Fosberg Road	Install Traffic Signal	$ 250,000	$ 250,000
2	Monte Vista Avenue / Geer Road	Install Traffic Signal & Turn Lanes	$ 500,000	$ 500,000
3	Lander Avenuve / F Street	Install Traffic Signal	$ 250,000	$ 250,000
4	Golden State Boulevard / Hawkeye Avenue	Install Traffic Signal & Turn Lanes	$ 500,000	$ 500,000
5	Geer Road / Calaveras Way	Install Traffic Signal	$ 250,000	$ 250,000
6	Geer Road / Taylor Road	Install Traffic Signal & Turn Lanes, Replace Culvert	$ 750,000	$ 750,000
7	Fulkerth Road / Diane Drive	Install Traffic Signal & Realign Intersection	$ 1,400,000	$ 1,400,000
8	Berkeley Avenue / East Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
9	Daubenberger Road / Canal Drive	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
10	Daubenberger Road / East Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
11	Daubenberger Road Extension / Linwood Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
12	Golden State Boulevard / East Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
13	Golden State Boulevard / Berkeley Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
14	Golf Road / Linwood Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
15	Golf Road / Morgan Ranch Arterial	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
16	Johnson Road / East Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
17	Lander Avenue / Linwood Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
18	Lander Avenue / East Glenwood Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
19	Morgan Ranch Arterial / East Glenwood Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
20	Northeast Expressway / Hawkeye Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
21	Quincy Road / Monte Vista Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
22	Tegner Road / Tuolumne Overcrossing	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
23	Tegner Road / Fulkerth Road	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
24	Tegner Road / Main Street	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
25	Tegner Road / Linwood Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
26	Tegner Road Extension / Canal Drive Extension	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
27	Verduga Road / Canal Drive	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
28	Verduga Road / East Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
29	Verduga Road / Linwood Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
30	Walnut Avenue / Linwood Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
31	Waring Road Extension / East Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
32	Waring Road Extension / Linwood Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
33	Washington Road / Fulkerth Road	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
34	Washington Road / Canal Drive Extension	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
35	Washington Road / Main Street	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
36	Washington Road / Linwood Avenue	Install New or Replace Existing Traffic Signal	$ 220,000	$ 220,000
		Total Intersection Projects	**$ 10,280,000**	**$ 10,280,000**

Overcrossing Improvement Projects

No.	PROJECT ID	HIGHWAY	EXISTING CONDITIONS	PROPOSED IMPROVEMENTS	TOTAL COST	CFF COST
1	Linwood Avenue	SR 99		4-Lane Arterial	$ 11,584,252	$ 11,584,252
2	Linwood Avenue	Golden State Blvd		4-Lane Arterial	$ 12,092,615	$ 12,092,615
3	Tuolumne Road	SR 99		Project 683 - 4-Lane Collector/Arterial	$ 5,523,782	$ -
				Total Overcrossing Projects	**$ 29,200,649**	**$ 23,676,867**

Interchange Improvement Projects

No.	PROJECT ID	HIGHWAY	EXISTING CONDITIONS	PROPOSED IMPROVEMENTS	TOTAL COST	CFF COST
1	Fulkerth Road Interchange	99			$ 9,250,000	$ 9,250,000
2	Lander Avenue Interchange	99			$ 2,000,000	$ 2,000,000
3	Main Street Interchange	99			$ 16,625,893	$ 16,625,893
4	Taylor Road Interchange	99			$ 10,363,703	$ 10,363,703
5	SR 165 Interchange	99			$ 21,000,000	$ 5,250,000
				Total Interchange Projects	**$ 59,239,596**	**$ 43,489,596**

Bike Facility Cost Worksheet

Length of Road 279675

Bike Lane Class II Cost

	qty	unit	unit cost	total
Thermoplastic Striping	1118700	LF	$0.50	$559,350
Pavement Markings	9788.625	SF	$3.00	$29,366
Signs	699	EA	$200.00	$139,838
			TOTAL	**$728,553**

Length of Road 45654 Width of Bike Path 10 feet

Bike Lane Class I cost

	qty	unit	unit cost	total
Type A Asphalt Concr	8,275	Ton	$90.00	$744,731
Class 2 Aggregate Bas	5,636	CY	$45.00	$253,633
Thermoplastic Striping	136962	LF	$0.50	$68,481
Pavement Markings	1597.89	SF	$3.00	$4,794
Signs	114	EA	$200.00	$22,827
			subtotal	$1,094,466
Contingency for Grading			15.00%	$164,170
			TOTAL	**$1,258,636**

City Council Staff Report

December 9, 2025

From:	Nick Showalter, Information Technology Director
Prepared by:	Luis Machado, Information Technology Manager
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Approving the three (3) year purchase renewal of VMware Cloud Foundation software licensing and support with The [Re]Design Group for an annual amount not to exceed $194,844.00, which includes a base quote of $177,844.00 and a contingency of $17,000.00 to accommodate potential growth in storage capacity.

Pursuant to Turlock Municipal Code Section 2-7-08(b)(6), this purchase is deemed in the best interests of the City and is exempt from formal bidding procedures. The expense will be charged to Fund 501 "Information Technology" account number 501-10-130.43045 "Computer Maintenance".

2. NARRATIVE:

Staff requests approval to renew the City's virtualization software subscription with The [Re]Design Group. The proposed renewal covers a three-year term for VMware Cloud Foundation (VCF) and vSAN Enterprise storage, essential components of the City's data center infrastructure.

VMware is the industry-standard platform utilized by the City to host virtual servers. This technology allows the City to run multiple server operating systems on a reduced physical hardware footprint, maximizing efficiency, reducing power consumption, and simplifying management. The City’s critical applications—including those used by Police, Fire, and Finance—run on this virtualized environment. A lapse in the software license puts the City at risk of loss of critical services in the event of a failure of one of the components of the system.

The renewal ensures continued access to management of the system, critical security patches, software updates, and technical support. Without this agreement, the City’s server infrastructure would become vulnerable to security threats and lack vendor support in the event of a system failure. The move to the VMware Cloud Foundation subscription model aligns with industry shifts following Broadcom's acquisition of VMware, consolidating previous separate licenses into a single comprehensive subscription.

The requested "not to exceed" annual amount of $194,844.00 includes the fixed quote of $177,844.00 plus a contingency of $17,000.00. This contingency is requested to handle potential true-up costs should the City's data storage or processor usage exceed the subscribed limits (216 Cores and 48 TiB vSAN) during the year due to unforeseen project demands.

Staff is requesting the purchase renewal be made pursuant to Turlock Municipal Code

Section 2-7-08(b)(6), as the best interests of the City require this purchase be made without compliance with the formal bid procedure.

3. FISCAL IMPACT / BUDGET AMENDMENT:

The total annual cost for the renewal is $194,844.00, detailed as follows:

- Base Subscription Quote: $177,844.00
- Contingency: $17,000.00

The agreement is for a three-year term, with payments due annually. Funds for the current fiscal year have been allocated in account number 501-10-130.43045 "Computer Maintenance".

The Finance Department has determined that this purchase renewal satisfies all municipal purchasing requirements via the exemption provided by Turlock Municipal Code Section 2-7-08(b)(6), that the best interests of the City require that the purchase be made without compliance with the formal bid procedure.

There is no additional appropriation required for the Fiscal Year 2025-26.

4. ENVIRONMENTAL DETERMINATION:

This action is not a project under the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA Guidelines. The renewal involves administrative activities that will not result in direct or indirect physical changes in the environment.

5. ATTACHMENTS:

1. Draft Resolution
2. ReDesign VMware Renewal Quote 11.18.25

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF APPROVING THE PURCHASE RENEWAL OF VMWARE SOFTWARE LICENSING AND SUPPORT WITH THE [RE]DESIGN GROUP FOR A TOTAL AMOUNT NOT TO EXCEED $584,532.00.	**RESOLUTION NO. 2025-XXX**

WHEREAS, the [Re]Design Group has submitted a proposal for the three (3) year purchase renewal of VMware Cloud Foundation software licensing and support, which is essential for the continued operation of the City's data center infrastructure and critical applications; and

WHEREAS, the total cost for the renewal shall not exceed Five Hundred Eighty-Four Thousand Five Hundred Thirty-Two Dollars ($584,532.00), which includes a base quote of $533,532.00 and a contingency of $51,000.00; and

WHEREAS, a lapse in the required software license and support would render the City's server infrastructure vulnerable to security threats and system failures, risking the loss of critical services used by Police, Fire, and Finance Departments; and

WHEREAS, the Finance Department has determined that this purchase renewal satisfies all municipal purchasing requirements via the exemption provided by Turlock Municipal Code Section 2-7-08(b)(6), that the best interests of the City require that the purchase be made without compliance with the formal bid procedure.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby approve the three (3) year purchase renewal of VMware Cloud Foundation software licensing and support with the [Re]Design Group for a total amount not to exceed $584,532.00, to be charged to Fund 501 "Information Technology" account number 501-10-130.43045 "Computer Maintenance."

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:	( )
NOES:	( )
NOT PARTICIPATING:	( )
ABSENT:	( )

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

[re]DESIGN

Q-Leah012744 Version 1
Tuesday, November 18

VMware Subscription Renewal

Turlock, City of (CA)

by Leah Merritt

The [RE]DESIGN Group
lmerritt@redesign-group.com

for Luis Machado
Turlock, City of (CA)
lmachado@turlock.ca.us

YEAR 1 - (216) Cores VMware Cloud Foundation, 3 Year Annual Subscription

Description		Price	Qty	Ext. Price
Build	**(216) Cores VMware Cloud Foundation, 3 Year Subscription** **Billed annually, with payment due 30 days from the service term start date.*	**$153,650.00**	**1**	**$153,650.00**
VCF-CLD-FND-A	**VMware Cloud Foundation** **Service Start Date** 01/10/2026 **Service End Date** 01/09/2027		216	
			Subtotal:	**$153,650.00**

YEAR 1 (48) TiB Add-On for vSAN Enterprise

Description		Price	Qty	Ext. Price
Build	**(48) TiB Add-On for vSAN Enterprise** **Billed annually, with payment due 30 days from the service term start date.*	**$24,194.00**	**1**	**$24,194.00**
VCF-VSAN-8	**VMware vSAN** **Service Start Date** 01/10/2026 **Service End Date** 01/09/2027		48	
			Subtotal:	**$24,194.00**

YEAR 2 - (216) Cores VMware Cloud Foundation, 3 Year Annual Subscription

Description		Price	Qty	Ext. Price
Build	**(216) Cores VMware Cloud Foundation, 3 Year Subscription** **Billed annually, with payment due 30 days from the service term start date.*	**$153,650.00**	**1**	**$153,650.00**
VCF-CLD-FND-A	**VMware Cloud Foundation** **Service Start Date** 01/10/2027 **Service End Date** 01/09/2028		216	
			Subtotal:	**$153,650.00**

YEAR 2 (48) TiB Add-On for vSAN Enterprise

Description		Price	Qty	Ext. Price
Build	**(48) TiB Add-On for vSAN Enterprise** **Billed annually, with payment due 30 days from the service term start date.*	**$24,194.00**	**1**	**$24,194.00**

YEAR 2 (48) TiB Add-On for vSAN Enterprise

Description		Price	Qty	Ext. Price
VCF-VSAN-8	**VMware vSAN** **Service Start Date** 01/10/2027 **Service End Date** 01/09/2028		48	
		Subtotal:		**$24,194.00**

YEAR 3 - (216) Cores VMware Cloud Foundation, 3 Year Annual Subscription

Description		Price	Qty	Ext. Price
Build	**(216) Cores VMware Cloud Foundation, 3 Year Subscription** **Billed annually, with payment due 30 days from the service term start date.*	**$153,650.00**	**1**	**$153,650.00**
VCF-CLD-FND-A	**VMware Cloud Foundation** **Service Start Date** 01/10/2028 **Service End Date** 01/09/2029		216	
		Subtotal:		**$153,650.00**

YEAR 3 (48) TiB Add-On for vSAN Enterprise

Description		Price	Qty	Ext. Price
Build	**(48) TiB Add-On for vSAN Enterprise** **Billed annually, with payment due 30 days from the service term start date.*	**$24,194.00**	**1**	**$24,194.00**
VCF-VSAN-8	**VMware vSAN** **Service Start Date** 01/10/2028 **Service End Date** 01/09/2029		48	
		Subtotal:		**$24,194.00**

[re]DESIGN Consulting: VCF Adoption Workshop - Included

Description		Price	Qty	Ext. Price
CNS	**[re]DESIGN Consulting: VCF Adoption Workshop**		1	Included

Mandatory Flow Down and Additional Terms for End Users

Partner shall, either itself or cause its resellers to flow down the following additional terms to the end user (the "Additional Terms"). For any Order for a Symantec/VMware offering for an end user utilizing a fully executed agreement by and between such end user and Symantec/VMware as the successor in interest to Symantec/VMware. For any Order for a Broadcom offering for an end user utilizing a fully executed agreement by and between Broadcom and such end-user, the common party to Your fully executed Broadcom agreement shall be replaced, if not already the contracting party with the following entity: (a) North America – CA, Inc.; (b) Latin America excluding Brazil – CA, Inc.; (c) Brazil – CA Programas de Computador, Part e Serv Ltda; and (d) Europe, Middle East and Africa, and Asia Pacific and Japan – VMware International Unlimited Company.The use of these offerings is governed by these ordering terms and conditions as well as: (i) the Broadcom terms and conditions published at https://www.broadcom.com/licensing, or (ii) the fully executed agreement by and between the End User and an applicable Broadcom entity regarding the CA, Symantec, or VMware branded offerings ordered in this Order (provided that any terms that purport to protect any future pricing between the parties and any purported rights to Broadcom's pricing on the behalf of an unrelated third party

shall be deemed null and void for purposes of this Order), (c) the Specific Program Documentation (the "SPD"), or (d) the then-current Broadcom SAAS Listing applicable to the Broadcom Software, SaaS and Maintenance located at https://www.broadcom.com/licensing, and (e) the additional terms herein. Partner shall work with Partner's end users to ensure such terms are presented to and agreed by the End User along with the additional flow down terms noted below before or at the time of closing the purchase. Any terms that may appear on Partner's purchase order that vary from or purport to add to the End User Terms (including, without limitation, pre-printed terms) are deemed rejected, inapplicable, and void.End User may terminate any Order (direct or an indirect reseller) for Broadcom Offerings (but in all cases excluding any hardware offerings and associated support contracts thereof) between the parties so long as such Order is governed by these terms as of the date of termination, without cause and without further charge or expense at any time. The End User's termination shall be effective immediately upon written notice to Broadcom sent to usage.reporting@broadcom.com.

On or after the termination date, with the exception of any Fully Paid-Up perpetual licenses, the number of "Fully Paid-Up" licenses will equal the total whole number of licenses earned prior to the termination and are assumed to be paid for equally with respect to the associated Support Services. The End User must either: a) delete all full or partial copies of the Broadcom, Symantec, or VMware branded software (collectively "Broadcom Software") from all of its computing devices, or b) certify such deletion in a statement signed by a Vice-President or a duly authorized representative and sent to usage.reporting@broadcom.com, or c) return to Broadcom all full and partial copies.Once End User's verification or the Broadcom software copies are received, Broadcom will pay End User, or Broadcom Partner, a pro-rata refund of any License, SaaS/Cloud Service, Support Services, or other fees End User or Broadcom Partner pre-paid ("Refund Fees") in accordance with the paragraph below.Refund Fees will be calculated on the number of days remaining in the term (which for the avoidance of doubt will be deemed to commence from the date End User's verification or the Broadcom software copies are received) of the offering eligible for the refund. If the offering is a perpetual license and the associated Support Services is in its initial term, End User, or Broadcom Partner as appropriate, will receive a pro-rated refund of the Support Services fee based on the initial payment schedule and shall be entitled to keep the whole number of perpetual licenses Fully Paid-Up through such initial term as of the date of the order.Notwithstanding the foregoing paragraph, if the Order is terminated without cause, the Partner shall have further obligations under the Agreement with respect to such Order, except that the Parties shall remain bound by the obligations within the survival sections of the Order.Refund Fees will be paid within sixty (60) days to End User or Broadcom Partner who will process the invoicing or reimbursement of fees to End User as appropriate and under the commercial terms between the Broadcom Partner and End User), from the date End User's verification of the Broadcom software copies are received, and any unpaid fees reflecting the Broadcom offerings delivered prior to the termination date shall become immediately due.

Broadcom is authorized to use the End User trademarks, service marks, logos, certifications, designations, and insignias in connection with press and earnings releases. In addition, CA is authorized to use a specific designation (such as preferred business partner etc.) it may have in describing its relationship to End User.

ASSIGNMENT
Neither Party shall assign the End User Terms or any of its rights or delegate any of its duties under the End User Terms, either by operation of law, agreement, or any other process, without the prior written consent of the other Party, except that Broadcom shall have the right to assign the End User Terms or any of its rights or delegate any of its duties under the Agreement at any time to any Broadcom Affiliate(s), or to a successor in interest of all or substantially all of the business to which the End User Terms relate. Subject to the foregoing, the End User Terms will be binding upon, enforceable by, and inure to the benefit of the parties and their respective successors and assigns. Any attempted assignment in violation of this section shall be null and void. "Affiliate" shall mean any person or entity which directly or indirectly owns, controls, is controlled by, or is under common control with a party, where control is defined as owning or directing more than fifty percent (50%) of the voting equity securities or a similar ownership interest in the controlled entity.

MIGRATION
End User understands that Broadcom may migrate a previously licensed software (the "Original Product(s)") to a new software product (the "Migrated Product(s)"). It is the End User's responsibility to understand which products herein may be migrated products. Any migrated products are provided in consideration of Original Product(s) being terminated. End User shall cease using and de-install the Original Product(s) following a transition period of ninety (90) days, as of the date of receipt of the Migrated Product(s). The Migrated Product(s) are subject to the Agreement, the Specific Program Documentation (the "SPD") applicable to the Broadcom Software and Maintenance, located at Broadcom's website address at https://www.broadcom.com/licensing and this transaction document including all financial obligations related to Original Product(s) which remain valid and enforceable and are applicable to the Migrated Product(s). Prior to signature of this Order or generation of a PO for this Order, End User should ensure it understands the migration for the products licensed herein. Execution of this order or generation of a PO for this Order shall constitute acceptance of such migration and shall also constitute a representation and warranty by End User that it has reviewed and fully understands the same. Migration path for licensed products can be obtained at https://www.broadcom.com/docs/product-migration.

SOFTWARE SUPPORT AVAILABILITY
End User understands that Broadcom may either (i) stabilize software in which no future enhancements, versions, releases, development, or service packs are planned, or (ii) the software may be end of life or a particular version is end of service in which Broadcom will no longer provide (a) operational or technical support and (b) develop and provide new enhancements, features, upgrades, service packs, and fixes for the software offering (the "Software Support Availability"). Prior to acceptance of this Order, End User should ensure it understands the support for the products licensed herein. Acceptance of this order shall constitute acceptance of such support and shall also constitute a representation and warranty by End User that it has reviewed and fully understands the same. Software Support Availability for licensed products can be obtained at https://www.broadcom.com/docs/end-of-support.

PERSONAL DATA
End User acknowledges and agrees that Broadcom uses Personal Data as part of the provision of the Broadcom Offerings in accordance with Broadcom's Privacy Policy located at: https://www.broadcom.com/company/legal/privacy. Where Broadcom is a data processor for End User under the applicable local legislation, Broadcom's processing shall be subject to and in accordance with Broadcom's global Data Processing Addendum ("DPA"), including the relevant Standard Contracting Clauses ("SCC") located at: https://www.broadcom.com/company/legal/privacy/data-transfers for international data transfer incorporated therein. End User has been advised that during the term of this Order Broadcom will collect Personal Data and process it as a Controller pursuant to the Privacy Policy and to the extent permitted by GDPR, and/or the Swiss Federal Data Protection Act and/or other applicable local legislation.

END OF MANDATORY FLOW DOWN AND ADDITIONAL TERMS FOR END USERS

VMware Subscription Renewal

Prepared by:

The [RE]DESIGN Group
Leah Merritt
(424) 207-1600
lmerritt@redesign-group.com

Prepared for:

Turlock, City of (CA)
156 South Broadway
Turlock, CA 95380
Luis Machado
lmachado@turlock.ca.us

Quote Information:

Quote #: Leah012744 Version: 1
Delivery Date: 11/18/2025
Expiration Date: 01/10/2026

Quote Summary

Description	Amount
(216) Cores VMware Cloud Foundation, 3 Year Subscription	$460,949.00
(48) TiB Add-On for vSAN Enterprise	$72,583.00
re]DESIGN Consulting: VCF Adoption Workshop	Included
Total:	**$177,844.00 per Year**

Acceptance and Incorporation by Reference

Acceptance of this Order is binding and the above item(s) will be purchased in reliance thereon. All sales are final. Payment Terms are Net 30. After orders are placed, a final invoice will be provided that shall include all applicable taxes and shipping charges not included herein.

This Order together with the Redesign Terms and Conditions located at https://www.redesign-group.com/legal (the “Agreement”) is between REDESIGN Group (sometimes referred to as “we,” “us,” “our,” or “Provider”), and the Customer found on the signature block at the end of this Quote (sometimes referred to as “you,” “your,” or “Client”). This Agreement is effective as of the date both parties have signed below (the “Effective Date”). Customer may issue a purchase order for administrative purposes only. Additional or different terms and conditions contained in any such purchase order will be null and void. If there is a conflict between this Order and the Agreement, this Order will take precedence.

By signing or accepting this Order, Client acknowledges, represents, and warrants that it has read and agrees to the terms and conditions identified above. The parties hereby agree that electronic signatures to this Order shall be relied upon and will bind them to the obligations stated herein. Each party hereby warrants and represents that it has the express authority to execute this Agreement(s). This Order supersedes all prior negotiations, proposals, orders, agreements and communications between the parties with respect to the matters contained herein.

The parties, acting through their authorized officers, hereby execute this Agreement.

Is a PO Required?

☐ Yes - PO# _____ ☐ No

The [RE]DESIGN Group		Turlock, City of (CA)	
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

[re]DESIGN

The [RE]DESIGN Group
222 Pacific Coast Highway
El Segundo, CA 90245

The Future Belongs to the Curious

redesign-group.com

City Council Staff Report

December 9, 2025

From:	Sue Borrego, Interim City Manager
Prepared by:	Nichole Fiez, City Clerk
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Rescind Resolution 2013-167, and Amend Resolution 2012-023 to Adopt An Amended Regular Meeting Schedule for the Successor Agency to the Turlock Redevelopment Agency

2. NARRATIVE:

Council Resolution No. 2012-023, adopted on February 14, 2012, designated the City of Turlock as the governing body for the Successor Agency to the Turlock Redevelopment Agency, with the requirement that the Successor Agency Board hold its regular meetings at the same time and location as the Turlock City Council. At that time, the regular City Council meetings were scheduled for the second and fourth Tuesdays of each month at 7:00 p.m. in City Hall, 156 S. Broadway Street, Turlock, California.

On February 26, 2013, the City Council adopted Ordinance No. 1180-CS, changing the start time of regular City Council meetings from 7:00 p.m. to 6:00 p.m. This adjustment necessitated a corresponding change to the Successor Agency Board's meeting schedule. Accordingly, Council Resolution No. 2013-167, adopted on September 24, 2013, amended the Successor Agency's regular meeting time to match that of the City Council.

Staff is requesting an amendment to further revise the meeting schedule of the Successor Agency to the Turlock Redevelopment Agency, reducing the frequency of its regular meetings to once annually in December at the end of the year.

On average, the Successor Agency Board convenes only once a year. As a result, under the Brown Act, the remaining 21 scheduled meetings are routinely canceled. This proposed change would eliminate the need for unnecessary cancellations, streamline meeting administration, and better reflect the Agency's current meeting requirements. If additional meetings are required, they may be convened as Special Meetings.

3. FISCAL IMPACT / BUDGET AMENDMENT:

No Fiscal Impact.

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of "organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment" and therefore is not considered a project.

5. ATTACHMENTS:

1. Draft Resolution

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF RESCIND RESOLUTION 2013-167, AND AMEND RESOLUTION 2012-023 TO ADOPT AN AMENDED REGULAR MEETING SCHEDULE FOR THE SUCCESSOR AGENCY TO THE TURLOCK REDEVLOPMENT AGENCY	} } } } } }	**RESOLUTION NO. 2025-XXX**

WHEREAS, Council Resolution No. 2012-023, established the rules and regulations for the operations of the Successor Agency and specifically provided the Board shall hold regular meetings at the same time and place as the Turlock City Council has regular meetings, which shall be every second and fourth Tuesday of each month at 7:00 p.m. at City Hall, 156 S. Broadway Street, Turlock, California; and

WHEREAS, Turlock City Council Ordinance No. 1180-CS changed the hour regular City Council meetings are held, which directly corresponds to the hour regular meetings of the Successor Agency to the Turlock Redevelopment Agency are held; and

WHEREAS, Council Resolution No. 2013-167 amended the hour in which regular meetings of the Successor Agency to the Turlock Redevelopment Agency are held, particularly that regular meetings shall be held at the same time and place as the Turlock City Council has regular meetings; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby rescind Resolution No. 2013-167 and amend Section 3C of Resolution No. 2012-023 to adopt an amended regular meeting schedule for the Successor Agency to the Turlock Redevelopment Agency. The Successor Agency shall hold a regular annual meeting at City Hall, 156 S. Broadway, Turlock, California, at 6:00 p.m. concurrent with the Turlock City Council meeting. This meeting shall occur during the last City Council meeting of each calendar year.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:	( )
NOES:	( )
NOT PARTICIPATING:	( )
ABSENT:	( )

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

City Council Staff Report

December 9, 2025

From:	Isaac Moreno, Finance Director
Prepared by:	Lisa Quiroga, Purchasing Manager
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Ordinance: Second and Final Reading Amending Turlock Municipal Code Title 2, Chapter 7, regarding purchasing system to standardize and update the procurement and contracting process

2. NARRATIVE:

The Purchasing Division is responsible for multiple citywide procurement processes, including making sure our procurement processes conform to State and Federal guidelines. In order to meet these requirements, a new Procurement Manual is required. A procurement manual is a guidebook for employees that outlines an organization's policies and procedures for acquiring goods and services. It standardizes the procurement process, ensuring consistency, compliance with regulations, and efficiency, while helping to mitigate risks like non-compliance or fraud. To complete this task, the Finance Department contracted with MGT to develop the new manual. The following list highlights some of the changes proposed in the new manual:

- Clarifies the Acting City Manager's signing authority
- Incorporates State and Federal regulations
- Develops award protest procedures
- Clarifies local vendor preference guidelines
- Clarifies exemptions on bidding requirements
- Incorporates language to adapt to our pending e-procurement process

In order to make sure the City's Procurement Manual stays up-to-date on the city process and State plus Federal guidelines, the Finance Division has also incorporated language that gives the City Manager or designee authority to update the manual if needed.

3. FISCAL IMPACT / BUDGET AMENDMENT:

The Finance Department received a grant from CalRecycle to develop this new Procurement Manual. Therefore, there was no fiscal impact for this process.

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of “organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” and therefore is not considered a project.

5. ATTACHMENTS:

1. Draft Ordinance
2. City of Turlock Purchasing Manual

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF AMENDING TURLOCK MUNICIPAL CODE TITLE 2, CHAPTER 7, REGARDING PURCHASING SYSTEM TO STANDARDIZE AND UPDATE THE PROCUREMENT AND CONTRACTING PROCESS	}	**ORDINANCE NO. -CS**

WHEREAS, the Purchasing Division is responsible for multiple citywide procurement processes, including making sure our procurement processes conform to State and Federal guidelines; and

WHEREAS, in order to meet these requirements, a new Procurement Manual is required. A procurement manual is a guidebook for employees that outlines an organization's policies and procedures for acquiring goods and services; and

WHEREAS, it standardizes the procurement process, ensuring consistency, compliance with regulations, and efficiency, while helping to mitigate risks like non-compliance or fraud; and

WHEREAS, the City's existing Municipal Code Title 2, Chapter 7 references outdated thresholds and procedures requiring an update; and

BE IT ORDAINED by the City Council of the City of Turlock as follows:

SECTION 1. AMENDMENT: Title 2, Chapter 7, is hereby amended to read as follows:

§ **2-7-01 Adopted: Purposes.**
A purchasing system is hereby adopted for the following purposes:

(a) To establish efficient procedures for the purchase of supplies and equipment;

(b) To secure for the City supplies and equipment at the lowest possible cost commensurate with the quality needed;

(c) To exercise positive financial control over purchases;

(d) To clearly define the authority for the purchasing function; and

(e) To assure the quality of purchases.

§ **2-7-02 Purchasing Officer: Position created.**
There is hereby created the position of Purchasing Officer.

§ **2-7-03 Purchasing Officer: Appointment.**
The Purchasing Officer shall be appointed by the City Manager.

§ 2-7-04 Purchasing Officer: Powers and duties.
The duties of the Purchasing Officer may be combined with those of any other office or position. The Purchasing Officer shall have the following powers and duties:

(a) To purchase or contract for supplies and equipment required by any using agency in accordance with the purchasing procedures set forth in this chapter, such administrative regulations as the Purchasing Officer shall adopt, and such other rules and regulations as shall be prescribed by the Council;

(b) To negotiate and recommend the execution of contracts for the purchase of supplies, equipment, and services;

(c) To act to procure for the City the needed quality in supplies and equipment at the least expense to the City;

(d) To discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases;

(e) To prepare and recommend to the Council rules governing the purchase of supplies, equipment, and services for the City;

(f) To prepare and recommend to the Council revisions and amendments to the purchasing rules;

(g) To keep informed of current developments in the field of purchasing, prices, market conditions, and new products;

(h) To prescribe and maintain such forms as are reasonably necessary to the operation of the provisions of this chapter and other rules and regulations;

(i) To supervise the inspection of all supplies and equipment purchased to ensure conformance with specifications;

(j) To recommend to the City Manager the transfer of surplus or unused supplies and equipment between departments as needed and the sale of all supplies and equipment which cannot be used by any agency or which have become unsuitable for City use; and

(k) To maintain a bidders' list, vendors' catalog file, and records needed for the efficient operation of the Purchasing ~~Department~~ Division.

§ 2-7-05 Requisitions.
Using agencies shall submit request for supplies and equipment to the Purchasing Officer by standard requisition forms.

§ 2-7-06 Purchase orders.
Purchases of supplies, equipment, and services over Two Thousand Five Hundred and no/100ths ($2,500.00) Dollars, or such amount as the City Council may designate by resolution, shall be made only by purchase orders.

§ 2-7-07 Encumbrance of funds.
Except in cases of emergency, the Purchasing Officer shall not issue any purchase order for supplies or equipment unless there exists an unencumbered appropriation in the fund account against which such purchase is to be charged.

§ 2-7-08 Bidding requirements.
(a) A City agency may purchase supplies, materials, equipment, and services up to a value of ~~Two Thousand Five Hundred~~Five Thousand and no/100ths ($~~2,55~~5,000.00) Dollars without soliciting quotes or bids.

(b) Bidding procedures are not required under the following circumstances regardless of the amount involved:

(1) When an emergency requires that an order be placed with the nearest available source of supply;

(2) When the supplies, materials, equipment, or services can be obtained from only one (1) vendor;

(3) For contracts involving the obtaining of professional or specialized skill, such as, but not limited to, services rendered by attorneys, engineers, accountants, and specialized consultants;

(4) Where calling for bids on a competitive basis in the opinion of the Purchasing Officer is undesirable, impossible, unavailing, or incongruous;

(5) When engaged in joint, cooperative, or leveraged purchasing plans that have been solicited and awarded on a competitive basis; ~~or~~

(6) Information technology software;

(7) Utility services;

(8) Educational services, publications, and memberships;

(9) Interim contracts of up to four (4) months so that a bidding process may be completed; or

(~~6~~10) When the Council shall have adopted a resolution by at least four (4) affirmative votes determining that the best interests of the City require that the purchase be made without compliance with the formal bid procedure.

(c) Purchases of supplies, materials, equipment, and services of a value of more than ~~Two~~ Five Thousand ~~Five Hundred~~ and no/100ths ($~~2,55~~5,000.00) Dollars to Twenty-Five Thousand and no/100ths ($25,000.00) Dollars, except as provided in subsection (b)(5) of this section, with the consent of the City Manager may be made utilizing the informal bid procedure as set forth below.

(d) Purchases of supplies, materials, equipment, and services of a value greater than Twenty-Five Thousand and no/100ths ($25,000.00) Dollars shall be made utilizing the formal bid procedure as set forth below.

(e) The City Manager is authorized to enter into contracts for the purchase of supplies or equipment or contracts for professional, consultant, and maintenance services where the amount of the contract does not exceed ~~One Hundred~~Seventy-Five Thousand and no/100ths ($~~100~~75,000.00) Dollars, or such other amount as the City Council may designate by resolution. Where the amount of any such contract exceeds ~~One Hundred~~Seventy-Five Thousand and no/100ths ($~~100~~75,000.00) Dollars, or such other amount as the City Council may designate by resolution, the contract shall be approved by the City Council.

(1) All contracts authorized by the City Manager pursuant to this section shall be subject to the current appropriation and allocation of funds by the City Council in the current fiscal year budget or a funding resolution specific to a specific contract(s).

(2) The City Manager shall have the authority to approve in writing any amendment directing an addition, deletion, or revision in such contract, including contract price, plans, specifications, and the nature or quality of services, equipment, supplies or work, to the extent such amendment does not result in the contract price exceeding ~~One Hundred~~Seventy-Five Thousand and no/100ths ($~~100~~75,000.00) Dollars.

(3) In an emergency endangering the lives, property, or welfare of the people of the City or the property of the City, the City Manager may authorize the expenditure of any unencumbered moneys, notwithstanding the fact that such moneys may not have been appropriated for such purpose, to the extent that other moneys have not been appropriated or are otherwise unavailable.

(f) In the event of the absence of a permanent City Manager, or vacancy in the position, ~~the~~ an Acting or Interim City Manager is authorized to enter into contracts for the purchase of supplies or equipment or contracts for professional, consultant, and maintenance services where the amount of the contract does not exceed ~~Twenty~~Seventy-Five Thousand and no/100ths ($~~25~~75,000.00) Dollars, or such other amount as the City Council may designate by resolution, provided there exists an unencumbered appropriation in the fund account against which such contract is to be charged. This section shall only apply to an Acting or Interim City Manager designated by the City Council. If not designated by the City Council, an Acting or Interim City Manager is authorized to enter into contracts under the provisions of this subsection that do not exceed Twenty-Five Thousand and no/100ths ($25,000.00) Dollars.

(g) The City Engineer is authorized to enter into contracts for the purchase of supplies or equipment or contracts for professional, consultant, and maintenance services where the amount of the contract does not exceed Twenty-Five Thousand and no/100ths ($25,000.00) Dollars, or such other amount as the City Council may designate by resolution, provided there exists an unencumbered appropriation in the fund account against which such contract is to be charged.

§ **2-7-09 Purchases: Procedures.**
(a) Informal bid procedure. The Purchasing Officer shall solicit informal bids by direct mail requests, telephone inquiry, comparing prices on file, or by other appropriate means. Insofar as it is practical, no less than three (3) vendors shall be solicited to submit quotations. Award shall be made to the vendor offering the lowest acceptable quotation. The Purchasing Officer shall keep a record of all open market purchases and sales and the informal bidding competition thereon, and such records shall be maintained as a public record.

(b) Formal bid procedure. Purchases made hereunder shall be by written contract with the lowest responsible bidder pursuant to the procedures set forth in this section.

(c) Formal bid procedure. Purchases made hereunder shall be by written contract with the lowest responsible bidder pursuant to the procedures set forth in this section.

(1) Notices inviting bids. Notices inviting bids shall include a general description of the articles to be purchased and shall state where bid blanks and specifications may be secured and the time and place for opening bids.

(i) Published notices. Notices inviting bids shall be published at least ~~ten~~ fourteen (~~10~~14) days before the date of the opening of the bids. Notices shall be published at least once in a newspaper of general circulation, printed and published in the City.

(ii) Bidders' list. The Purchasing Officer shall also solicit sealed bids from all responsible prospective suppliers whose names are on the bidders' list or who have requested their names to be added thereto.

(2) Bidder's security. When deemed necessary by the Purchasing Officer, bidder's security may be prescribed in the public notices inviting bids. Bidders shall be entitled to the return of the bid security; provided, however, a successful bidder shall forfeit his bid security upon his refusal or failure to execute the contract within ten (10) days after the notice of the award of the contract has been mailed unless the City is responsible for the delay. The Council may, on the refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder. If the Council awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the City to the difference between the low bid and second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.

(3) Bid opening procedure. Sealed bids shall be submitted to the Purchasing Officer ~~and shall be identified as bids on the envelope~~through the City's e-procurement portal. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.

(4) Rejection of bids. In its discretion, the ~~Council~~ City may reject any and all bids presented and re-advertise for bids and may waive any informalities or minor irregularities in a bid.

(5) Award of contracts. Contracts shall be awarded by the ~~Council~~ City to the lowest responsible bidder except as otherwise provided in this section. The City ~~Council~~ may, ~~in its discretion,~~ grant qualified local vendors a bidding preference of ~~three~~ five (~~3~~5%) percent not to exceed a limit of ~~Three~~ Five Thousand and no/100ths ($~~3~~5,000.00) Dollars. For purposes of this section, a qualified local vendor is defined as any individual, partnership, or corporation which regularly maintains a place of business and an inventory of merchandise for sale within the corporate limits of the City and has obtained a business license issued by the City of Turlock. Additional qualifications on a Local Vendor determination may be found in the adopted Purchasing Manual, as it may be amended from time to time. In addition to price, in determining the lowest responsible bidder, consideration will be given to quality and performance of the commodity to be purchased

or service provided by the seller. Criteria for determining low bids shall include, but not be limited to, the following:

(i) The ability, capacity, and skill of the bidder to perform the contract;

(ii) Whether the bidder has the facilities to perform the contract promptly, or within the time specified, without delay or interference;

(iii) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;

(iv) The bidder's record of performance of previous contracts;

(v) The previous and existing compliance by the bidder with laws and ordinances relating to the contract; and

(vi) The ability of the bidder to provide future maintenance, repair parts, and services for the use of the commodity purchased.

(6) Tie bids. If two (2) or more bids received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay of readvertising for bids, the Council may accept the bid it chooses or accept the lowest bid made by negotiation with the tie bidders at the time of the bid opening. In the case of an absolute tie, an award will be made to the local vendor. In the case of a tie between local vendors, the award will be determined by lottery.

(7) Performance bonds. The Council shall have the authority to require a performance bond in such amount as it shall find reasonably necessary to protect the best interest of the City before entering into a contract. If the Council requires a performance bond, the form and amount of the bond shall be described in the notice inviting bids.

§ 2-7-10 Award Protest.

(a) Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the City of Turlock Purchasing Officer. Non-awarded bidders may file a written protest through email or certified mail no later than five (5) business days after the date of the Notice of Intended Award. Such protests must be received by the Purchasing Officer before 5:00 PM local time on the last day of the five (5) business day protest period. Protests may be submitted to the City of Turlock Purchasing Officer through email at Purchasing@turlock.ca.us or at 156 S. Broadway Suite 270, Turlock, CA 95380. Protests filed with the Purchasing Officer shall:

(1) Include the name, address, business telephone number, and email address of the protestor;

(2) Identify the project under protest by name, solicitation number, and closing date;

(3) Contain a concise statement of the grounds for protest. Appeals should address only areas regarding bid contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest in the rating process, and inappropriate or unfair competitive procurement grievances regarding the bid process. RFB, RFP, or

RFQ processes and procedures, including evaluation criteria, shall not be proper grounds for protest. Concerns related to those issues must be raised and addressed, prior to the bid or proposal opening date to allow adjustments before the evaluation of bids or proposals; and

(4) Include all supporting documentation, if any. Documentation submitted after filing the protest will not be considered during the review of the protest or during any appeal;

(5) The procedure and time limits set forth in this Section are mandatory and are the bidder's sole and exclusive remedy. Failure to comply with these procedures and time limits shall constitute a waiver of any right to further pursue a protest;

(6) The bidder's filing of a protest shall not preclude the City from rejecting all bids or proposals and re-advertising a contract. Rejecting all bids or proposals shall render a protest moot and terminate all protest proceedings.

(b) In an effort to limit frivolous protests, protestors who file two (2) protests within twelve (12) calendar months, whose protests are not resolved in their favor, may be withheld from future bid or proposal.

§ 2-7-~~10~~ 11 Approval of contract amendments by the City Manager.

(a)(1) After the effective date of any contract approved by the City Council for the purchase of supplies or equipment or contracts for professional, consultant, and maintenance services, the City Manager, an Acting City Manager or an Interim City Manager shall have the authority to approve in writing any amendment directing an addition, deletion, or revision in such contract, including contract price, plans, specifications, and the nature or quality of services, equipment, supplies or work, subject to the following limitations:

(i) The cumulative dollar value of all such amendments relating to any one (1) contract shall not exceed ten (10%) percent of the contract price approved by the City Council.

(ii) All amendments authorized by the City Manager, an Acting City Manager or ~~the~~ an Interim City Manager pursuant to this section must be accounted for as part of the City's current appropriation and allocation of funds in the current fiscal year budget or accounted for as part of an approved project or contract.

(2) Any amendment exceeding the limitations set forth in subsection (a)(1) of this section shall be submitted to the City Council for approval in the form of a contract amendment or supplemental agreement. Such amendment or supplemental agreement shall set forth the amended contract price which will constitute the new contract price for the purposes of the authority for City Manager-approved amendments in accordance with subsection (a)(1) of this section.

~~**§ 2-7-11 Repealed.**~~

§ 2-7-12 Quality and conformance inspections and tests.

The Purchasing Officer shall inspect delivered supplies and equipment to determine their conformance with the specifications set forth in the order or contract. The Purchasing Officer shall have the authority to require chemical and physical tests of samples submitted with bids

and samples of deliveries, which tests shall be necessary to determine quality and conformance with specifications.

§ **2-7-13 Incorporation of anti-nepotism standards.**
(a) Except as provided in subsection (b) of this section, in making purchases of equipment or supplies and in entering into agreements for the provision of services the Purchasing Officer, and any person or agency delegated authority under Section 2-7-04 to independently make such purchases or enter into such contracts, shall be subject to and governed by the anti-nepotism policy concerning the employment of relatives set forth in the City's Personnel Rules and Regulations as established and amended from time to time by resolution of the City Council.

(b) Neither the provisions of subsection (a) of this section nor the Personnel Rules and Regulations incorporated into that subsection shall prevent, nor be construed as preventing, the Purchasing Officer or a delegatee of the Purchasing Officer from receiving and accepting donations of equipment, supplies, or volunteer services from or by any relative of a City employee.

SECTION 2. VALIDITY: If any section, subsection, sentence, clause, word, or phrase of this ordinance is held to be unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remainder of this ordinance. The Turlock City Council hereby declares that they would have passed this ordinance, and each section, subsection, sentence, clause, word, or phrase thereof, irrespective of the fact that one or more section, subsection, sentence, clause, word, or phrase be declared invalid or unconstitutional.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 18th day of November, 2025, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

Signed and approved this ___ day of _____, 2025.

SIGNED:

_____

Amy Bublak, Mayor

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

APPROVED AS TO FORM:

_____
George Petrulakis, City Attorney

CITY OF TURLOCK

PURCHASING MANUAL

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SECTION 1 : INTRODUCTION

This manual is presented as an informational guide to City departments to detail the procedures that are to be followed for obtaining materials, equipment, and services through a decentralized purchasing system.

The purpose of a decentralized purchasing system is to obtain those materials, equipment, and services necessary for the daily operations of our City government, as well as long-range procurement, in a timely and cost-effective manner to ensure continued function and continuity of City services.

For such a system to work, City departments and Purchasing Division staff must work together to develop clear and concise specifications conducive to open, competitive purchasing that will ensure a standard of quality and reliability.

The information in this manual will help staff understand the laws and regulations that govern the procurement activity of the City, as well as assist in following the proper procedures necessary for completing the purchasing process in a timely manner.

The Purchasing Division staff looks forward to assisting you in meeting your procurement needs and hopes that you will use them as a resource to avert unnecessary delays in obtaining the goods and services required by your department.

Administrative and regulatory modifications to this Policy and Procedures Manual may be approved by the City Manager or designee.

1.1. DEFINITION AND DUTIES OF THE PURCHASING DIVISION

The Purchasing Officer is responsible to the Finance Director for the administration of the Purchasing Division. The division is responsible for the purchasing of supplies, equipment, materials, and contractual services required by City departments, and for the administration of all rules and regulations established by the City Municipal Code, State, and federal laws and regulations that may apply to these areas of responsibility.

1.2. LEGAL ASPECTS

1.2.1 Municipal Code

A. In conformance with the provisions of Chapter 2, Section 7 of the Turlock Municipal Code (TMC), a decentralized purchasing system has been adopted for the following purposes:

1. To establish efficient procedures for the purchase of supplies and equipment;
2. To secure for the City supplies and equipment at the lowest possible cost commensurate with the quality needed;
3. To exercise positive financial control over purchases;
4. To clearly define the authority for the purchasing function; and
5. To ensure the quality of purchases.

B. The Purchasing Officer shall have the following powers and duties: (TMC §2-7-02 through 2-7-04, §2-7-12)

1. To purchase and contract for supplies and equipment required by any using agency in accordance with the purchasing procedures set forth in Chapter 2, Section 7, Turlock Municipal Code, such administrative regulations as the Purchasing Officer shall adopt, and such other rules and regulations as shall be prescribed by the Council;
2. To negotiate and recommend the execution of contracts for the purchase of supplies, equipment, and services;
3. To act to procure for the City the needed quality in supplies and equipment at the least expense to the City;
4. To discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases;
5. To prepare and recommend to the Council rules governing the purchase of supplies, equipment, and services for the City;
6. To prepare and recommend to the Council revisions and amendments to the purchasing rules;
7. To keep informed of current developments in the field of purchasing, prices, market conditions, and new products;
8. To prescribe and maintain such forms as are reasonably necessary to the operation of the provisions of this chapter and other rules and regulations;
9. To recommend to the City Manager the transfer of surplus or unused supplies

and equipment between departments as needed, and the sale of all supplies and equipment which cannot be used by any agency, or which have become unsuitable for City use;

10. To maintain a bidders' list, vendors' catalog file, and records needed for the efficient operation of the Purchasing Division.

1.2.2 Related State and Federal Laws and Regulations

A. In addition to the municipal code, Federal regulations and State Codes apply in specific procurement applications.

B. Significant Federal regulations that should be considered when procuring goods and services with Federal funds include but are not limited to:

1. Federal Wage Rate Determination (Davis-Bacon) Act
2. Build America Buy America Act
3. 2 CFR 200.313 Equipment
4. 2 CFR 200.318 through 200.327 Procurement Standards
5. 2 CFR 180.995 and 2 CFR 200.214 Suspension and Debarment
6. 2 CFR 200.331 Subrecipient and Contractor Determinations
7. 2 CFR 200.332 Requirements for Pass-through Entities

C. Key provisions of California law affecting the City include but not limited to:

1. California Government Code Section 54202 Establishment of purchasing policies and procedures
2. California Government Code, Title 1, Division 5, Chapter 10 Contracts with Private Architects, Engineering, Land Surveying, and Construction Project Management Firms
3. California Public Contract Code Division 2, Part 3 Contracting by Local Agencies
4. California Uniform Public Construction Cost Accounting Act, where applicable
5. California Government Code Section 53702 Compliance with Federal laws and regulations in contracts for public work
6. California Government Code, Title 1, Division 5, Chapter 3.2 Energy Conservation Contracts
7. California Government Code, Title 14, Division 7, Chapter 12, Article 12 Procurement of Recovered Organic Waste Products

1.2.3 Code of Ethics and Conduct

A. Ethical Concepts. When conducting City business with the business community, it is every employee's responsibility to follow ethical practices and adhere to applicable laws, policies, and procedures.

B. Fair and Equal Treatment. City employees must discharge their duties under the City's Municipal Code and this Manual in an impartial manner to foster the integrity of the City's purchasing function and to assure fair and open competition for City business and the selection of competent, responsible vendors. All vendors shall be treated equally and fairly at all times by City personnel, with equal information given to each vendor who participates in a competitive situation.

Staff should not aid or assist a potential vendor in securing a contract for goods or services by favoring one vendor over another, giving or withholding information from any vendor not given or withheld from all other vendors; willfully misleading any vendor in regards to the character of the materials or supplies of a quality inferior to that called for by the contract; or knowingly certifying to a greater amount of labor performed or material or supplies furnished than has been performed or received.

C. Conflict of Interest. The City Council, and all City employees, including elected officials, classified personnel, and unclassified personnel shall: (Council Resolution 2020-47)

1. Avoid any act of impropriety or the appearance of impropriety.
2. Not discriminate in the provision of services to the public, including the solicitation or acceptance of gifts in connection with services rendered in the performance of duties.
3. Not accept an economic advantage or discount not available to all City employees.
4. All City employees should notify the Purchasing Officer in writing of any Conflict or Impaired Judgement to document why the employee should remove themselves from any purchasing situation.

D. Solicitation or Acceptance of Gifts. City personnel are prohibited from accepting tips, special gifts of value, or other consideration because of services rendered in their official capacity as City employees. (Section 10.1.3, Personnel System Rules and Regulations)

E. Anti-nepotism. In making purchases of equipment or supplies and in entering into agreements for the provision of services the Purchasing Officer, and any person or agency delegated purchasing authority is subject to and governed by the anti-nepotism policy concerning the employment of relatives set forth in the City's Personnel Rules and Regulations. (TMC §2-7-13)

F. Lobbying. Pursuant to California Government Code Section 87100, no public official shall make, participate in making, or in any way attempt to use their official position to influence a governmental decision in which they know or have reason to know they have a financial interest. A City elected official, any person appointed to the City Council, the City Manager, the Deputy or Assistant City Manager, the City Attorney, the City Clerk, any department director, any department deputy or assistant director, the City Engineer, and the City Chief Building Official shall not, for a period of 2 years after leaving that office or employment, act as agent or attorney for, or otherwise represent, for compensation, any other person, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action involving the sale or purchase of goods or property. (TMC §2-13-103)

1.2.4 Local Vendor Preference

A. Whenever the Purchasing Officer purchases services, supplies, materials, and/or equipment for the City through the competitive process, including quotes, bids, and proposals, a five (5%) percent, not to exceed a limit of $5,000 preference shall

be granted to local vendors for evaluation purposes. (TMC §2-7-09 (c)(5))

B. The Local Vendor Preference does not apply to bids conducted jointly with other public agencies, nor when prohibited by state or federal statutes or regulations that require an award to the lowest responsible bidder (such as in Public Works of Improvement projects), or otherwise exempted from local preferences. (2 CFR 200.319(c))

C. For the purposes of this section, a qualified Local Vendor is defined as any business that meets both the criteria below:

1. The vendor has a place of business within the corporate limits of the City for at least one (1) year prior to the transaction for which preference is claimed by the vendor. Post office boxes do not qualify as a verifiable business address.

2. The vendor has a current business license issued by the City.

D. The Purchasing Office will apply the following procedures and guidelines when implementing the Local Vendor Preference program.

1. To qualify for the Local Vendor Preference, local vendors must submit with each bid for which a preference is claimed documentary proof that the vendor meets the criteria established. The Purchasing Officer shall not be required to verify the accuracy of any such certification and shall have sole discretion to determine if a vendor meets the definition of a local vendor or local business.

2. When bid submissions are evaluated, a five percent (5%) bidding preference, not to exceed $5,000, shall be granted to the total dollar amount bid by qualified local vendors on competitive quotes and bids. The award shall be made at the full price of the quote, bid, or proposal. In the case of an absolute tie, an award will be made to the local vendor. In the case of a tie between local vendors, the award will be determined by lottery. (TMC §2-7-09(c)(5) and TMC §2-7-09(c)(6)).

1.2.5 Environmentally Preferable Purchases and Practices

The City of Turlock encourages innovation and efficiency improvements. By adopting environmentally friendly purchasing practices in compliance with California State Law (SB 1383), the City can reduce its environmental impact, reduce costs and liabilities, and improve environmental quality. The primary goals are to minimize environmental impacts and promote the purchase of recycled and environmentally-preferred products that:

1. Conserve natural resources and materials;
2. Reduce the consumption of space in landfills; and
3. Increase employee awareness that many used items can serve an additional purpose.

1.2.5.1 General Policies

A. Whenever feasible, each department should make every reasonable effort to purchase and use recycled products or with recycled content, to the extent such use does not adversely affect health, safety, operational efficiency, or effectiveness, as determined by each department. Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable price.

B. Departments will review purchasing specifications and contract requirements, and where feasible, will revise such specifications and contact requirements to encourage the use of recycled products and other environmentally-preferred products. Departments shall consider the ability of a product and its packaging to be reused, reconditioned, or recycled. Departments should purchase products which minimize waste and toxic by-products in their manufacturing, use recycling, and disposal processes.

1.2.5.2 Definitions

A. "Paper Products" include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling; or as otherwise defined in 14 CCR Section 18982(a) (51).

B. "Compost (SB 1383 Eligible)" means the product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2(a)(4).

C. "Mulch" means organic material that must meet or exceed the physical contamination, maximum metal concentration, and pathogen density standards for land application specified in 14 CCR Section 17852(a) (24.5) (A) 1 through 3 and must be produced at one of the following facilities:

   a. A permitted or authorized compostable material handling operation or facility as defined in 14 CCR Section 17852(a)(12), that is permitted or authorized under 14 CCR Division 7, other than a chipping and grinding operation or facility as defined in 14 CCR Section 17852(a)(10); or
   b. A permitted or authorized transfer/processing facility or transfer/processing operation as defined in 14 CCR Section 17402(a) (30) and (31) or that is permitted and authorized under 14 CCR Division 7; or
   c. A permitted solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under 27 CCR Division 2.

D. “Procurement of Recovered Organic Waste Products” shall mean purchase or acquisition of (e.g., free delivery or free distribution from a hauler or other entity via a written agreement or contract) Organic Waste Products and end use by the City. The City’s Annual Recovered Organic

Waste Product Procurement Target can be fulfilled directly by the City or by Direct Service Providers through written contracts or agreements for Procurement of Recovered Organic Waste Products at the City's behest.

E. "Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper" means such products that consist of at least thirty percent (30%) recycled materials, by fiber weight, post-consumer fiber, or as much as one hundred percent (100%) post-consumer fiber by fiber weight, consistent with the requirements of Sections 22150 to 22154 and Sections 12200 and 12209 of the Public Contract Code, and as they may be amended from time to time.

F. "SB 1383" means Senate Bill 1383 approved by the Governor on September 19, 2016, which establishes methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced.

G. "SB 1383 Regulations" or "SB 1383 Regulatory" means or refers to the Short-Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by Cal Recycle and adopted in 2020 that created Chapter 12 of 14 CCR, Division 7 and amended portions of regulations of 14 CCR and 27 CCR.

1.2.5.3 Paper Products

Preference should be given to paper products that contain postconsumer recycled content and are recyclable. Specifically, Sections 22150-22154 Public Contract Code and 14 CCR 18993.3 and as they may be amended from time to time.

A. Printing and writing paper should consist of at least 30 percent postconsumer recycled content;
B. Other paper products should consist of at least 30 percent postconsumer recycled content, except for:
    1. Toilet paper should consist of at least 45 percent postconsumer recycled content;
    2. Paper towels should consist of at least 40 percent postconsumer recycled content;
    3. Facial tissue should consist of at least 10 percent postconsumer recycled content;
    4. Toilet seat covers should consist of at least 20 percent postconsumer recycled content;
    5. General purpose paper wipes should consist of at least 40 percent postconsumer recycled content;
C. Products must be recyclable as defined by Federal Trade Commission (FTC) Green Guides (16 CFR 260.12); and
D. Vendors must certify postconsumer content and recyclability claims by completing the Recycled-Content and Recyclable Paper Certification Form.

E. User Departments must maintain a spreadsheet documenting the volume and type of paper purchased. The spreadsheet will cover a calendar year and be provided to the Regulatory Affairs Division by January 31. The spreadsheets will be compiled by the Regulatory Affairs Division and utilized to assist in the preparation of the Jurisdiction Electronic Annual Data Report, due annually on August 1 for the preceding calendar year.

1.2.5.4 IT Equipment

Preference should be given to electronic products that:

A. Have Bronze registration or higher under the Electronic Products Environmental Assessment Tool (EPEAT), or which meet similar energy efficiency standards;
B. Are Energy Star-rated or meet similar energy efficiency standards.

1.2.5.5 Recover Organic Waste Products

The City, including its Direct Service Providers, will make every effort to meet its annual procurement target for Recovered Organic Waste Products as determined by the State. Periodically, the City's Recordkeeping Designee shall distribute information to City Staff on the Procurement target and specific products that meet the SB 1383 procurement requirements. Divisions and departments responsible for landscaping maintenance shall:

A. Use SB 1383 Eligible Compost and SB 1383 Eligible Mulch produced from recovered Organic Waste, as defined in the Definitions section of this Policy, for landscaping maintenance as practicable, whenever available, and capable of meeting quality standards and criteria specified;

B. Ensure that SB 1383 Eligible Mulch producers certify that the mulch meets the definition contained in this policy through the following:
    1. Copy of operation or facility permit or authorization.
    2. Copy of laboratory results confirming the mulch meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land application specified in 14 CCR Section 17852(a) (24.5) (A) 1 through 3.

    Failure to provide the applicable certification documents on an annual basis or at the request of the City will result in the mulch no longer being eligible as a recovered organic waste product under this procurement policy.

C. Keep records, including invoices or proof of Recovered Organic Waste Product procurement (either through purchase or acquisition), and submit records to the Regulatory Affairs Division, on a schedule to be determined by the Recordkeeping Designee. General Procurement Records shall include:

    1. General description of how and where the product was used and applied, if applicable;
    2. Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured;
    3. Type of product;
    4. Quantity of each product; and

5. Invoice or other record demonstrating purchase or procurement.

D. For Compost and SB 1383 Eligible Mulch provided to residents through giveaway events or other types of distribution methods, keep records of the Compost and SB 1383 Eligible Mulch provided to residents. Records shall be maintained and submitted to the Regulatory Affairs Division.

E. When a Direct Service Provider for the City procures compost or mulch, enter into a written contract or agreement, or execute a purchase order between the City and Direct Service Provider with enforceable provisions that include:
   1. Definitions and specifications for SB 1383 Eligible Mulch, Compost, Renewable Gas, and/or Electricity Procured from Biomass Conversion; and
   2. An enforcement mechanism (e.g., termination, liquidated damages) in the event the Direct Service Provider is not compliant with the requirements.

1.2.5.6 Promotion

A. City business cards, letterhead stationery, envelopes, business forms, and other documents should use recycled products where feasible. Such items should be labeled "Printed on Recycled Paper" to promote the use of postconsumer content. In addition, City mailings and publications should be printed using non-toxic inks.

B. All City offices and Departments should promote the recycling of office waste paper by providing recycling bins for employees' use.

1.3. CONTRACTS OUTSIDE THE SCOPE OF THE PROCUREMENT MANUAL

1.3.1 Other Acquisitions

This policy will not apply to transactions involving the purchase, sale, lease, or other transactions for real property; for joint development projects; for purchases from government-regulated entities such as public utilities which are granted market exclusivity by the regulating agency; for purchases of professional subscriptions, memberships, seminars, and expenses in connection with industry meetings and conferences; for travel and living expenses on City business; and other similar expenditures incidental to the routine conduct of the City's business.

1.3.2 Revenue and No-Cost Contracts

Contracts whose principal purpose is to generate revenue for the City or operate at no cost are not subject to this policy. However, where feasible, a competitive process suitable to the type and scope of the activity involved and the availability of competition should be conducted. Additionally, the responsible Division should ensure that appropriate insurance is obtained.

SECTION 2 : OVERVIEW AND CROSS-CUTTING REQUIREMENTS

2.1. DEFINITIONS AND THRESHOLDS

2.1.1 Definitions

A. Professional services shall mean accounting, appraisal, architectural, auditing, engineering, environmental, information system services, land surveying, construction management, legal services, financial planning, medical or planning services or any service which is similarly professional, scientific, expert, or technical in nature.

B. Public Project means: (PCC Section 20161)

1. A project for the erection, improvement, painting, or repair of public buildings and works.
2. Work in or about streams, bays, waterfronts, embankments, or other work for protection against overflow.
3. Street or sewer work except maintenance or repair.
4. Furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.

All public projects with expenditures exceeding five thousand dollars ($5,000), shall be contracted for and let to the lowest responsible bidder. (PCC Section 20162) Additionally, all Public Works projects more than $1,000 are subject to state-mandated prevailing wage and reporting requirements, regardless of the procurement method used. (Labor Code §1771)

C. Purchases. Means the acquisition of supplies, nonprofessional services, materials, and/or equipment in furtherance of City needs and purposes.

2.1.2 Thresholds

A. Less than or equal to $5,000: “Micro” Purchases: The purchase of supplies, materials, equipment, and services up to a value of $5,000.00 (Five Thousand and no/100ths), multiple price quotes are not required. Purchases over $2,500.00 shall be made only by purchase order. (TMC §2-7-08(a), §2-7-06)

B. $5,000.01 - $25,000: “Informal Bid” Purchases. For the purchase of supplies, materials, equipment, and services with a value exceeding $5,000 but equal to or below $25,000 (Twenty-Five Thousand and no/100ths), price quotes shall be solicited from a minimum of three (3) suppliers. (TMC §2-7-08(c))

The resulting order, if any, shall be placed with the supplier providing the lowest-priced, responsive, and responsible offer, which is defined as the bidder submitting the lowest-priced quote that materially conforms to all requirements of the purchase, and has demonstrated ability to perform the work. More complex purchases within the $5,000.01 - $25,000 range may be better handled through the

written Request for Bid (RFB), Request for Proposal (RFP), or Request for Qualifications (RFQ) processes. (TMC §2-7-09(a))

C. $25,000.01 and above: Purchases of supplies, materials, equipment, and services of a value greater than Twenty-Five Thousand and no/100ths ($25,000.00) Dollars and up shall be made utilizing a formal bid procedure. Procurements at or above this threshold are made through the City's e-procurement portal. (TMC §2-7-08(d))

D. Signing Authority Up to $25,000: The City Engineer is authorized to enter into contracts for the purchase of supplies or equipment or contracts for professional, consultant, and maintenance services where the amount of the contract does not exceed Twenty-Five Thousand and no/100ths ($25,000.00) Dollars, or such other amount as the City Council may designate by resolution, provided there exists an unencumbered appropriation in the fund account against which such contract is to be charged. (TMC §2-7-08(g))

E. Signing Authority Up to $75,000: The City Manager, and in the absence of a permanent City Manager or vacancy in the position, an Acting or the interim City Manager are authorized to enter into contracts for the purchase of supplies or equipment or contracts for professional, consultant, and maintenance services where the amount of the contract does not exceed Seventy-Five Thousand and no/100ths ($75,000.00) Dollars, or such other amount as the City Council may designate by resolution. This section shall only apply to an Acting or Interim City Manager designated by the City Council. If not designated by the City Council, an Acting or Interim City Manager is authorized to enter into contracts under the provisions of this subsection that do not exceed Twenty-Five Thousand and no/100ths ($25,000.00) Dollars. Where the amount of any such contract exceeds Seventy-Five Thousand and no/100ths ($75,000.00) Dollars, or such other amount as the City Council may designate by resolution, the contract shall be approved by the City Council. (TMC §2-7-08(e), §2-7-08 (f))

F. Signing Authority Above $75,000: Contracts for the purchase of supplies, materials, equipment, and services exceeding Seventy-Five Thousand and no/100ths ($75,000.00) Dollars shall be approved by the City Council. Amendments to contracts that result in a total contract price exceeding Seventy-Five Thousand and no/100ths ($75,000.00) Dollars shall also be approved by the City Council. (TMC §2-7-08(e))

G. Approval of Contract Amendments by the City Manager: After the effective date of any contract approved by the City Council for the purchase of supplies or equipment or contracts for professional, consultant, and maintenance services, the City Manager, an Acting City Manager or an Interim City Manager shall have the authority to approve in writing any amendment directing an addition, deletion, or revision in such contract, including contract price, plans, specifications, and the nature or quality of services, equipment, supplies or work, subject to the following limitations:

   i. The cumulative dollar value of all such amendments relating to any one (1)

contract shall not exceed ten (10%) percent of the contract price approved by the City Council.

ii. All amendments authorized by the City Manager, an Acting City Manager or an Interim City Manager pursuant to this section must be accounted for as part of the City's current appropriation and allocation of funds in the current fiscal year budget or accounted for as part of an approved project or contract.

Any amendment exceeding the limitations set forth in this section shall be submitted to the City Council for approval in the form of a contract amendment or supplemental agreement. Such amendment or supplemental agreement shall set forth the amended contract price which will constitute the new contract price for the purposes of the authority for City Manager-approved amendments in accordance of this section. (TMC §2-7-11)

It is never permissible to split a proposed contract, project, or purchase in order to evade contract dollar limitation or bidding requirements.

2.2. GENERAL

Departmental purchase requests should describe the requested goods or services sufficiently to facilitate the procurement process. The clearer such specifications are, the easier it is to determine the appropriate procurement method and obtain pricing proposals. Specifications and standards from previous successful procurements should be reused and updated whenever repeat purchases are made.

Public Works of Improvement (construction and maintenance) projects are subject to additional rules, such as prevailing wage requirements for projects above $1,000, reporting of maintenance work above $5,000, reporting of new construction projects above $25,000, the requirement for bidder's security for all construction bids in the form of cash, cashier's check, certified check, or a bidder's bonds and requirement of performance bonds and payment bonds at or above $25,000. See Section 6 for procedures related to Public Works contracts. (State of California Civil Code §9550, PCC § 20170, 20171, 20483, and SB-854)

2.3. DETERMINATION OF COMPETITIVE PROCUREMENT METHOD

2.3.1 Procurement Methods

2.3.1.1 Request for Bids

The Request for Bid (RFB) process is used to obtain simple, common, or routine goods and services. Little discretion is required to perform the work. Examples of goods and services commonly procured through an RFB include pest control, equipment maintenance, and uniforms. The primary focus in the RFB process is price. RFB procedures are located in Section 3 of this manual.

2.3.1.2 Request for Proposals

The Request for Proposals (RFP) process is used to obtain complex services in which professional expertise is needed and may vary. These services may be provided using

different methods or approaches. Examples of services procured through the RFP process include auditing, planning, and professional design. The focus of the RFP process is on both price and quality. RFP procedures are located in Section 4 of this manual.

2.3.1.3 Request for Qualifications

The Request for Qualifications (RFQ) focuses on vendor qualifications, capabilities, and experience, seeking the best, most qualified vendor to work on a project. The RFQ process is similar to the RFP process; however, price is not negotiated until after a potential vendor is selected. Examples of goods and services where an RFQ may be used include construction projects, architectural and engineering services, and consulting services such as IT or management consulting. Procedures related to the RFQ process are located in Section 5.

2.3.2 Selection of Procurement Method

The Requestor Department is responsible for selecting the most appropriate procurement method for needed goods and services. The Requestor Department should consider the types of goods or services needed and the focus of the procurement. The Table below illustrates the focus of each procurement method.

Solicitation Method	Focus
Request for Bids (RFB)	Price
Request for Proposals (RFP)	Price and Quality
Request for Qualifications (RFQ)	Quality

2.4. EXEMPTIONS TO COMPETITIVE PROCUREMENT REQUIREMENTS

2.4.1 General

Absent a statutory requirement, public entities are not bound to engage in competitive bidding (San Diego SAFE v. Superior Ct., (1988) 198 CA 3d. 1466, and Grayden v. Pasadena Redevelopment Agency (1980) 104 CA 3d 631). Purchases of equipment, materials, supplies, and services shall be awarded through competitive processes, except when the Purchasing Officer determines that at least one of the following conditions apply: (TMC §2-7-08(b))

a. Micro Purchase;
b. Emergency;
c. Sole-Source;
d. Professional or Specialized Skills;
e. Cooperative Purchasing;
f. Categorical Exemptions
g. Council-approved Exemptions

2.4.2 Micro Purchases

2.4.2.1 Competitive processes are not required when the total price for supplies, materials, equipment, and services is $5,000 or below.

2.4.2.2 Public Works of Improvement above $1,000 are subject to prevailing wage and

reporting requirements, regardless of procurement method (Labor Code §1771). Refer to Section 6 for further information.

2.4.2.3 Federally-funded purchases may be subject to Micro Purchase thresholds different from those of the City. In such cases, the more stringent policies shall be followed. Refer to Section 7 for further information.

2.4.3 Emergency Purchases

2.4.3.1 The City is not required to competitively purchase supplies, equipment, materials, or services when immediate action is required to avoid imminent danger to persons or property.

2.4.3.2 Emergency purchases shall be made by City personnel who have expertise related to the emergency situation. The City Manager may authorize the expenditure of any unencumbered moneys, notwithstanding the fact that such moneys may not have been appropriated for such purpose, to the extent that other moneys have not been appropriated or are otherwise unavailable. (TMC §2-7-08 (b)(1), TMC §2-7-08 (e)(3))

2.4.3.3 During a natural disaster or other such emergency, all related emergency procurements will be coordinated through the City's designated Emergency Operations Center.

2.4.4 Sole Source

2.4.4.1 Competitive processes are not required when the procurement qualifies for sole-source exemption, as justified by the requisitioner and approved by the Purchasing Officer. A sole-source decision is not permitted merely upon the grounds that such an approach is the most convenient, or that the subject product demonstrates technical or administrative superiority or is preferred by staff. (TMC §2-7-08 (b)(2))

2.4.4.2 A sole-source procurement can be made from only one source of supply, or when no competitive advantage can be gained through competitive processes. Such situations may arise when the item or service requirements are so unusual or distinct that the possible sources are narrowed down to one. This may be the case, for example, with replacement parts for brand-name machinery, equipment, or vehicles. The sole-source vendor must be the only known supplier with the capability of meeting the City's specifications or other requirements.

2.4.4.3 Acceptable sole-source justifications include :

A. Negotiated or sole-source purchases that have been specifically preauthorized by the City Council.
B. After soliciting a number of sources, Purchasing determines that procurement of a basic item or service is available only from a single vendor.
C. Competition is precluded because of the existence of patent rights, copyrights, secret processes, control of the basic raw material(s) or similar circumstances, and no equivalent good or service is available.
D. The procurement is for parts or components for equipment, and no

information or data is available to ensure that the parts or components obtained from another supplier will perform the same function in the equipment; or the parts or components could compromise the safety or reliability of the product, or would void or invalidate a manufacturer's warranty or guarantee.

E. The procurement is for services from a provider with unique knowledge, skill, or ability not available from other sources.
F. A distributor or service provider has an exclusive franchise or operating agreement with the supplier of goods to be purchased or maintained and no other person or entity may provide, install, service or maintain the goods in the service area. This does not include the purchase of goods where the same or a similar good may be purchased and is not otherwise defined as a Single Source item.
G. The procurement is for goods and/or services where standardization is beneficial for reasons including maintenance, repair, training, and interoperability.
H. The procurement is for goods and/or services where continuity of providers will provide efficiency or critical knowledge, and other providers of the goods and/or services cannot provide similar efficiencies or critical knowledge.
I. When so directed by the Court, the funding source, as mandated by the state, or other relevant authority.

2.4.4.4 The requesting department shall initiate such procurement by completing a written requisition and justification for sole source, which shall be approved by the head of the requesting department or authorized designee, and then sent to Purchasing for approval. The requesting department head or designee will approve the sole-source status of the procurement only after confirmation that staff has verified that there is only one vendor or supplier of the items or services in question.

2.4.4.5 Prior to acting on the sole source procurement, the Purchasing Officer or authorized designee shall verify that the procurement meets the sole source definition set forth above, costs are allowable under the proposed funding source, and the requisition is complete with the proper approval of the requesting department or authorized designee.

2.4.5 Professional or Specialized Skills

2.4.5.1 The City is not required to competitively procure professional or specialized skills (TMC §2-7-08(b)(3)); however, it may be in the City's best interest to procure them using the Request for Proposals (RFP) or Request for Qualifications (RFQ) processes as defined in Sections 4 and 5 of this manual.

2.4.5.2 Competitive price-based bidding (RFB) may be undertaken for services with standard, non-personal qualities that are easily quantifiable, and which lend themselves to price comparison.

2.4.6 No Advantage

The City is not required to procure goods and services through a competitive process when competitive procurement is undesirable, impossible, unavailing, or incongruous. (TMC §2-7-08 (b)(4))

2.4.7 Cooperative Purchasing

Procurement may be made through existing cooperative purchasing agreements with other government agencies, schools, or public utilities, where the requirement for competitive procurement has already been met by the actions of the lead agency. Non-competitive ("negotiated") cooperative agreements are not acceptable for use in situations where competitive procurement is required. (TMC §2-7-08 (b)(5))

2.4.8 Categorical Exemptions

2.4.8.1 The following types of goods and services are categorically exempt from competitive procurement requirements:

A. Utility Services: The item or service to be procured is from a utility or a direct access provider and qualifies as a Single Source.
B. Educational Services: Procurement of educational services from a not-for-profit organization.
C. Publications and Subscription Services: Notices, advertisements, and publication services used to post notices required by law or necessary to support the City's operations. Information sources governed by publisher agreement, subscriptions (on-line or print) to newspapers, journals, and other periodicals. Legal research services and publications used for legal research and analysis.
D. Information Technology Subscriptions: Annual subscription costs for information technology software.
E. Memberships: Memberships in groups or organizations for which competitive procurement is not feasible.
F. Interim Contracts: Interim contracts or extensions of existing contracts where the required goods or services, except professional services, are the subject of an ongoing procurement and where the results of that procurement have been protested, litigation has been initiated or is believed to be forthcoming, or where an unforeseen and intervening event has delayed the award or caused the procurement to be cancelled or a portion of the procurement to be redone; or where the goods or services are or were provided through a contract that has been or is expected to be terminated or suspended. Interim contracts and extensions must be approved by the City Attorney and shall not exceed four (4) months.

2.4.9 Council-approved Exemption

Procurement may be made through noncompetitive methods when the Council has adopted a resolution by at least four (4) affirmative votes determining that the best interests of the City require that the purchase be made without compliance with the formal bid procedure. (TMC §2-7-08 (b)(10))

2.5. RETURN PROCEDURES

2.5.1 Making a Return

When a return is needed, the department is responsible for coordinating the return, including shipment and initial communication with the vendor. Returns may be necessary for the following reasons:

A. The wrong item received.
B. Item no longer needed.
C. Item received damaged.
D. Received a double shipment.

The item must be packaged and wrapped for shipment including the vendor's address and the Operating Department's return address with the following information:

A. Contact the vendor for a return merchandise authorization number (RMA#).
B. Reason for return.
C. Purchase Order Number.
D. Copy of freight bill and/or packing slip.
E. Copy of the purchase order indicating the item being returned.

2.5.2 Damaged Items

If items are received damaged, make a note on the freight bill and/or packing slip. Make sure to keep the item in the package/box received, if possible. Subsequently, follow the return procedures above. If items are received damaged directly from the vendor, refuse delivery of the damaged items and note the refusal on the vendor and City copies of the invoice and/or receiving report.

2.6. VENDOR RELATIONS

It is to the City's advantage to maintain and promote good relations with suppliers. The City's vendor relations reflect the public image of the City organization. Both the Purchasing Division and Operating Departments are responsible for promoting fairness, integrity, courtesy, and goodwill in their vendor relations.

The Purchasing Division will normally serve as an intermediary between Operating Departments and vendors, obtaining prices, catalogs, samples, and general information on commodities. However, for planning purposes, it may be to the advantage of Operating Departments to make direct contact with vendors for purposes such as obtaining technical information and cost estimates.

2.7. INFORMATION DISCLOSURE

During open formal bids, not related to public works, all questions should go to Purchasing. Purchasing will compile the questions into an addendum and ensure the addendum is posted to the City’s e-procurement portal. Price information should not be given to any vendor before the bid process is completed and award letters have been issued.

2.8. REQUEST FOR INFORMATION/REQUEST FOR INTEREST (RFI)

The Request for Information/Request for Interest (RFI) process is generally used in cases where the City is seeking information to better define the Scope of Services being developed for an upcoming competitive process, generally an RFP, or in cases where the City is seeking to identify potential vendors who might be interested in responding to such an RFP.

The Request for Information/Request for Interest (RFI) process is a separate procurement-related activity as compared to the Request for Information which is an integral part of the competitive procurement process (RFB, RFP, RFQ) where potential vendors request additional information on an open procurement and the City prepares a response through an addendum.

2.8.1 Process

2.8.1.1 The RFI process is not a procurement process governed by code, but rather an information-seeking activity. As such, there are no rules governing the solicitation process, though good judgment should be exercised in crafting the written solicitation and efforts should be made to advertise it appropriately to ensure a satisfactory response.

2.8.1.2 RFIs should only be conducted, when necessary, as they add to the time required to complete the subsequent RFP process. To avoid such delays, the RFI process should be skipped if sufficient Scope of Work information and a ready pool of potential contractors exist to facilitate conducting an RFP.

2.8.2 Evaluation

There are no formal evaluation or award processes, as an RFI seeks only to gather information.

2.8.3 Negotiations

In cases where only one vendor responds to the RFI, the City may document that insufficient marketplace competition exists to conduct a competitive process and may proceed with negotiating and awarding an agreement with the single vendor, subject to Purchasing Officer approval under the sole-source justification process defined in Section 2.4. However, departments shall not conduct RFIs to circumvent the competitive RFP process.

2.8.4 RFI Documents

RFI documents may consist of a simple open letter requesting responses be sent to a specified person or location by a specified time and date. Purchasing documents may be used as a template.

2.9. INSURANCE REQUIREMENTS

City policy requires all vendors providing services, materials, or construction to the City to indemnify and defend the City for claims arising from their performance of the contract and supply proof of insurance coverage to the City. The proof the City requires is usually in the form of certificates of

coverage provided by the contractor's broker or carrier. Proof of insurance is required whether the vendor is providing services under a purchase order or a contract.

2.9.1 Insurance Provisions in Procurement Documents

2.9.1.1 Bid documents shall include a form for the bidder's bond when a security requirement is imposed. When required, the bid document shall also include sample performance and payment bond forms.

2.9.1.2 RFP documents shall include a form outlining the City's minimum insurance requirements for the resultant contract, if any. Consult with Risk Management for assistance in identifying the appropriate insurance requirements.

2.9.1.3 Public Works of Improvement (construction and maintenance) projects require bonding as follows:

a. Bid Bonds - Bidder's securities are applicable to all public projects and protect the City's interests in the event that a bidder refuses to honor its bid or fails to enter into a contract awarded by the City. Generally, 10% of the total bid, though the City may adjust this amount. May be a surety bond, cash, or certified or cashier's check. (PCC §20170, 20171, 20483)

b. Performance Bonds – Performance sureties secure fulfillment of a contractor's obligations and are required for public projects with an estimated contract price of $25,000 or more. The life of the performance bond may be required to extend beyond the completion of the main work under the contract to cover any warranty period. The instrument must be a surety bond for 100% of the total contract price - no alternative payment methods are permitted. (PCC §20483)

c. Payment Bonds – The payment bond assures the contractor's full discharge of its obligations to its subcontractors, suppliers, and other labor used on the project and is required for public projects with an estimated contract price of $25,000 or more. In all Public Works of Improvement (construction and maintenance) contracts, and contracts for the procurement of services or products which involve subcontracting, a payment bond may be required. The instrument must be a surety bond for 100% of the total contract price – no alternative payment methods are permitted. (Civil Code §3247 and §3248). The City has some discretion with regards to acceptable bid bond alternatives, but not for performance and payment bonds. If a bidder is unable to secure both performance and payment bonds in cases where they are mandatory, then the City must move on to the next-lowest-priced responsible and responsive bidder.

2.9.2 Insurance Provisions in Purchase Orders and Contracts

2.9.2.1 All contracts will include insurance requirements based on the nature of the contract. Types of insurance required may include, but are not limited to, general liability, worker's compensation and employer's liability, professional liability, contractors, builder's risk, cyber, contractor's pollution, commercial automobile, and umbrella.

2.9.2.2 Purchase orders will also include insurance requirements.

2.10. CONFLICT OF INTEREST

Provisions requiring the potential vendor(s) to attest that the vendor has no conflicts of interest with the City are included in the RFB/RFP/RFQ template documents, the standard contract templates, and the standard purchase order provisions.

2.11. WAIVER OF DEFECTS AND TECHNICALITIES

The City may waive defects and technicalities in bids or proposals when to do so is in the best interests of the City.

2.12. PROTESTS AND APPEALS

2.12.1 General

Potential bidders, proposers, and sub-proposers wishing to protest or appeal a decision made in connection with the solicitation or award of a contract may protest following the procedures below. Protests or appeals not submitted in accordance with such procedures will not be reviewed. The protest procedure described herein is not applicable to public projects for construction. In the case of these projects, refer to the project specifications for protest procedures (see Sections 6.9 and 6.10.6).

2.12.2 Protest Submittal

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the City of Turlock Purchasing Officer. Non-awarded bidders may file a written protest through email or certified mail no later than five (5) business days after the date of the Notice of Intended Award. Such protests must be received by the Purchasing Officer before 5:00 PM local time on the last day of the five (5) business day protest period. Protests may be submitted to the City of Turlock Purchasing Officer through email at Purchasing@turlock.ca.us or at 156 S. Broadway Suite 270, Turlock, CA 95380. Protests filed with the Purchasing Officer shall:

a. Include the name, address, business telephone number, and email address of the protestor;
b. Identify the project under protest by name, solicitation number, and closing date;
c. Contain a concise statement of the grounds for protest. Appeals should address only areas regarding bid contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest in the rating process, and inappropriate or unfair competitive procurement grievances regarding the bid process. RFB, RFP, or RFQ processes and procedures, including evaluation criteria, shall not be proper grounds for protest. Concerns related to those issues must be raised and addressed, prior to the bid or proposal opening date to allow adjustments before the evaluation of bids or proposals; and
d. Include all supporting documentation, if any. Documentation submitted after filing the protest will not be considered during the review of the protest or during any appeal.
e. The procedure and time limits set forth in this Section are mandatory and are the

bidder's sole and exclusive remedy. Failure to comply with these procedures and time limits shall constitute a waiver of any right to further pursue a protest.

f. The bidder's filing of a protest shall not preclude the City from rejecting all bids or proposals and re-advertising a contract. Rejecting all bids or proposals shall render a protest moot and terminate all protest proceedings.

2.12.3 Protest of Non-responsive and Non-responsible Bidders

If the Purchasing Officer determines that the apparent lowest bidder is either nonresponsive or non-responsible, the Purchasing Officer shall reject the bid. The Purchasing Officer shall notify the bidder in writing that the bid has been rejected and state the basis for the rejection. The bidder may protest the Purchasing Officer's decision following the procedure established in 2.12.2.

2.12.4 Protest Review

a. Upon receipt of a protest, the Purchasing Officer shall review all submitted materials, create and retain a written record of the review, and respond in writing at least generally to each material issue raised in the protest no later than ten (10) business days after receipt of the protest.
b. If the solicitation is for goods or services that are expected to be funded, in whole or in part, with federal funds, the Purchasing Officer shall promptly notify the appropriate federal agency of the receipt of a third-party contract protest, in accordance with the Common Grant Rule (49 CFR Part 18).
c. If the protest cannot be resolved by mutual agreement, or if the protesting bidder is not satisfied with the decision of the Purchasing Officer, the protesting bidder shall have the right to appeal to the City Manager, in writing, within five (5) business days after notification of the Purchasing Officer decision.
d. If the protesting bidder is not satisfied with the decision of the City Manager, except as otherwise provided below, the final level of appeal is with the City Council. The protesting bidder may appear at a City Council meeting to be heard by the Council. If the solicitation is for goods or services that are expected to funded, in whole or in part, with federal funds, the protesting bidder may have additional protest escalation options as outlined in the respective solicitation.

In general, the filing of a protest should cause the solicitation proceedings subject to protest to be halted until the appeal is resolved. In order to allow essential City functions to continue, the City may proceed with the solicitation or award of the contract, despite the protest, upon an adequate determination in writing by the City's Purchasing Officer that such action is necessary. It is expected that such determination will occur only in those few circumstances where it is necessary to protect a substantial interest of the City of Turlock.

In an effort to limit frivolous protests, protestors who file two (2) protests within twelve (12) calendar months, whose protests are not resolved in their favor, may be withheld from future bids or proposals.

SECTION 3 : REQUEST FOR BIDS PROCESS

3.1. BIDDING PROCESS

Bidding requirements are detailed in the Municipal Code Title 2, Chapter 7, Sections 2-7-08 and 2-7-09. In addition to the legal bidding requirements, there are instances when sound fiscal and fair business practices dictate that the City would bid items that would normally be exempt from the bidding process. The procedures detailed below incorporate both the legal requirements of the City Municipal Code and the intent to obtain the best value at the lowest cost to the City.

Except as otherwise permitted in Section 2 of this policy, purchases of equipment, materials, supplies, and services shall be awarded through a competitive procurement process. The Request for Bids (RFB) process is appropriate for procuring services and goods where the scope of work is well-defined and the selection is price-driven. The process requires additional lead time when bonds are required, when delivery or performance will occur over time, or for costly or complex procurements.

3.2. BIDDING REQUIREMENTS

3.2.1 Purchases Up to Five Thousand Dollars ($5,000.00)

Purchases up to $5,000.00 may be made without soliciting quotes or bids.

3.2.2 Informal Bid Process

The Informal Bid Process is applicable to purchases over Five Thousand Dollars ($5,000.00) up to Twenty-Five Thousand ($25,000.00).

3.2.2.1 A large percentage of the City budget is spent on commodities and services that fit into this category.

3.2.2.2 Informal bid procedures should be followed for these purchases.

3.2.3 Formal Bid Process

The Formal Bid Process is applicable to purchases greater than Twenty-Five Thousand Dollars ($25,000.00).

3.2.3.1 This category of procurement requires that formal written bids be solicited from prospective bidders and that sealed bids be directed to the Purchasing Officer.

3.2.3.2 Since the complexity of bid specifications will vary in this category, each bid package is susceptible to different time elements. In most cases, however, the bid opening is set no less than 14 days from the publication of the first public notice.

3.2.3.3 For purchases exceeding signing authority outlined in section 2.1.2 (d) and (e), after the bids have been opened, the results will be forwarded to the City Council for consideration of an award.

3.3. INFORMAL BIDDING PROCESS

3.3.1 Obtaining Quotes

The requesting department should solicit a minimum of three (3) quotes. Quotes may be obtained through a vendor's website, email, or phone. If a phone quote is taken, written notes should be prepared identifying the vendor, the name of the vendor representative who provided the quote, and the quoted price and terms. The quote documentation should be attached to the purchase order before the purchase order is submitted to Purchasing.

3.3.2 Time Element

Quotes must be obtained and a purchase order created prior to placing an order. If no quotes have been obtained, the time element will depend upon the vendor's response.

3.4. FORMAL BIDDING PROCESS

A Request for Bids shall include detailed specifications, general provisions, special provisions, and in some instances bond forms, legal statements, affidavits, or other documents. The bidder submits the required information in a sealed bid for public opening by Purchasing at a specified date, time, and place. The outcome of this bidding is summarized in a bid summary and is available to the requestor for review on e-procurement portal that can be found on the City's website.

3.4.1 Specification Writing

3.4.1.1 It is the responsibility of the requesting department to develop comprehensive specifications that will describe the commodity or service requested so that detailed specifications can be prepared, and at the same time ensure that they are broad enough to allow competition. Care should be taken not to include specifications that have the effect of limiting the bid through specifications that have little or no bearing on the end function of the goods or services.

3.4.1.2 The requesting department should also include technical specifications. Technical specifications shall include detailed descriptions of both the qualitative and quantitative nature of the supplies, equipment, materials, routine services, or construction to be procured. They must also set forth the minimum essential characteristics and standards to which the products and services must conform to satisfy the City's needs. The use of blueprints, diagrams, charts, and maps is encouraged to clarify the requirements of the specification. Technical specifications shall not be drafted to unduly restrict competition. (2 CFR 200.319(d)(1))

Brand names may be used in technical specifications only when it is impractical or uneconomical to specify clear and adequate descriptions of the technical requirements for a particular type of needed product. Brand names may also be specified if a finding is made and described in the procurement documents that a particular brand or trade name is required: (PCC 3400(c))

A. In order that a field test or experiment may be made to determine the product's suitability for future use.

B. In order to match other product's in use on a particular public improvement either completed or in the course of completion.

C. In order to obtain a necessary item that is only available from one source.

D. In order to respond to an emergency declared by the State or a local agency, but only if the declaration is approved by a four-fifths vote of the governing board of the local agency issuing the invitation for bid or request for proposals.

In all cases where brand names are used, bidders shall be afforded the opportunity to propose to the City a substitute alternate product of equal quality or value. The City's decision to approve or disapprove such an alternate product shall be final and binding on the bidder. Note that additional restrictions on using brand-name specifications may apply to federally-funded procurements. Refer to Section 7 for additional details.

3.4.1.3 The Purchasing office will review specifications for clarity and completeness. If in the opinion of the Purchasing Officer, the specifications are incomplete or restrict the bidding process, requests will be returned to the ordering department to include more detail or substantiate their requirements for restrictive specifications. The laws affecting government procurement require that the City maintain a competitive market commitment and that the purchasing records of the City are of public record.

3.4.2 Procurement Package

The requesting department shall develop the procurement package within the e-procurement portal along with any other documents necessary to implement the process. These shall include but are not limited to:

a. Documentation, technical specifications, and scope of work which adequately describe the goods or services required.

b. Special terms and conditions that apply to the specific procurement.

c. Estimated cost of the contract. The requesting department should ensure they have adequate funding to cover the resultant contract at the time of execution.

d. A suggested project coordinator, when appropriate, whose duties will include acting as a liaison between the requesting department and Purchasing.

e. A suggested contract administrator, shall endeavor to resolve any problems concerning adherence to terms and conditions of the contract. When appropriate, the contract administrator shall also fill the role as the project coordinator.

f. Procurement Package Checklist, which includes a section to document approval by the head of the requesting department.

Purchasing will review the requesting department's documentation and confirm that the procurement is appropriate for the sealed bidding process. If the procurement method is not appropriate, Purchasing will work with the requesting department to identify the best method to procure the requested goods or services.

3.4.3 Bid Documents

3.4.3.1 The requesting department shall prepare RFB documents under the supervision of the Purchasing Division. Purchasing shall establish a preliminary schedule of events with the department, based upon the anticipated date of advertisement, which designates the date upon which all changes, comments, and required approvals must be submitted to Purchasing. Such a schedule shall permit a sufficient time period for review of the contract documents by the individuals involved.

3.4.3.2 The RFB documents will be prepared utilizing the RFB fillable template. The document will contain:

A. Formal Bid Guidelines

B. Scope of Service

C. The process for Submitting Proposals

D. A description of the process for evaluating proposals and selecting the bid recommended for award.

E. A description of prohibited communications.

F. A section requiring the proposer to represent there are no conflicts of interest.

G. Standard terms and conditions

H. Draft agreement

I. Applicable Ordinances and Programs

3.4.4 Bid Advertising

The Purchasing Officer or authorized designee shall publicly advertise the Request for Bid ("Notice") to notify potential bidders of the title and nature of the contract and of the date, time, and place of the bid opening. Purchasing will publish the Notice in the local newspaper. The advertisement shall state the time and place for receiving and opening sealed bids and shall describe in general terms the work to be done. The Notice shall also inform bidders of applicable requirements under federal or state laws. The Notice shall indicate whether bonding (i.e., bidder's security) is required. Generally bonding is only required for Public Works contracts. The Notice shall also designate the method for obtaining copies of the Request for Bid. (PCC § 22032(b), PCC § 22034, PCC § 22037)

a. RFBs will be open no less than 14-30 days. The Purchasing Officer will determine the number of days RFBs will be open based on the nature and complexity of the goods or services being procured.
b. City employees, and consultants or contractors under the supervision of City employees, shall refrain from discussing with prospective bidders any details of goods or services advertised for bid, unless so authorized by Purchasing.
c. It is Purchasing's policy to not disclose a Bid List prior to bid opening. Bid List disclosure is not required if the public interest served by temporarily withholding said

information clearly outweighs any conceivable public interest served by disclosure. (California Public Records Act, Government Code § 6255).

3.4.5 Delivery Time

Delivery time will be predicated upon the industry standards for the type of commodity ordered. In most instances, the City will require a specific delivery date, but in some cases, delivery time is an item that is included in the bid proposals that the prospective vendor must address.

3.4.6 Pre-Bid Conference

If a Pre-Bid Conference is scheduled, the Notice shall advise of the date, time, and location of the conference, if the conference is virtual, the Notice should include the link to the virtual meeting. For in-person conferences, an attendance sign-in sheet will be used as a permanent record of the Pre-Bid Conference and shall contain the names, contact information, and business affiliations of all bidders and other interested persons in attendance. For virtual conferences, a record of the participants attending will be generated from the meeting software and retained with the bid documentation.

3.4.7 Qualifications of Bidders

In contracts where the nature of the work is such that the qualifications of the bidders are essential criteria for evaluating the bidders' responsibility, the requesting department should identify such criteria in the Special Provisions.

Such provision shall clearly state that the City may reject any bid that does not meet the requirements stated in the qualification's clause. Included in such clause shall be requirements that bidders demonstrate they are regularly engaged in the manufacture, construction, or provision of the work or product called for in the contract, and that they have the necessary resources, facilities, and personnel to perform under the contract. Additionally, bidders must attest that they have previously and satisfactorily performed work comparable to that specified in the contract. Finally, bidders may be required to provide adequate references. The requesting department may prepare and include with the bid documents a form to be completed by bidders that covers the qualifications requirements.

3.4.8 Pricing Schedule

The bidder's completion of the Pricing Schedule (also known as a "Form of Bid") shall constitute the bidder's acceptance of all the terms and conditions contained in the bid documents and shall also indicate the bidder's prices. The requesting department and Purchasing shall develop the Pricing Schedule.

The Pricing Schedule shall seek separate cost quotations for all relevant aspects of the procurement, including, where applicable, unit price, extended price, sales or use taxes, and cost of installation and delivery. In all cases, the Pricing Schedule shall be structured to allow the City to make an objective comparison of all bids. Whenever possible, this will be accomplished by requesting a Total Bid Price.

3.4.9 Bid Addenda

a. All bidder questions will be entered and answered in the e-procurement portal. All bidders shall be advised to prevent any one bidder from obtaining an unfair advantage.

b. Once the Notice has been published, any necessary changes, modifications, or adjustments to specifications, requirements, bid quantities, corrections, deadline extensions, or otherwise revise the bid documents shall be accomplished through the issuance of written Addenda, and authorized and published by Purchasing. No private modifications shall be made.

c. All technical Addenda shall be drafted by the requesting department and approved by Purchasing before publishing. Addenda shall identify the bid number and title, date of issuance, Addendum number, and specific reference to the provisions in the bid documents being amended and the substance of such amendment.

d. Purchasing shall publicly issue Addenda so that it is available to all firms or persons through the e-procurement portal.

3.4.10 Bid Opening

a. Bids shall be submitted electronically through the e-procurement portal before the specified time and date.

b. The e-procurement software will date and time stamp sealed bids as they are received. Sealed bids shall remain unopened and stored securely until the public opening date and time specified in the Request for Bid or subsequent addenda.

c. Any bids received after the specified date and time of bid opening will not be accepted by Purchasing.

d. Bids shall be opened publicly by the Purchasing Officer or designee along with another member of the Purchasing staff at, or immediately after, the date and time noticed for the bid opening.

e. No bidder or interested party will be excluded from the bid opening.

f. A bid opening attendance record shall be prepared at the time of the opening, containing the names, contact information, and business affiliations of all bidders and other interested non-City persons in attendance.

g. Bid pricing shall be read aloud by the person opening the bids. Upon request, other non-confidential information contained in the bid forms shall also be read aloud or otherwise made available for inspection. Members of the public shall be permitted to witness the bid opening.

h. From and following the specified date and hours of the bid opening, no bidder shall be permitted to change their bid. If the opening of the bids is delayed beyond the time specified in the Notice, all bidders shall be so notified.

i. Original bid documents shall be retained on file in the e-procurement software, until no longer required by the City's Records Retention Policy, or other applicable law.

3.4.11 Evaluation of Bids

3.4.11.1 Criteria

Contract award, if any, shall be made to the lowest-priced responsive and responsible bidder which is defined as the bidder submitting the lowest-priced bid that materially conforms to all requirements of the request for bids, and has demonstrated ability to perform the work. The criteria for evaluating bids shall be lowest monetary bid, the responsiveness of the bid, and responsibility of the bidder. Purchasing shall be principally responsible for the evaluation of bids. In addition, the requesting department shall review the bids for compliance with Technical Specifications and Special Provisions.

3.4.11.2 Price/Cost Analysis

Where more than one bidder submits a proposal, Purchasing shall conduct a price analysis of the bids. In cases where only one bid is received or it is determined that there was a lack of adequate competition for the contract, Purchasing shall conduct a cost analysis, unless the reasonableness of the bid price can be established on the basis of a catalog or market price for a similar commercial product sold in substantial quantities to the general public, or on the basis of prices set by law or regulation. Purchasing shall examine the bids to determine which bid is the lowest in price, or highest in price when appropriate (for example, when leasing out City property). In doing so, staff shall observe the following rules:

a. Any formula for determining the basis for evaluating bids, as described in the contract documents, shall be utilized;

b. The unit price shall govern whenever both unit price(s) and extended price(s) or total(s) are given;

c. All bids showing item extensions and/or totals shall be reviewed for accuracy. Any errors in bidders' calculations shall be noted on a separate sheet of paper. No corrections or changes are to be made on or to the vendor's bid. Purchasing shall review the terms of payment for the effect of those terms upon the bid price. Therefore, where specified in the contract documents, terms such as discounts, transportation costs, sales taxes, and other costs shall be considered in determining which bid is the lowest (or highest) in price. Payment discounts may only be used to determine low bid if payment terms are twenty (20) days or more and prior experience of the City indicates that such discounts are generally taken.

3.4.11.3 Responsiveness

a. Purchasing shall determine whether the lowest or highest (if applicable) monetary bid is responsive to the contractual and technical requirements, and review the bid documents to ensure that the bidder has made no unauthorized deletions, amendments, or other changes. Purchasing shall verify that the required proposal forms and certificates have been completed and that all signatures are in order. Purchasing may determine whether the deficiency is a minor irregularity (e.g., omission of a signature

on a form, or a bidder's security submitted in an improper amount), or whether the deficiency is more substantive in nature (e.g., taking exception to warranty provisions, or extending the delivery period).

b. Purchasing may contact the bidder and discuss the aspects of any bid that appears non-responsive. With respect to deficiencies representing minor irregularities, the bidder may be given the opportunity to correct the deficiency so that the bid may be considered responsive. If the bidder does not correct the minor irregularity and make the bid responsive, or if the deficiency is substantive in nature, Purchasing shall determine which bidder is the next lowest or highest monetary bidder and shall follow the procedure above to determine the responsiveness of that bidder.

3.4.11.4 Responsible Bidder

The responsible party shall determine whether the lowest-priced responsive bidder is a "responsible" bidder, i.e., whether such firm or person has sufficient experience, qualifications, and financial stability to perform the contract. The criteria to be used in making such determination may include the bidder's experience and history of service to the City, if any; the bidder's responses on those proposal documents requiring a listing of experience, qualifications, and references, if required; and the expertise, dependability and financial stability of the bidder as revealed to the City from any other legal source. In making this determination, Purchasing may cite the minimum requirements or specifications set forth in the Special Provisions and Technical Specifications.

3.4.11.5 Rejection of Bids

A. The City Council or City Manager have the right to reject any and all bids when it is in the best interest of the City to do so. Any determination to reject the lowest-priced bid on the basis that the bidder is not responsible or that the bid is not responsive may only be made if there are sound documented reasons evidencing the inability of the bidder to perform the contract, and after notice and an opportunity to have a hearing has been provided to the bidder through the usual Protest process. (TMC §2-7-09(c)(4))

B. Following bid evaluation, Purchasing may recommend rejecting bids in cases where:

1. The bids received were too high, or the budgeted funds are insufficient to cover the amount of the contract, even if awarded to the lowest-priced responsible bidder;
2. None of the bids were responsive to the requirements of the contract documents;
3. None of the bidders were deemed sufficiently responsible to perform the contract in a satisfactory manner; or
4. Purchasing determines that awarding the contract would not be in the best interests of the City, based upon sound, documented business reasons.

C. The reason for rejecting the bids should be documented and maintained in

the bid file, along with the City Council's or City Manager's approval.

3.4.11.6 Tied Bids

In any case where two identically priced responsive and responsible bids are also the lowest (or highest) priced, Purchasing shall determine contract award using the following protocol:

1. Qualified local vendor(s) shall have preference over out-of-City vendor(s). (TMC §2-7-09 (c)(5))
2. The City Council may accept the bid it chooses or accept the lowest bid made by negotiation with the tie bidders at the time of the bid opening. (TMC §2-7-09(c)(6))

3.4.12 Award of Contract

3.4.12.1 Purchasing may award a contract to the lowest-priced responsive and responsible bidder whose proposal materially meets the specifications and requirements outlined in the Request for Bid documents. In the case of revenue-generating bids, an award will be made to the highest-paying responsive and responsible bidder. Upon completion of bid evaluation and analysis, Purchasing shall notify all bidders in writing of the City's intent to award a contract. The successful bidder must execute the Agreement and related documents, and provide proof of insurance, within the time specified.

3.4.12.2 If the City intends to award a contract to a bidder other than the apparent lowest priced bidder, Purchasing shall inform each bidder whose total bid was less than that bid of the successful bidder and the reasons for the decision.

3.4.13 Contract Administration

3.4.13.1 Upon contract award and execution, the department shall maintain a contract file. The requesting department head or designated Project Manager shall be responsible for monitoring and reviewing the project to determine whether contract terms and conditions are being met, and for approving invoices for payment.

3.4.13.2 The requesting department, shall endeavor to resolve any problems concerning adherence to terms and conditions of the contract. All financial matters shall be coordinated with the Finance Department.

SECTION 4 : REQUEST FOR PROPOSALS

4.1. REQUEST FOR PROPOSALS (RFP)

Except as otherwise noted in Section 2 of this policy, purchases of equipment, materials, supplies, and services shall be awarded through a competitive procurement process. The Request for Proposals (RFP) process is best suited to procurements where non-price factors are more important than pricing. When procuring Architectural and Engineering (A&E) services, the Request for Qualifications (RFQ) process is used instead (refer to Section 5).

Under the RFP approach, the award of a contract is made on a "best value" basis by identifying the most cost-effective solution to the City's needs, with both price and non-price factors considered. Evaluation criteria identified in the RFP solicitation documents are subsequently used by an evaluation committee for scoring received proposals. The award need not be made to the lowest-priced proposer; however, in such cases selection must be based on written documentation explaining why the lowest-priced proposer was not selected. Proposers shall be afforded the right to appeal the City's selection pursuant to the protest and appeal provisions outlined in the RFP documents and Section 2 of this manual.

4.2. RFP PROCESS

4.2.1 Development of Scope of Work and Scoring Criteria

4.2.1.1 It is the responsibility of the requesting department to create a comprehensive scope of work that will describe the commodity or service requested so that detailed specifications can be prepared, and at the same time ensure that they are broad enough to allow competition. Care should be taken not to include specifications that have the effect of limiting qualified vendors through specifications that have little or no bearing on the end function of the goods or services.

A. The requesting department should include a clear description of the problem to be solved.

B. Identification of what the proposer should accomplish. This would include any desired approach to the problem; practical, policy, technological, and legal limitations; specific questions to be answered; description of the items to be delivered; format and number of copies of any required reports; and the nature of the City's assistance and cooperation which will be available to the proposer.

C. A time schedule including dates for award of contract, commencement of performance, submission of progress reports, if any, and completion.

D. Payment schedule, including whether progress payments will be allowed.

4.2.1.2 The requesting department should also develop a scoring rubric that adequately addresses the proposer's qualifications and capabilities to complete the tasks

outlined in the scope of work. Specifically, the requesting department should:

A. Identify scoring evaluation factors. The factors may include technical capabilities, experience and qualifications, cost and pricing, approach and methodology, compliance with requirements, and references and past performance.

B. Assign a weight to each identified evaluation factor.

C. Identify scoring metrics for each factor. For example, scoring metrics for approach and methodology may relate to the project plan, timeline, and risk management strategies; while metrics for price may relate to the total cost, cost breakdown, and value for money.

D. Develop the scoring rubric that outlines how points will be allocated for each criterion. Verify that the rubric aligns with the weights assigned to each factor.

E. For procurements for professional architectural, engineering or related services that are expected to lead to construction, state law (California Government Code 4526) and federal law (40 USC Chapter 11 "Brooks Act") require that selection be made solely on the basis of qualifications, which does not allow for the consideration of cost or price during the selection process. Examples of services described in 49 USC Section 5325(b) include: program management, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping or related services. Once the most-qualified proposer is identified for these services, the City will negotiate costs to obtain pricing that is fair and reasonable. See Section 5 for further information. (Government Code Section 4526)

4.2.2 Procurement Package

The requesting department shall develop the procurement package within the e-procurement portal along with any other documents necessary to implement the process. These shall include but are not limited to:

a. Documentation and scope of work/services which adequately describe the goods or services required.

b. Scoring rubric, including identification of the related evaluation factors and metrics.

c. Special terms and conditions that apply to the specific procurement.

d. A proposed schedule including advertising and contract commencement dates.

e. Estimated cost of the contract. The requesting department should ensure they have adequate funding to cover the resultant contract at the time of execution.

f. A suggested project coordinator, when appropriate, whose duties will include

acting as a liaison between the requesting department and Purchasing.

g. A suggested contract administrator, shall endeavor to resolve any problems concerning adherence to terms and conditions of the contract. When appropriate, the contract administrator shall also fill the role as the project coordinator.

h. Procurement Package Checklist, which includes a section to document approval by the head of the requesting department.

Purchasing will review the requesting department's documentation via the e-procurement portal and confirm that the procurement is appropriate for the RFP process before proceeding further. If the procurement method is not appropriate, Purchasing will work with the requesting department to identify the best method to procure the requested goods or services.

4.2.3 RFP Documents

The requesting department shall prepare the RFP template and related documents under the supervision of the Purchasing Officer. Purchasing shall establish a preliminary schedule of events with the department, based upon the anticipated date of advertisement, which designates the date upon which all changes, comments, and required approvals must be submitted. Such a schedule shall permit enough time for review of the contract documents by the individuals involved. Although the provisions and requirements in RFP documents may vary, the RFP documents shall, at a minimum, contain the following items:

4.2.3.1 **RFP Template**

The RFP documents will be prepared utilizing the RFP fillable template. The document will contain:

A. Proposal Formal Guidelines

B. Scope of Service

C. The process for Submitting Proposals

D. A description of the process for evaluating proposals and selecting the proposal recommended for award.

E. A description of prohibited communications.

F. A section requiring the proposer to represent there are no conflicts of interest.

G. Standard terms and conditions

H. Draft Agreement

I. Applicable ordinances and programs

4.2.3.2 **Notice Requesting Proposals**

The notice requesting proposals ("Notice") is a publicly advertised document that notifies potential proposers of the title and nature of the contract, the date for a Pre-Proposal Conference, if one is scheduled, and establishes the subsequent date and time by which proposals must be submitted to the City. The Notice shall also inform Proposers of significant requirements under federal or state laws, if any. The Purchasing Officer or authorized designee shall publicly advertise the Notice, which shall refer to and incorporate by reference all RFP documents (i.e., the General Conditions and Instructions to Proposer, the Special Provisions, the Technical Specifications, and other certificates, forms, and documents), and shall designate the method for obtaining copies of such documents.

4.2.3.3 **Pre-Proposal Conference**

If a Pre-Proposal Conference is scheduled, the Notice shall advise of the date, time, and location of the conference. An attendance sign-in sheet will be used as a permanent record of the Pre-Proposal Conference and shall contain the names, contact information, and business affiliations of all Proposers and other interested persons in attendance.

4.2.3.4 **Qualifications of Proposers**

A. In contracts where the nature of the work is such that the qualifications of the Proposers are essential evaluation criteria, the requesting department shall include among the RFP documents a clause setting forth such required qualifications. Contracts for services shall contain such clauses. In addition, contracts for the provision of supplies, equipment, and materials, where a specially manufactured product or technical guidance and advice are called for, shall also contain a provision regarding the qualifications of Proposers. Such provisions shall clearly state that the City may reject any proposal that does not meet the requirements stated in the Qualifications clause. Included in such clause shall be requirements that Proposers demonstrate they are regularly engaged in the provision of the work or product called for in the contract, and that they have the necessary experience, training, resources, facilities, and personnel to perform such work.

B. Additionally, Proposers must attest that they have previously and satisfactorily performed work with characteristics comparable to those specified in the contract. Finally, Proposers may be required to furnish adequate references. The requesting department may, at its option, prepare and include with the RFP documents a form to be completed by Proposers that will cover the qualification requirements described herein.

4.2.3.5 **Scope of Work / Services**

A. The RFP shall include the scope of work and services being requested, applicable terms and conditions, the time in which the project must be completed,

requirements concerning coordination with other entities, other information that may be useful in the preparation of the proposal, and evaluation criteria specifically tailored to the project. Such criteria shall include the consultant's proven experience and competence, bondability, insurability, understanding of the scope of work, financial ability, resources to perform the work, willingness to cooperate with City Purchasing and technical staff, and proposed method for assuring timely and acceptable performance and management of the work.

B. In the event that the City assigns weighted values to the evaluation criteria, such values shall be indicated in the RFP. In addition, résumés of the consultant's staff may be requested to allow the evaluation committee to determine the staff's training, education, experience, and overall competence to perform the work.

C. Specifications must include detailed descriptions of the qualitative and quantitative nature of the supplies, equipment, materials, or services to be procured. They must also set forth the minimum essential characteristics and standards to which the products, services, or work must conform to satisfy the City's intended use. The use of blueprints, diagrams, charts, and maps is encouraged to clarify the specifications requirements.

D. Specifications shall not be drafted to unduly restrict competition. Brand names may be used in Technical Specifications only when it is impractical or uneconomical to specify clear and adequate descriptions of the technical requirements for a particular type of needed product. In all cases where brand names are used, Proposers shall be afforded the opportunity to propose to the City a substitute alternate product of equal quality or value. The City's decision to approve or disapprove such an alternate product shall be final and binding on the Proposer.

E. Note that additional restrictions may apply to federally funded procurements. Refer to Section 7 for additional details.

4.2.3.6 **Pricing Schedule**

A. Whenever reasonable and appropriate, a firm not-to-exceed price quotation shall be requested in the RFP. In other cases, the RFP shall solicit a labor fee schedule for all categories of personnel to be utilized by the consultant in connection with the project, and a total proposed project budget.

B. The Proposer's completion of the Pricing Schedule shall constitute both the Proposer's prices and acceptance of all the terms and conditions contained in the RFP documents, unless exceptions are thereto so noted and approved by the City. Purchasing shall develop the Pricing Schedule in coordination with the requesting department. The Pricing Schedule shall seek separate cost quotations for all relevant aspects of the procurement, including, where applicable, unit price, extended price, sales or use taxes, and cost of installation and delivery. In all cases, the Pricing Schedule shall be structured to allow the City to make an objective comparison of all RFPs.

C. Whenever possible, this will be accomplished by requesting a Total RFP Price.

4.2.3.7 **Advertisement**

A. Purchasing will publish the Invitation to RFP electronically, and when required by the funding agency or by law, in at least one newspaper of general circulation. The advertisement shall state the time and place for the receiving of proposals and shall describe in general terms the work to be done.

B. Generally, RFPs will be open 14-30 days. The Purchasing Officer will determine the number of days RFPs will be open based on the nature and complexity of the goods or services being procured. City employees, and consultants or contractors under the supervision of City employees, shall refrain from discussing details of the requested goods or services with prospective proposers, unless so authorized by Purchasing.

4.2.3.8 **Addenda**

A. All proposer questions will be entered and answered in the e-procurement portal. All proposers shall be able to access the questions and answers through the e-procurement portal, to prevent any one proposer from obtaining an unfair advantage.

B. Any necessary changes, modifications, or adjustments to specifications, requirements, or RFP quantities shall be authorized and publicized by Purchasing. No private modifications shall be made. Once the RFP has been published, all changes necessary to correct any errors in the RFP documents, to extend deadlines, or to otherwise revise the RFP documents, shall be accomplished through the issuance of a written Addendum, authorized and publicized by Purchasing. No private modifications shall be made.

C. All technical Addenda shall be drafted by the requesting department and shall be reviewed, approved, and published by Purchasing. Addenda shall identify the RFP number and title, date of issuance, Addendum number, and specific reference to the provisions in the RFP documents being amended and the substance of such amendment.

D. Purchasing shall publicly issue the addendum so that it is available to all firms or persons.

4.2.3.9 **Proposal Submittals**

A. Proposal submittals shall be submitted electronically through the e-procurement portal before the time and date specified in the RFP documents.

B. The e-procurement software will date and time stamp proposal submittals as they are received. The e-procurement software will prevent the submission of proposals after the time and date specified.

C. Proposals are not subject to public examination until the City has made an award announcement. Following the specified date and hours proposals are due, no Proposer shall be permitted to change their proposal, except to correct errors or provide additional information, at the discretion and request of Purchasing.

Original RFP and proposal documents shall be retained on file in the e-procurement software, until no longer required by the City's Records Retention Policy, or by applicable law.

4.2.4 Evaluation

Proposals are not subject to public examination until the City has made an award announcement. At a minimum, Proposals shall be reviewed by the Purchasing Officer or authorized designee. The Project Coordinator and other City personnel with appropriate technical expertise shall also be included in the review process, as necessary.

4.2.4.1 **Criteria**

The award shall be made to the Proposer whose proposal is determined in writing to (a) best meet the criteria set forth in the RFP and (b) provide the best value to the City. The review shall adhere strictly to the evaluation criteria set out in the RFP and discussed at the Pre-Proposal Conference, if one is scheduled; no discriminatory waiver of criteria shall be allowed. The conclusions of the reviewers shall be summarized in a memorandum.

4.2.4.2 **Selection Process**

A. The City shall establish an Evaluation Committee (EC) composed of representatives from the City for the purpose of evaluating the proposals received in response to an RFP. The City may include as part of the Committee qualified representatives from other agencies or entities. Each EC member shall attest in writing that they do not have a conflict of interest in serving in that role for the specified solicitation.

B. Proposal documentation requirements shall be set forth in the RFP to provide guidance regarding the information considered by the EC. The EC shall be responsible for performing the evaluations of each proposal based on the stated criteria.

C. Each member of the EC shall rate the proposals separately unless the proposals are technical in nature, in which case a subject matter expert may be called upon to score that section. The scores of each member of the EC shall then be averaged to provide a total score for each of the proposers.

4.2.4.3 **Initial Evaluation: Proposal Submission and Financials**

Purchasing shall conduct an initial pass/fail analysis of (a) each proposal submittal package for completeness (“responsiveness”), and the Finance Director shall review when applicable (b) the financial stability of each Proposer based upon the Financial Report submitted. Upon completion of this analysis, Purchasing will forward the Qualification Proposals of the passing proposers to the Evaluation Committee (EC).

4.2.4.4 **Evaluation**

A. The EC will review and evaluate the Qualification Proposals based on the criteria identified in the RFP, and each proposer will be given a score. Reference checks will be performed, and proposers may also be required to submit to interviews, provide presentations, allow facility surveys, and other items deemed necessary during the evaluation process. In no case shall the City's discretionary use or disuse of these optional additional evaluation processes be grounds for protest of an award decision.

B. Should the City exercise the option to interview, only those proposers judged by the EC to be the most qualified to perform the work shall be requested to make a formal presentation to the City. Based on the oral presentation and the written proposal, the evaluators shall make a final ranking of potential proposers.

4.2.4.5 **Calculation of Final Score**

Upon completion of all phases of the evaluation process, the e-procurement software shall total the scores to rank the proposals and identify the winning proposer.

4.2.4.6 **Negotiations**

A. The Project Coordinator and those City personnel with technical expertise relating to the project, may negotiate with the highest-ranked proposer to establish a precise scope of work, work schedule and completion date, cost of services, and the method and manner of payment. A recommendation for award may be made upon the successful completion of negotiations as to the terms, conditions, and technical requirements of the proposed agreement. The recommendation for award should be submitted to Purchasing so award letters may be generated and distributed.

B. If negotiations with the highest-ranked proposer prove unsuccessful, the City shall terminate negotiations with this firm and commence discussions with the next-highest-ranked proposer until a price determined to be fair and reasonable to both parties is obtained. Once negotiations have been terminated with a firm, the City may not go back to that firm for additional negotiations – even if the next lower ranked respondent is higher in price.

4.2.4.7 **Award of Contract**

A. Award of Contract shall be made on a "best value" basis to the qualified proposer whose proposal best meets the criteria set forth in the RFP and will be most advantageous to the City, with price and all other factors considered. The City Council shall authorize the award of contracts exceeding $75,000. (TMC **§**2-7-08(e)).

B. Upon completion of RFP evaluation and analysis, Purchasing shall notify all

proposers in writing of the City's intent to award a contract. The successful proposer must execute the agreement documents and submit the required Certificate of Insurance within the time specified in the RFP or agreement documents, or if no such time is specified therein, within the time specified in the notice of intent to award issued by Purchasing.

4.2.5 Contract Administration

4.2.5.1 Upon contract award and execution, the e-procurement software will maintain a contract file. The requesting department head or designated Project Manager shall be responsible for monitoring and reviewing the project to determine whether contract terms and conditions are being met, and for approving invoices for payment.

4.2.5.2 The requesting department, shall endeavor to resolve any problems concerning adherence to terms and conditions of the contract. All financial matters shall be coordinated with the Finance Department.

SECTION 5 : REQUEST FOR QUALIFICATIONS

5.1. REQUEST FOR QUALIFICATIONS (RFQ)

The Request for Qualifications (RFQ) process may be used as an alternative to the RFP process for procuring services, with the chief distinction of the RFQ process being that the award of the contract is made by identifying the most qualified proposer first before entering into price negotiations.

5.2. GENERAL

5.2.1 Process Summary

The RFQ process is similar to the RFP process defined in Section 4 of this Purchasing Manual, except proposers are ranked solely on qualification, without regard to pricing. Pricing may be requested in the initial solicitation if it is kept separately sealed from the information used to evaluate and rank the proposers. Once the most-qualified proposer is identified, the City may open the selected proposer's pricing and begin contract negotiations.

Professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and professional qualifications. Once the most-qualified proposer is identified for these services, the City will negotiate cost to obtain pricing that is fair and reasonable. If it is determined that the pricing is not fair and reasonable, then the City may begin negotiations with the next most qualified proposer. (Government Code Section 4526)

5.2.2 Development of Scope of Work and Scoring Criteria

5.2.2.1 It is the responsibility of the requesting department to provide create a comprehensive scope of work that will describe the commodity or service requested so that detailed specifications can be prepared, and at the same time ensure that they are broad enough to allow competition. Care should be taken not to include specifications that have the effect of limiting qualified vendors through specifications that have little or no bearing on the end function of the goods or services.

A. The requesting department should include a clear description of the problem to be solved.

B. Identification of what the proposer should accomplish. This would include any desired approach to the problem; practical, policy, technological, and legal limitations; specific questions to be answered; description of the items to be delivered; format and number of copies of any required reports; and the nature of the City's assistance and cooperation which will be available to the proposer.

C. A time schedule including dates for award of contract, commencement of performance, submission of progress reports, if any, and completion.

D. Payment schedule, including whether progress payments will be allowed.

5.2.2.2 The requesting department should also develop a scoring rubric that adequately addresses the proposer's qualifications and capabilities to complete the tasks outlined in the scope of work. Specifically, the requesting department should:

A. Identify scoring evaluation factors. The factors may include technical capabilities, experience and qualifications, approach and methodology, compliance with requirements, and references and past performance.

B. Assign a weight to each identified evaluation factor.

C. Identify scoring metrics for each factor. For example, scoring metrics for approach and methodology may relate to the project plan, timeline, and risk management strategies.

D. Develop the scoring rubric that outlines how points will be allocated for each criterion. Verify that the rubric aligns with the weights assigned to each factor.

5.2.3 Procurement Package

The requesting department shall develop the procurement package within the e-procurement portal along with any other documents necessary to implement the process. These shall include but are not limited to:

a. Documentation, scoring criteria, and scope of work/services which adequately describe the goods or services required.

b. Special terms and conditions that apply to the specific procurement, such as unique qualifications of the prospective vendor.

c. A proposed bidding schedule (including advertising and contract commencement dates).

d. Estimated cost of the contract. The requesting department should ensure they have adequate funding to cover the resultant contract at the time of execution.

e. A suggested project coordinator, when appropriate, whose duties will include acting as a liaison between the requesting department and Purchasing.

f. A suggested contract administrator, shall endeavor to resolve any problems concerning adherence to terms and conditions of the contract. When appropriate, the contract administrator shall also fill the role as the project coordinator.

g. Procurement Package Checklist, which includes a section to document approval by the head of the requesting department.

Purchasing shall review the requesting department's documentation via the e-procurement portal and confirm that the procurement is appropriate for the sealed RFQ process. If the procurement method is not appropriate, Purchasing will work with the requesting department to identify the best method to procure the requested goods or services.

5.2.4 RFQ Documents

The requesting department shall prepare RFQ documents under the supervision of the Purchasing Officer. Purchasing shall establish a preliminary schedule of events with the department, based upon the anticipated date of advertisement, which designates the date upon which all changes, comments, and required approvals must be submitted. Such a schedule shall permit a sufficient time period for review of the contract documents by the individuals involved.

5.2.4.1 Although the provisions and requirements in RFQ documents may vary, the RFQ documents shall, at a minimum, contain the following items:

a. Notice Requesting Statements of Qualifications/Proposals. The notice requesting proposals ("Notice") is a publicly advertised document that notifies potential proposers of the title and nature of the contract, the date for a Pre-Proposal Conference, if one is scheduled, and establishes the subsequent date and time by which proposals must be submitted to the City.

b. The Purchasing Officer or authorized designee shall publicly advertise the Notice, which shall refer to and incorporate by reference all RFQ documents (i.e., the General Conditions and Instructions to Proposer, the Special Provisions, the Technical Specifications, and other certificates, forms, and documents), and shall designate the method for obtaining copies of such documents.

c. General Conditions and Instructions to Proposer. The General Conditions and Instructions to Proposer ("General Conditions") sets forth standard terms and conditions that govern the contractual relationship between the successful Proposer and the City.

d. Special Provisions. Special Provisions prescribe terms and conditions specifically tailored to the particular contract being sought.

e. Pre-Proposal Conference. If a Pre-Proposal Conference is scheduled, the Notice shall advise of the date, time, and location of the conference. An attendance sign-in sheet will be used as a permanent record of the Pre-Proposal Conference and shall contain the names, contact information, and business affiliations of all Proposers and other interested persons in attendance.

f. Qualifications of Proposers. Because the nature of professional services obtained through the RFQ process is such that the qualifications of the Proposers are essential evaluation criteria, Purchasing includes among the RFQ documents a clause setting forth such qualifications, and contracts for services also contain such clauses. In addition, contracts for the provision of supplies, equipment, and materials, where a specially-manufactured product or technical guidance and advice are called for, also contain provisions regarding Proposer qualifications. Such provisions shall clearly state that the City may reject any proposal that does not meet the requirements stated in the qualification’s clause. Included in such clause will be requirements that Proposers demonstrate they are regularly

engaged in the provision of the work or product called for in the contract, and that they have the necessary experience, training, licenses or certifications, resources, facilities, and personnel to perform such work.

g. Proposers must attest that they have previously and satisfactorily performed work with characteristics comparable to those specified in the contract.

h. Proposers may be required to furnish adequate references.

The requesting department may, at its option, prepare and include with the RFQ documents a form to be completed by Proposers that will cover the qualification requirements described herein.

5.2.4.2 **Scope of Work / Services.**

A. The RFQ includes the scope of work and services being requested, applicable terms and conditions, the time in which the project must be completed, requirements concerning coordination with other entities, other information that may be useful in preparation of the proposal, and evaluation criteria specifically tailored to the project. Such criteria must include the consultant's proven experience and competence, bondability, insurability, understanding of the scope of work, financial ability, resources to perform the work, willingness to cooperate with City Purchasing and technical staff, and proposed method for assuring timely and acceptable performance and management of the work. If the City assigns weighted values to the evaluation criteria, such values shall be indicated in the RFQ.

B. In addition, résumés of the consultant's staff may be requested to allow the evaluation committee to determine the staff's training, education, experience, and overall competence to perform the work. Specifications must include detailed descriptions of the qualitative and quantitative nature of the services to be procured. They must also set forth the minimum essential characteristics and standards to which the work must conform to satisfy the City's intended use.

C. The use of blueprints, diagrams, charts, and maps is encouraged to clarify the specifications requirements. Specifications shall not be drafted to unduly restrict competition. Brand names may be used in Technical Specifications only when it is impractical or uneconomical to specify clear and adequate descriptions of the technical requirements for a particular type of needed product. In all cases where brand names are used, Proposers shall be afforded the opportunity to propose to the City a substitute alternate product of equal quality or value. The City's decision to approve or disapprove such alternative product shall be final and binding on the Proposer.

Note that additional restrictions may apply to federally funded procurements. Refer to Section 7 for additional details.

5.2.4.3 **Pricing Schedule**

A. Whenever reasonable and appropriate, pricing may be requested in the RFQ. If pricing is requested, the RFQ should specify that pricing should be provided in a separate file. In some cases, the RFQ may solicit a labor fee schedule for all categories of personnel to be utilized by the consultant in connection with the project, and a total proposed project budget. The Proposer's completion of the Pricing Schedule shall constitute both the Proposer's prices and acceptance of all the terms and conditions contained in the RFQ documents unless exceptions are thereto so noted and approved by the City.

B. Purchasing shall develop the Pricing Schedule in coordination with the requesting department. The Pricing Schedule may seek separate cost quotations for all relevant aspects of the procurement. In all cases, the Pricing Schedule shall be structured to establish a starting point for negotiations and to allow the City to make a reasonable project cost determination. In no case shall such pricing be used to objectively compare RFQ submittals.

5.2.4.4 **Advertisement**

A. Purchasing will publish the Invitation to RFQ electronically, and when required by the funding agency or by law, in at least one newspaper of general circulation. The advertisement shall state the time and place for the receiving of proposals and shall describe in general terms the work to be done.

B. Generally, RFQs will be open 14-30 days. The Purchasing Officer will determine the number of days RFQs will be open based on the nature and complexity of the goods or services being procured. City employees, and consultants or contractors under the supervision of City employees, shall refrain from discussing details of the requested goods or services with prospective proposers, unless so authorized by Purchasing.

5.2.4.5 **Addenda**

A. All proposer questions will be entered and answered in the e-procurement portal. All proposers shall be able to access the questions and answers through the e-procurement portal, to prevent any one proposer from obtaining an unfair advantage.

B. Any necessary changes, modifications, or adjustments to specifications, requirements, or quantities shall be authorized and publicized by Purchasing. No private modifications shall be made. Once the RFQ has been published, all changes necessary to correct any errors in the RFQ documents, to extend deadlines, or to otherwise revise the RFQ documents, shall be accomplished through the issuance of a written Addendum, authorized and publicized by Purchasing. No private modifications shall be made.

C. All technical Addenda shall be drafted by the requesting department and shall be reviewed and approved by Purchasing before publishing. Addenda shall identify the RFQ number and title, date of issuance, Addendum number, and specific

reference to the provisions in the RFQ documents being amended and the substance of such amendment.

D. Purchasing shall publicly issue the addendum so that it is available to all firms or persons, except in the cases of RFQs that require mandatory attendance of Pre-Proposal/Site Inspection Conference(s), in which case only those vendors in attendance may be forwarded addenda.

5.2.4.6 **Proposal Submittals**

A. Proposal submittals shall be submitted electronically through the e-procurement portal before the time and date specified in the RFQ documents. Proposals may be submitted physically or electronically, at the discretion of the City.

B. The e-procurement software will date and time stamp proposal submittals as they are received. Any proposals received after the specified date and time proposals are due will not be accepted by the e-procurement software.

C. Proposals are not subject to public examination until the City has made an award announcement. Following the specified date and hours proposals are due, the e-procurement software will prevent Proposers from changing their proposal, except to correct errors or provide additional information, at the discretion and request of Purchasing. Original RFQ and proposal documents shall be retained on file in the e-procurement software until no longer required by the City's Record Retention Policy, or by applicable law.

5.2.5 Evaluation

Proposals are not subject to public examination until the City has made an award announcement. At a minimum, Proposals shall be reviewed by the Purchasing Officer or authorized designee. The Project Coordinator and other City personnel with appropriate technical expertise shall also be included in the review process, as necessary.

5.2.5.1 **Criteria**

The award shall be made to the Proposer whose proposal is determined in writing to best meet the criteria set forth in the RFQ. The review shall adhere strictly to the evaluation criteria set out in the RFQ and discussed at the Pre-Proposal Conference (if applicable); no discriminatory waiver of criteria shall be allowed. The conclusions of the reviewers shall be summarized on the scoring matrix and/or in a memorandum.

5.2.5.2 **Selection Process**

A. The City shall establish an Evaluation Committee (EC) composed of representatives from the City for the purpose of evaluating the proposals received in response to an RFQ. The City may include as part of the Committee qualified representatives from other agencies or entities. Each EC member shall attest in writing or electronically that they do not have a conflict of interest in

serving in that role for the specified solicitation.

B. Proposal documentation requirements shall be set forth in the RFQ to provide guidance regarding the information considered by the EC. The EC shall be responsible for performing the evaluations of each proposal based on the stated criteria.

C. Each member of the EC shall rate the proposals separately unless the proposals are technical in nature, in which case a subject matter expert may be called upon to score that section. The scores of each member of the EC shall then be averaged to provide a total score for each of the proposers.

5.2.5.3 **Initial Evaluation: Proposal Submission and Financials**

Purchasing shall conduct an initial pass/fail analysis of (a) each proposal submittal package for completeness ("responsiveness"), and the Finance Director shall review when applicable (b) the financial stability of each Proposer based upon the Financial Report submitted. Upon completion of this analysis, Purchasing will forward the Qualification Proposals of the passing proposers to the Evaluation Committee (EC).

5.2.5.4 **Evaluation of Qualifications**

A. The EC will review and evaluate the Qualification Proposals based on the criteria identified in the RFQ, and each proposer will be given a score. Reference checks will be performed, and proposers may also be required to submit to interviews, provide presentations, allow facility surveys, and other items deemed necessary during the evaluation process. In no case shall the City's discretionary use or disuse of these optional additional evaluation processes be grounds for protest of an award decision.

B. Should the City exercise the option to interview, only those proposers judged by the EC to be the most qualified to perform the work shall be requested to make a formal presentation to the City. Based on the oral presentation and the written proposal, the evaluators shall make a final ranking of potential proposers.

5.2.5.5 **Evaluation of Pricing**

A. Price proposals will remain locked within the e-procurement portal until the EC has completed the evaluation of the Qualification Proposals.

B. Proposer qualifications are of the utmost importance in service contracts; however, where two or more persons or firms appear equally qualified to perform the desired services, the one proposing the lowest total price shall be ranked first. In the event that the City receives only one proposal in response to an RFQ or the responses reveal a lack of adequate competition, the department may conduct a cost analysis to determine whether the compensation proposals are fair and reasonable.

5.2.5.6 **Calculation of Final Score**

Upon completion of all phases of the evaluation process, the e-procurement software shall total the scores to rank the proposals and identify the winning proposer.

5.2.5.7 **Negotiations**

A. The Project Coordinator, and those City personnel with technical expertise relating to the project, may negotiate with the highest-ranked proposer to establish a precise scope of work, work schedule and completion date, cost of services, and the method and manner of payment. A recommendation for award may be made upon the successful completion of negotiations as to the terms, conditions, and technical requirements of the proposed agreement. The recommendation for award should be submitted to Purchasing so award letters may be generated and distributed.

B. If negotiations with the highest-ranked proposer prove unsuccessful, the City shall terminate negotiations with this firm and commence discussions with the next-highest-ranked proposer until a price determined to be fair and reasonable to both parties is obtained. Once negotiations have been terminated with a firm, the City may not go back to that firm for additional negotiations – even if the next lower ranked respondent is higher in price.

5.2.5.8 **Award of Contract**

A. Award of Contract shall be made on a "best value" basis to the qualified proposer whose proposal best meets the criteria set forth in the RFQ and will be most advantageous to the City, with price and all other factors considered. The City Council shall authorize the award of contracts exceeding $75,000. (TMC §2-7-08(e)).

B. Upon completion of RFQ evaluation and analysis, Purchasing shall notify all proposers in writing of the City's intent to award a contract. The successful proposer must execute the agreement documents and submit the required Certificate of Insurance within the time specified in the RFQ or agreement documents, or if no such time is specified therein, within the time specified in the notice of intent to award issued by Purchasing.

5.2.6 Contract Administration

5.2.6.1 Upon contract award and execution, the e-procurement software will maintain a contract file. The requesting department head or designated Project Manager shall be responsible for monitoring and reviewing the project to determine whether contract terms and conditions are being met, and for approving invoices for payment.

5.2.6.2 The requesting department, shall endeavor to resolve any problems concerning adherence to terms and conditions of the contract. All financial matters shall be coordinated with the Finance Department.

SECTION 6 : PUBLIC WORKS CONTRACTS

6.1. APPLICABILITY

This Section is designed to supplement the procedures outlined in Sections 2 through 5 for Public Works Contracts. The procurement of public projects should follow all established procedures and the unique procedures outlined below. In addition, if the project is federally funded, the requirements outlined in Section 7 should also be followed.

6.1.1 Public Project Defined

Public Project shall mean any of the following: (PCC §20161, TMC §2-9-01(b))

- A project for the construction, reconstruction, erection, alteration, renovation, improvement, demolition, painting, repainting, or repair work involving any publicly owned, leased, or operated facility,
- Work in or about streams, bays, waterfronts, embankments, or other work for protection against overflow,
- Street or sewer work except maintenance or repair,
- Furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.

All public projects with expenditures exceeding five thousand dollars ($5,000), shall be contracted for and let to the lowest responsible bidder. (PCC Section 20162) Additionally, all Public Works projects more than $1,000 are subject to state-mandated prevailing wage and reporting requirements, regardless of the procurement method used (Labor Code §1771). The City shall comply with state Department of Industrial Relations regulations, and to advise contractors of mandatory bonding requirements for projects above $25,000 (Civil Code §95500; Labor Code §1720; PCC §20170, 20171, 20483, and SB-854)

6.1.2 Federal Funds

The City's procurement actions are primarily governed by the State of California Government Code, Public Contract Code, Federal Transit Administration (FTA) Circular 4220.1F, and Federal Highway Administration (FHWA) regulations as they appear in the Caltrans Local Assistance Procedures Manual (LAPM). In all procurements utilizing any amount of Federal funds, Federal requirements will generally supersede State law. Where no Federal funds are involved, procurement actions will be governed by applicable State law. References to statutes or regulations herein shall be deemed to refer to any subsequent revisions or amendments that may be enacted from time to time.

6.1.3 Federal Contract Law

If no applicable State or Federal law or regulation exists regarding a particular aspect of procurement, then Federal contract law principles defined in the Federal Acquisition Regulations may be applied.

6.1.4 Bidding Procedures – Public Works Projects

The Engineering Division maintains a Standard Specifications and Drawings document that outlines proposal, award, scope of work, control of work and materials, legal relations, and other standards related to a public works construction project. The standards may be supplemented by Special Provisions and/or Technical Specifications for specific projects as necessary to define the scope of work.

6.1.5 Value Engineering

The City of Turlock may use value engineering clauses for construction and other capital projects of sufficient size to offer reasonable opportunity for increased efficiency. Value engineering is a systematic and creative analysis to ensure that the project is designed and constructed to perform its essential functions in the most cost-effective manner. The process may include consideration of life-cycle costing, and intangible or indirect benefits such as sustainability. (2 CFR 200.318(g))

6.1.6 Caltrans Local Assistance Projects

The California Department of Transportation (Caltrans) Local Assistance Program provides funding to the city for the purpose of improving its transportation infrastructure or providing transportation services. The funding comes from various Federal and State programs designed to assist the transportation needs of local agencies. Local Assistance Programs include programs such as the Congestion Mitigation and Air Quality Improvement Program (CMAQ) and Local Highway Safety Improvement Program (HSIP). Local Assistance Programs will be administered in accordance with the Local Assistance Program Guidelines and Local Assistance Program Manuals (LAPMs).

6.1.6.1 Pursuant to the Local Assistance Procedures Manual, Chapter 10, Section 10.1.3, contracts below $1 million are not subject to the Caltrans Financial Document Review, but Local Public Agencies are required to establish that all costs are in compliance with the Federal cost principles, 48 CFR Chapter 1, Part 31, and other applicable requirements are met.

6.1.6.2 For identified projects below $1 million, prior to contract execution, the City will obtain documentation including the Exhibit 10-H1 Cost Proposal and the Exhibit 10-K Consultant Annual Certification of Indirect Costs and Financial Management System form for each consultant.

6.1.6.3 Once all documentation is received, the City will complete an ICAP/ICRP Review Checklist for each consultant working on the project.

A. If there are any items where the consultant does not appear to meet the requirements, the City will communicate with the consultant to attempt to resolve the discrepancy.

B. If there are any items that remain unresolved, the City will determine whether:

- The rate should be recalculated, making adjustments for any items that were not documented or do not appear reliable.

- Do not proceed with the contract in the event the issues are significant and assurance over the accuracy of the rate cannot be obtained and an adjustment cannot be calculated.

6.1.6.4 Pursuant to LAPM Section 10.1.3, an indirect cost rate (ICR) is valid for the one-year applicable accounting period and consultants must update their ICR annually. However, once an ICR has been established for a contract, the ICR may be extended beyond the one-year applicable period through the duration of the specific contract, provided all concerned parties agree. The contract must clearly specify the ICR period if it is beyond the one-year applicable period.

6.1.7 Advertisement for Bids

Notices inviting informal bids will be sent to all qualified contractors for the category of work being bid and/or all construction trade journals specified in PCC §22036. Public Works of Improvement projects above $220,000 shall be advertised in one local newspaper of general circulation and the City's website. (PCC §20161, 20162, 20170, 20482, 22036)

For federal and state-aid projects, the bid solicitation shall notify bidders of requirements associated with the participation of Local and Small Business Enterprise (LSBE) or Disadvantaged Business Enterprises (DBE), where applicable.

6.1.8 Bidder Qualifications

The City Engineering Division shall review the bids and determine whether the low bid proposal is responsive to the bid solicitation and whether the low bidder is responsible. The City Engineering Division will recommend an award of an agreement by the City Council to the lowest bidder determined to be both responsive and responsible.

In contracts where the nature of the work is such that the qualifications of the bidders are essential criteria for evaluating the bidders' responsibility, the Engineering Division shall identify such criteria in the Special Provisions. Contracts for services and Public Works of Improvement (construction and maintenance) shall contain such clauses. In addition, contracts for the provision of supplies, equipment, and materials, where a specially manufactured product or technical guidance and advice are called for, shall also contain a provision regarding the qualifications of bidders.

Such provision shall clearly state that the City may reject any bid that does not meet the requirements stated in the qualification's clause. Included in such clause shall be requirements that bidders demonstrate they are regularly engaged in the manufacture, construction, or provision of the work or product called for in the contract, and that they have the necessary resources, facilities, and personnel to perform under the contract. Additionally, bidders must attest that they have previously and satisfactorily performed work comparable to that specified in the contract. Finally, bidders may be required to provide adequate references. The Engineering Division may prepare and include with the bid documents a form to be completed by bidders that covers the qualifications requirements.

6.2. METHODS OF PROCUREMENT

6.2.1 Micro-purchases

Micro-purchases are those purchases up to but not exceeding $2,500. Purchases below that threshold may be made without obtaining competitive quotations but shall provide for competition whenever practicable. Award may be made if it is determined that the price is fair and reasonable, and that there are no significant differences in quality or price among available vendors. Typically, this would involve items sold "off-the-shelf' to the general public or a specific market. Documentation for a non-competitive micro-purchase need only include a notation that the price is fair and reasonable and the reason for the determination. The determination of price reasonableness may be recorded on preprinted forms or a checklist on the receipt. (2 CFR 200.320(a))

6.2.1.1 Micro-purchases are exempt from Buy America requirements. There should be equitable distribution among qualified suppliers, and requirements may not be split to avoid a competitive solicitation process. The City of Turlock will maintain a log of micro-purchases to ensure that there is an equitable distribution of purchases among qualified suppliers. The Davis Bacon Act (40 U.S.C. §3141 et seq.) applies to construction micro-purchases in excess of $2,000.

6.2.2 Small Purchases

Small purchases are relatively simple and informal solicitations for services, supplies, or other property that cost more than $5,000 but do not exceed $25,000. In no case shall small purchase procedures be used for procurements above the Federal simplified acquisition threshold as defined in 41 U.S.C. §403(11), currently $250,000. If small purchase procedures are used, price or rate quotations shall be solicited from an "adequate number of qualified sources." The number of sources will depend upon the availability of qualified sources, but the objective should ordinarily be to obtain quotes from at least three vendors. If items are purchased from GSA that have been competitively bid or state contracts, then no other solicitations are required. Both the solicitation and quotes should be written, in either electronic or hard copy form.

6.2.3 Existing Contracts: Purchasing Schedules and Piggybacking

6.2.3.1 State Purchasing Schedules. To foster greater economy and efficiency, intergovernmental agreements, contracts, and schedules of the U.S. General Services Administration ("GSA") and states may be used as permitted and appropriate. When GSA or state contracts are used to acquire goods or services with federal funds, all federal requirements apply. This will require the City of Turlock to incorporate federal terms and conditions (contract clauses and required vendor "certifications," such as Buy America, etc.), in the first purchase order issued by the City of Turlock under the GSA or state contract. This will be necessary since GSA or the state may not have incorporated required federal terms, including Buy America, when the contracts were awarded. The City of Turlock will therefore require a Buy America certification

in all cases, and if the product being acquired is not Buy America compliant, the City of Turlock will obtain a waiver from the applicable federal agency before proceeding with the procurement.

6.2.4 Competitive Sealed Bidding

6.2.4.1 Projects in excess of Two Hundred Twenty Thousand and no/100ths ($220,000) are publicly solicited through a formal Request for Bids (RFB) with a fixed-price contract (lump sum or unit price) being awarded to the lowest-priced responsive bid from a responsible bidder. Public projects less than $220,000 may be procured using an informal bidding process where qualified contractors are invited to bid. (TMC §2-9-04)

6.2.4.2 Competitive sealed bidding is the preferred method of solicitation, and justification for any other method of procurement must be documented as part of the procurement record.

6.2.4.3 All bids will be publicly opened at the time and place prescribed in the RFB. Bidders shall be afforded a suitable opportunity to examine all bids received after they are opened.

6.2.4.4 A fixed-price contract award will be made in writing to the responsible bidder submitting the lowest responsive bid at the price stated in the bid. A fixed-price contract type does not preclude consideration of the use of price-varying provisions such as escalation or incentives/disincentives if suitable for the circumstances. The price reasonableness analysis shall consider whether bids are materially unbalanced.

6.2.4.5 When specified in bidding documents, factors such as discounts, transportation costs, and life cycle costs may be considered in determining the low bid if specified in the solicitation. Payment discounts shall be requested or considered only when prior experience indicates that the City is able to avail itself of such discounts.

6.2.4.6 If the RFB includes pricing for any options or alternatives, the solicitation must define whether or not they will be considered in determining the low bid, and, in the event of multiple options, the basis for and order in which they will be accepted. In order to exercise contract options after award, and also consider them as part of the original competitive process, the options must have been considered during the award of the basic contract.

6.2.4.7 In the event that a single responsive bid is received from a responsible bidder, the City may negotiate with the bidder to ensure that a fair and reasonable price is obtained. If the responsive bid from the lowest responsible bidder exceeds available funds, the City may negotiate with the apparent low bidder to obtain a contract price within available funds. The City may not, as part of a negotiation process, modify or alter the scope and specification defined in the RFB in a manner that might have attracted additional bidders if incorporated in the solicitation.

6.2.4.8 If the informal bidding process was used and all bids received exceed $220,000, the City Council may, by adoption of a resolution by a four-fifths vote, award the contract, at Two Hundred Thirty-Five Thousand dollars ($235,000) or less, to the lowest responsible bidder, if it determines the cost estimate was reasonable. (TMC §2-9-04 (h))

6.2.5 Competitive Negotiation

6.2.5.1 For design/build contracts, the competitive negotiation procurement process is conducted through a formal Request for Proposals (RFP). This method of procurement is generally used when conditions are not appropriate for the use of sealed bids. This method may be used for the acquisition of supplies or services only if the City determines in advance and in writing that competitive sealed bidding is not practicable or fiscally advantageous, pursuant to California Public Contract Code 22160.

6.2.5.2 Either a fixed price or cost-reimbursement contract may be awarded.

6.2.6 Architectural and Engineering (A&E) and Other Professional Services

6.2.6.1 The City will use qualification-based competitive proposal procedures based on the Brooks Act, Chapter 11 of Title 40 of the United States Code, and 49 U.S.C. §5325(b), when contracting for A&E services.

6.2.6.2 The Brooks Act requires that:

A. An offeror's technical qualifications be evaluated;

B. Price be excluded as an evaluation factor;

C. A pricing proposal be requested from, and negotiations be conducted only with the most qualified offeror; and

D. Failing agreement on price, the proposal must be rejected and negotiations conducted with the next most qualified offeror, until a contract award can be made to the most qualified offeror whose price is fair and reasonable; if the pool of qualified offerors is exhausted without an agreement, the solicitation must be canceled.

6.2.6.3 The Brooks Act "qualifications-based" procurement method can only be used for the procurement of A&E services which are defined to include program management, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping, and related services, where any amount of Federal funds is utilized. This method of procurement cannot be used to obtain other types of services even though a firm that provides A&E services is also a potential source to perform other types of services. It is also recognized that California law does not require contracts for professional services such as private architectural, landscape, engineering, environmental, legal, land surveying or construction management be competitively bid and the Federal policy to restrict qualifications-based selection procedures to A&E contracts may be considered inconsistent. However, the City hereby determines that acceptance of Federal funds and compliance with the Federal standard is in the public interest even though the Federal limitation of the use of qualification-based procurement procedures is inconsistent with the

California law.

6.2.6.4 When no Federal funds are involved in funding a procurement for professional services including accountants, lawyers, architects, engineers, environmental, land surveying or construction management, the City will comply with the applicable provisions of the California Government Code and Public Contract Code and select the contractor based on professional qualifications, excluding price.

6.2.7 Noncompetitive (Sole Source) Proposals

6.2.7.1 Noncompetitive (Sole Source) procurements are accomplished through acceptance of a proposal from only one source. A contract amendment or change order that is not within the scope of the original contract is considered a sole source procurement that must comply with this subparagraph.

6.2.7.2 Procurement by noncompetitive proposals may be used when only one source is practicably available and the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:

1. The item is available only from one responsible source because:

   (a) It involves a unique or innovative concept or capability not available from another source. A unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the City only from one source and has not in the past been available to the City from another source.

   (b) Patents or Restricted Data Rights. Patent or data rights restrictions preclude competition.

   (c) Substantial Duplication Costs. In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that an award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.

   (d) Unacceptable Delay. In the case of a follow-on contract for the continued development or production of highly specialized equipment or major component thereof, an award to another contractor would result in unacceptable delays in fulfilling the City's needs.

2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

3. The federal agency authorizes noncompetitive negotiations (e.g., in the original grant application and approval process);

4. Other circumstances described in Part 6.3 of the Federal Acquisition Regulations exist;

5. After solicitation of a number of sources, competition is determined inadequate, and an evaluation of the specifications determines they are not unduly restrictive of competition; or

6. The item is an associated capital maintenance item as defined in 49 U.S.C. §5307(a) (1) that is procured directly from the original manufacturer or supplier of the item to be replaced, and no other sole source justification applies. The City must first certify to the FTA in writing that the manufacturer or supplier of the capital maintenance item is the only source for the item and that the price is no higher than the price paid by like customers.

    A. Receipt of a single responsive and responsible bid or proposal is not, by itself, conclusive evidence that competition was inadequate; the City Manager, or designee, must determine if there was a perception of competition which would affect the bid or proposal. Under these circumstances, award is not considered a sole source. The City Manager, or designee, however, must investigate the reason why no other bids or proposals were received; verify that the specification was not unduly restrictive, and that the solicitation cannot be modified in a manner that would result in greater competition; and document the file accordingly.

    B. A cost analysis is required for each sole source acquisition.

    C. The contract file must include a sole source determination signed by the City Manager explaining the reasons for the award on a non-competitive basis.

6.2.8 Options

6.2.8.1 An option is a unilateral right in a contract by which, for a specified time, the buyer may elect to purchase additional equipment, supplies, or services called for by the contract, or may elect to extend the term of the contract. The use of options must be limited to quantities of goods or services that are reasonably anticipated to be required by the City during the term of the contract; options may not be included solely with the intent of assigning them to another entity in the future; however, contracts may include a provision allowing assignment to other agencies in the event of a change in the City's anticipated requirements, in accordance with federal regulations and guidance.

6.2.8.2 The option quantities or periods must be defined in the solicitation; contained in the offer upon which a contract is awarded; and evaluated as part of the initial award process; i.e., the options must be evaluated in combination with bid prices for the base quantity to determine the low bidder. When an option has not been evaluated to determine the low bidder for award of the contract, exercise of the option will be considered a

sole source procurement and must be justified as such.

6.2.8.3 The exercise of an option must be in accordance with the terms and conditions of the option as stated in the initial contract, and an option may not be exercised unless it is determined that the option price is better than prices available in the market or that the option is the more advantageous offer at the time the option is exercised, cost and other factors considered.

6.2.8.4 If sequential options (e.g., a series of one-year extensions) exist, the failure to timely and properly exercise any option will void all subsequent options.

6.2.8.5 The City of Turlock may exercise options in contracts of other public agencies ("piggybacking") in accordance with federal regulations and guidance.

6.3. CONTRACT TYPES

6.3.1 Time and Materials Contracts

Time and Materials ("T&M") contracts are to be used only after a documented determination that no other type of contract is suitable. Such contracts will specify a ceiling price (a limitation of funding) that the contractor shall not exceed except at its own risk. T&M contracts are subject to a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls. (2 CFR 200.318(j))

6.3.2 Cost Reimbursement Contracts

Prior to the use of a cost-type contract, the City Manager, or designee, shall make a determination that the contractor's accounting system is adequate to properly segregate and bill costs, and also adequate to allocate indirect costs in accordance with generally accepted accounting principles. In no event shall fixed indirect cost rates, that are not subject to audit and adjustment, be used in a cost-type contract, as such agreements constitute an unlawful cost-plus-percent-of-cost method of compensation. Provisional indirect billing rates may be used but must be subject to later audit and adjustment.

6.3.3 Cost Plus Percent of Cost Contracts

Contracts that are structured with payment provisions based on the incurrence and payment of actual costs, such as direct labor, with a fixed mark-up on the actual costs incurred for (a) profit, (b) indirect costs, (c) or both, are prohibited by Federal statute and shall not be used.

6.3.4 Construction Contracts for Publicly Funded Buildings

All construction projects for public works contracts costing more than $4,000 are required to be performed by contract and cannot be separated into smaller work orders for the purposes of evading the provisions of the Public Contract Code.

6.3.5 Design Build

Design-build refers to a procurement for design and construction simultaneously with a contract award to a single contractor, joint venture, etc., that will be responsible for both the project's design and construction. Design-build contracts may be used for the construction of a building or buildings and improvements directly related to the construction of a building or buildings and park and recreational facilities. Design-build contracts may not be used for the construction of other infrastructure, including, streets and highways, public rail transit, or water resources facilities and infrastructure. Design-build contracts may be used for public works projects in excess of one million dollars. (PCC Sections 22160-22169)

6.4. CONTRACT COST AND PRICE ANALYSIS

6.4.1 Requirement

A cost or price analysis must be performed for every procurement action, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation. (2 CFR 200.324)

6.4.2 Independent Cost Estimate

Any cost or price analysis must be based on an independent cost estimate, which should be developed before a solicitation is issued, but in no event after the receipt of bids or proposals. For contract modifications, the independent estimate must be prepared without knowledge of the contractor's proposed pricing.

6.4.3 Cost Analysis

6.4.3.1 A cost analysis must be performed when the offeror is required to submit the elements (i.e., labor hours, overhead, materials, etc.) of the estimated cost.

6.4.3.2 A cost analysis will be necessary when adequate price competition is lacking, including sole source procurements (which include contract modifications and change orders), unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or on the basis of prices set by law or regulation.

6.4.3.3 Profit is to be negotiated as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

6.4.3.4 Costs or prices based on estimated costs for contracts will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices are consistent with Federal cost principles contained in Part 31 of the Federal Acquisition Regulations.

6.4.3.5 The cost plus a percentage of cost method of contracting shall not be used.

6.4.4 Price Analysis

6.4.4.1 A price analysis looks at the price as a whole without examination of its various components, and is usually performed by comparing prices to those from other comparable procurements.

6.4.4.2 A price analysis may be used in all instances where a cost analysis is not required to determine the reasonableness of the proposed contract price.

6.4.4.3 Adequate price competition may be determined to exist when the perception of competition exists, even if only one bid or proposal is received; conversely, the receipt of multiple bids or proposals with widely differing prices may not constitute adequate price competition.

6.5. BONDING REQUIREMENTS

6.5.1 Construction

The City of Turlock shall specify bonds in compliance with (1) federal regulations, and (2) the applicable provisions of the California Government code. (2 CFR 200.326)

6.5.2 Non-Construction

For non-construction contracts, bonding requirements are discouraged except where applicable law or regulation provides for such bonding, or the City determines that such a requirement is necessary as part of the risk management plan for a project.

6.6. PAYMENT PROVISIONS

6.6.1 Progress Payments

Progress payments are to be made only for costs incurred in the performance of the contract. When progress payments are used, the City must obtain title to property or other adequate security for the amount of the progress payment. Progress payments for construction contracts may be made on a percentage of completion basis; this method may not be used for non-construction contracts.

6.7. DELAY (LIQUIDATED) DAMAGES

6.7.1 Risk Management

The City of Turlock shall determine whether to use or not to use a delay damages

provision for a specific procurement, as part of an overall risk management program.

6.7.2 Calculation

The amount of delay damages must be reasonably calculated to reflect anticipated damages the City of Turlock might suffer as the result of an inadequacy or delay in contract performance, and such damages would be difficult or impossible to determine.

6.7.3 Measurement

Delay damages may be imposed for an entire contract or for a readily identifiable milestone or deliverable, and the measurement period may be other than a day, where appropriate.

6.7.4 Solicitation Requirements

If it is determined that a delay damages provision will be included, the solicitation shall identify with specificity the circumstances in which the delay damages will be imposed and the rate to be charged. The file shall document the derivation of the rate of assessment and ensure it is reasonable, proper and not arbitrary or punitive.

6.8. CONTRACT AWARD ANNOUNCEMENTS

The City is not required to issue announcements of contract awards utilizing Federal funds; however, when announcements of contract awards using federal funds are made by City of Turlock, they will be made in accordance with federal policy. Federal policy requires that announcements of contract awards, if they are made, identify (1) the federal agency that is or will be providing assistance, (2) the amount of assistance that is provided or expected to be provided, and (3) the Assistance Number of the program that authorizes the Federal assistance.

6.9. PROTEST PROCEDURES

Upon receipt of a protest, the City Engineer shall review all submitted materials, create and retain a written record of the review, and respond in writing at least generally to each material issue raised in the protest no later than ten (10) business days after receipt of the protest. If the protest involves a procurement involving FTA funds, refer to Section 6.10.6 for specific FTA protest procedures.

If the solicitation is for goods or services that are expected to be funded, in whole or in part, with federal funds, the City Engineer shall promptly notify the appropriate federal agency of the receipt of a third-party contract protest, in accordance with the Common Grant Rule (49 CFR Part 18).

If the protest cannot be resolved by mutual agreement, or if the protesting bidder is not satisfied with the decision of the City Engineer, the protesting bidder shall have the right to appeal to the City Manager, in writing, within five (5) business days after notification of the decision.

If the protesting bidder is not satisfied with the decision of the City Engineer, except as otherwise provided below, the final level of appeal is with the City Council. The protesting bidder may appear at a City Council meeting to be heard by the Council. If the solicitation is for

goods or services that are expected to funded, in whole or in part, with federal funds, the protesting bidder may have additional protest escalation options as outlined in the respective solicitation.

In general, the filing of a protest should cause the solicitation proceedings subject to protest to be halted until the appeal is resolved. In order to allow essential City functions to continue, the City may proceed with the solicitation or award of the contract, despite the protest, upon an adequate determination in writing by the City's Engineer that such action is necessary. It is expected that such determination will occur only in those few circumstances where it is necessary to protect a substantial interest of the City of Turlock.

In an effort to limit frivolous protests, protestors who file two (2) protests within twelve (12) calendar months, whose protests are not resolved in their favor, may be withheld from future bids or proposals

6.10. FTA-SPECIFIC REQUIREMENTS

6.10.1 Contract Scope

Guidance as to what is "within the scope" of a contract may be found in the FTA Best Practices Procurement Manual. "Tag-ons" are defined by FTA as additions to the scope of work or deliverable items that were not included in the original contract competition, and which must be treated as sole source additions to the contract. Tag-ons are not to be treated as changes within the scope of the contract.

6.10.2 A&E Procurement

Where the procurement is for A&E services, the selection process will not involve prices (in accordance with FTA regulations); however, for all other procurements, including non-A/E professional services, such as legal, medical, auditing, etc., price must be considered in the selection process in accordance with FTA regulations. (FTA Circular 4220.1F, Chapter VI, Section 3(f)(1)-(3))

6.10.3 Cost Analysis

The "Pricing Guide for FTA Grantees" will be used as guidance to perform the appropriate degree of cost or price analysis for FTA-funded contracts.

6.10.4 Piggy-Backing

Piggybacking-Exercising Options in Other Agency Contracts. The term "piggybacking" is often used to describe one transit agency's use of another transit agency's existing contract when the awarding agency's contract did not originally envision its use by the piggybacking agency. When another agency's contract has been identified for potential use by the City of Turlock, a number of FTA requirements must be met before the contract may be used. FTA requires that the existing contract contain an assignability clause and all required FTA contract clauses and certifications (Buy America, etc.). If the existing contract does not contain both an assignability clause and required contract clauses, it may not be used. This requirement differs from GSA and California state contracts, where FTA contract clauses may be added later with the first purchase order issued. In the case

of an existing agency contract, PTA contract clauses may not be added later. Additionally, the items being acquired by assigned contract rights must not cause the original contract quantities (including options) to be exceeded by the piggybacking action. The City of Turlock must also determine that a cost or price analysis was performed for the existing contract prices, including options, and then the City of Turlock will perform a price analysis to determine that the option prices are fair and reasonable. If the contract options were not evaluated as part of the original award, exercising those options after the contract award will result in a sole source award. In conclusion, the City of Turlock will determine that an existing contract meets all FTA requirements before using that contract and will document the file accordingly.

6.10.5 Advance Payments

The use of FTA funds for payments in advance of the incurrence of costs by the contractor is generally prohibited, without prior written approval from FTA. FTA does permit advance payments from FTA funds for those purchases where advance payment is customary in the commercial marketplace such as utility services, rents, and subscriptions. FTA approval of such advance payments is required when the amount exceeds $100,000. City of Turlock should not make advance payments using other funds (including local match funds) except where (a) it is customary in the industry, or (b) there are sound business reasons (e.g., to enable a more cost-effective pricing structure) for doing so; in the latter case, the file shall be documented to fully justify the advance payment.

6.10.6 FTA Review of Protest

A protester must exhaust all administrative remedies with the City of Turlock before pursuing a protest with the FTA. Review of a protest by FTA will be limited to:

- City of Turlock's failure to have or follow its protest procedures, or its failure to review a complaint or protest; or
- Violations of Federal law or regulation.

Following any adverse decision by the City Council or the City Manager, the bidder may file a protest if there has been a violation related to the above. An appeal to FTA must be received by the U.S. Department of Transportation, Federal Transit Administration ("FTA"), Region 9 Office, San Francisco Federal Building, 90 7th Street, Suite 15-300, San Francisco, CA 94103, within five (5) working days of the date the protester learned or should have learned of an adverse decision by the City Council or the City Manager or other basis of appeal to FTA.

6.10.6.1 **Contents of Protest to FTA**

A bidder filing a protest with FTA must submit the protest in writing, via certified United States mail with a return receipt request, to the U. S. Department of Transportation, Federal Transit Administration ("FTA"), Region 9, San Francisco Federal Building, 90 7th Street, Suite 15-300, San Francisco, CA 94103. The protest must include:

A. The name and address of the bidder;

B. Identification of the grantee (City of Turlock), project number, and the number of the solicitation;

C. A detailed and factual statement of the grounds for protest and any supporting documentation. The documentation submitted to FTA must be fully supported to the extent possible;

D. A copy of the protest filed with the City of Turlock, and a copy of the City of Turlock decision, if any; and

E. The desired relief, action or ruling from FTA.

FTA will not consider any data that was not submitted to the City. If new data becomes available after the exhaustion of administrative remedies with the City, that data should be submitted to the City with a request for reconsideration. If the request is denied or if the protester's administrative remedies with the City are again exhausted, the protester may then submit the new data to FTA. No formal briefs or other technical forms of pleading or motion are required, but a protest and other submission should be concise, logically arranged, and clear. Bid protests must be filed with FTA no later than five (5) days after the exhaustion of administrative remedies with the City is known or should have been known, whichever is earlier.

6.10.7 FTA Contract Period

The period of contract performance for rolling stock and replacement parts shall not exceed five years, inclusive of options, as defined in FTA C 4220. 1F. The length of all other contracts shall be based upon sound business judgment, including consideration of issues such as the nature of the item being purchased, the need to afford the contractor a reasonable opportunity to recapture any start-up costs, the need to afford competing vendors the opportunity to do business with the City, and the relative benefit to the City of a longer or shorter contract term.

6.10.8 Recovery Credited to Project

All delay damages recovered under an FTA funded contract will be credited to the project unless the FTA agrees otherwise.

6.11. CONTRACT PERIOD

All contracts must specify a contract period of performance, either in the form of delivery schedules for contract deliverables such as commodities, or a specific end date for service contracts.

6.12. NOTICE TO PROCEED

For Engineering contracts, upon receipt of the successful bidder’s executed Agreement, sureties, and evidence of insurance, the City will issue a Notice to Proceed letter to the Contractor with a copy to the City’s Project Coordinator.

SECTION 7 : FEDERAL REQUIREMENTS

7.1. APPLICABILITY

The City of Turlock utilizes federal funds to procure contracts in Public Works and in other areas of the City. All federally funded contracts must adhere to the procurement guidelines outlined in Title 2, Parts 200.317-200.326, Code of Federal Regulations. All contracts funded in whole or in part with federal funds must contain the provisions outlined in Title 2, Appendix II to Part 200, Code of Federal Regulations.

Additionally, Public Works contracts funded through the Federal Transit Agency (FTA) have additional requirements. FTA requirements are set forth in the FTA Master Agreement, which is published on the FTA web page as of October 1 of each year. The FTA Procurement Circular 4220.1F, Appendix D, contains guidance in the form of a contract clause matrix for various types of commodities and services being procured. The FTA Best Practices Procurement & Lessons Learned Manual ("BPPM"), Appendix A, contains instructions for the contract clauses required by FTA as shown in FTA Circular 4220.1F. The complete list of Federal contract clauses can be found within the Annual Comprehensive Review Contractor's Manual (FTA CORTAP Contractor's Manual).

7.2. PROCUREMENT VS. NONPROCUREMENT TRANSACTIONS

7.2.1 Contractor vs. Subrecipient Determination

To determine whether federal procurement (contractor) or nonprocurement (subrecipient) requirements apply, the requesting department should make a determination as to whether the activities outlined in the contract represent a contractor or subrecipient relationship. NOTE: Contracts may be used in either a procurement or nonprocurement transaction, therefore, the use of a contract document does not automatically preclude the transaction from representing a subrecipient relationship. (2 CFR 200.331)

7.2.2 Subrecipients

A subaward (nonprocurement transaction) is for the purpose of carrying out a portion of a federal award and creates a federal assistance relationship with the subrecipient. Characteristics which support the classification as a subrecipient include when the non-federal entity:

- Determines who is eligible to receive what federal assistance;
- Has its performance measured in relation to whether objectives of a federal program were met;
- Has responsibility for programmatic decision-making;
- Is responsible for adherence to applicable federal program requirements specified in the federal award; and
- Uses the federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

Examples of a subrecipient agreement include agreements with non-profit entities for

activities such as residential rehabilitation and economic development under the CDBG program.

7.2.3 Contractors

A contractor (procurement transaction) is for the purpose of obtaining goods and services for the City's own use and creates a procurement relationship with the contractor. Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the contractor:

- Provides the goods and services within normal business operations;
- Provides similar goods or services to many different purchasers;
- Normally operates in a competitive environment;
- Provides goods or services that are ancillary to the operation of the Federal program; and
- Is not subject to compliance requirements of the federal program as a result of the agreement.

Examples of a contractor relationship include virtually all agreements with for-profit entities.

7.2.4 Use of Judgment

In determining whether an agreement between the City and an entity casts that entity as either a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. All of the characteristics of a subrecipient or a contractor may not be present and the City must use judgment in classifying each agreement as a subaward or procurement contract.

As the resulting requirements for procurement and nonprocurement transactions vary significantly and the determination of the nature of the relationship is subject to judgment, Purchasing maintains a Contractor vs. Subrecipient Determination Checklist. Requesting departments should prepare this Checklist and maintain it in the contract file to document their determination for each agreement. The use of this Checklist helps ensure the appropriateness of the determination and prevents questions upon post-audit on the application of the correct requirements.

7.3. SUBRECIPIENT REQUIREMENTS

7.3.1 Agreements

The applicable department should ensure that all contracts/agreements with subrecipients clearly identifies that the agreement represents a subaward and includes the following information: (2 CFR 200.332)

- Federal award identification
  - Subrecipient name;
  - Subrecipient's unique entity identifier;
  - Federal Award Identification Number (FAIN);
  - Federal Award Date;
  - Subaward Period of Performance Start and End Date;

- Subaward Budget Period Start and End Date;
- Amount of Federal Funds Obligated by this action;
- Total Amount of Federal Funds Obligated to the subrecipient by the City;
- Total Amount of the Federal Award committed to the subrecipient by the City;
- Federal award project description;
- Name of Federal awarding agency, pass-through entity, and contact information for the City's awarding official;
- Assistance Listings number and title;
- Identification of whether the award is research and development (R&D); and
- Indirect cost rate for the Federal award, including if the de minimis rate is charged.

- All requirements imposed by the City on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations, and the terms and conditions of the Federal award;
- Any additional requirements that the City imposes on the subrecipient in order for the City to meet its own responsibility to the awarding agency including identification of any required financial and performance reports;
- A requirement that the subrecipient permit the City and auditors to have access to the subrecipient's records and financial statements as necessary; and
- Appropriate terms and conditions concerning closeout of the subaward.

7.3.2 Suspension and Debarment

The City must ensure that all subawards to subrecipients are made to entities that have not been suspended or debarred. The City must verify that the entity is not suspended or debarred or otherwise excluded from participating in the transaction. The verification can be accomplished by (1) checking the System for Award Management Exclusions available at SAM.gov (click on Search Record, then click on Advanced Search-Exclusions), (2) collecting a certification from the entity, or (3) adding a clause or condition to the transaction with that entity. Prior to contracting with an entity, staff will check SAM.gov to verify the entity is not suspended or debarred or otherwise excluded. The verification is saved electronically, ensuring that it includes the date and time of the verification.

7.3.3 Monitoring

The City is required to monitor all subrecipients in accordance with the requirements of 2 CFR 200.332(b)-(h). This monitoring should include a risk assessment and a monitoring plan detailing monitoring activities to be performed based on the risk assessment.

7.4. PROCUREMENT REQUIREMENTS

The requirements and the procedures outlined below apply to all City contracts funded in whole or in part with federal funds. This is not intended to be an exhaustive list of all requirements when entering into contracts funded with federal funds. The requesting department should refer to the resources noted in Section 7.1 to ensure compliance with all key requirements.

7.4.1 General Standards

The City must have and use its documented procurement procedures for the acquisition

of property or services required under a Federal award or subaward. (2 CFR 200.318(a))

7.4.2 Full and Open Competition

All procurement transactions over $10,000 will be awarded competitively, without providing an unfair competitive advantage to any potential vendor. Some of the situations considered to be restrictive of competition include, but are not limited to: (2 CFR 200.319)

7.4.2.1 Unreasonable requirements placed on firms in order for them to qualify to do business.

7.4.2.2 Unnecessary or excessive experience, excessive bonding, insurance, warranty or similar requirements which affect an otherwise qualified firm's ability to compete. Such requirements must also, however, be established in a manner consistent with the protection of the City's interests.

7.4.2.3 Noncompetitive pricing practices between firms or between affiliated companies.

7.4.2.4 Noncompetitive awards to any person or firm on retainer contracts.

7.4.2.5 Organizational conflicts of interest. An organizational conflict of interest exists where other activities, relationships, or contracts of a contractor inhibit, affect, or prevent the contractor from rendering impartial assistance or advice to City of Turlock; a contractor's objectivity in performing the contract work is or might be otherwise impaired (e.g., a contractor assisting with a design might have a financial interest in a product or system that could be utilized in implementing that design); or a contractor has an unfair competitive advantage which might be gained through its involvement in writing, or reviewing the solicitation and contract documents, including the scope or specification except as part of a general industry review.

7.4.2.6 Specifying only a "brand name" product, without specifying that equivalent products will be accepted and providing salient characteristics or other descriptive information sufficient to allow bidders to identify and propose such equivalent products.

7.4.2.7 The use of specification requirements and evaluation criteria that unnecessarily favor an incumbent contractor.

7.4.2.8 Any arbitrary action in the procurement process.

7.4.3 Geographic Preferences

Procurement transactions using Federal funds will be conducted in a manner that prohibits the use of in-state or local geographical preferences in the solicitation and evaluation of bids or proposals, except in those cases where applicable Federal statutes or regulations expressly mandate or permit geographic preference. This does not preempt State or local licensing laws. However, geographic location may be a selection criterion in procurements for architectural and engineering (A&E) services, provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

7.4.4 Suspension and Debarment

The City is prohibited from contracting with parties under covered transactions that are suspended or debarred. Covered transactions include contracts for goods and services that are expected to equal or exceed $25,000. The City must verify that the entity is not suspended or debarred or otherwise excluded from participating in the transaction. The verification can be accomplished by (1) checking the System for Award Management Exclusions available at SAM.gov (click on Search Record, then click on Advanced Search-Exclusions), (2) collecting a certification from the entity, or (3) adding a clause or condition to the transaction with that entity. Prior to contracting with an entity, the staff will check SAM.gov to verify the entity is not suspended or debarred or otherwise excluded. The verification is saved electronically, ensuring that it includes the date and time of the verification.

7.5. PUBLIC WORKS PROJECT REQUIREMENTS

7.5.1 Build America, Buy America Act

The City must comply with the Build America, Buy America (BABA) requirements for all federal awards related to infrastructure projects if the award terms and conditions require compliance. These requirements include incorporating a Buy America preference in the terms and conditions of each award with an infrastructure project. The Act requires the following preference:

- All iron and steel used in the project are produced in the United States;
- All manufactured products used in the project are produced in the United States; and
- All construction materials are manufactured in the United States.

However, Federal agencies may waive this preference. For example, the Federal Transit Administration (FTA) waives the BABA requirements from all purchases of $150,000 or less. The requesting department should ensure that, if required by the award documents and not waived by the applicable federal agency, the BABA preference is included in procurement documents. A listing of waivers by agency may be obtained at: https://www.madeinamerica.gov/waivers/financial-assistance.

7.5.2 Cost Principles

The Federal Acquisition Regulation Part 31 cost principles will be incorporated by reference in all contracts where allowable costs must be determined for payment (e.g., all cost reimbursement contracts), and for negotiating all fixed price contracts and modifications where costs are estimated by the contractor and then negotiated for purposes of establishing a contract price.

7.6. MINORITY, DISADVANTAGED, AND WOMEN-OWNED BUSINESS UTILIZATION

7.6.1 Policy

It is the policy of the City of Turlock that business concerns owned and controlled by women and/or socially and economically disadvantaged individuals shall have equal and maximum practicable opportunity to participate in the City's purchasing program when funded in whole or in part by federal funds. (2 CFR 200.321)

7.6.2 Definitions

7.6.2.1 Small Business – Those businesses that fall in the category of small by the Small Business Administration.

7.6.2.2 Minority Business Enterprise (MBE) – An independent and continuing business or profit, which performs a commercially useful function, and which is owned and controlled by one or more minority group members. For purpose of this definition, minority group members include, but not limited to, Black Americans, Hispanic Americans, Native Americans (including American Indians, Eskimos, Aleutians and Native Hawaiians) and Asian-Pacific Americans (including persons whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States, Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia and Taiwan).

7.6.2.3 Women-Owned Business Enterprise (WBE) – An independent and continuing business for profit, which performs a commercially useful function, and which is owned and controlled by one or more women.

7.6.2.4 Disadvantaged Business Enterprise (DBE) - A small business concern which is (a) at least fifty-one percent (51%) owned by one or more socially and economically disadvantaged individuals, or in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by one or more socially and economically disadvantaged individuals; and (b) whose management and daily business operations are controlled by one or more socially and economically disadvantaged individuals who own it. Socially and economically disadvantaged individuals include MBE's, WBE's and any other minorities or individuals found to be disadvantaged by the Small Business Administration pursuant to Section 8(a) of the Small Business Act.

7.6.2.5 Handicapped-Owned Business Enterprise (HBE) – An independent and continuing business for profit, which performs a commercially useful function, and which is owned and controlled by one or more disabled individuals pursuant to the federal ADA Act.

7.6.3 Good Faith Effort

The City of Turlock expects all general contractors to solicit minority, disadvantaged and women-owned business firms as subcontractors and materials suppliers. All general contractors should make a good faith effort to work with the City to fulfill our joint commitment to these business enterprises. Only through this combined effort can we create a business climate favorable to all citizens of the City of Turlock.

7.6.4 Minority Determination

For purposes of determining whether a business is a Minority-Owned Business Enterprise, Disadvantaged-Owned Business Enterprise or a Women-Owned Business Enterprise, the minority or minorities, the woman or women, or a combination of minorities and women as the context requires shall (1) possess legal authority and power to manage business assets, good will and daily operation of the business, and (2) actively and continuously exercise such authority and power in determining the policies and directing the daily operations.

7.6.5 General Requirements

City Contract Administrator and City Purchasing Division staff will:

- Provide all qualified DBE's an opportunity to bid on any City contract.
- Provide one-on-one counseling to DBE's with respect to obtaining bid bonds and performance bonds.
- Advertise all upcoming contracts in minority publications.
- Take a leadership role in interacting with organizations that promote minority business development such as the Hispanic Chamber of Commerce and the Small Business Development Center.
- Hold special events to acquaint DBE's with City purchasing procedures and upcoming opportunities.
- Coordinate pre-bid conferences to include general contractors and subcontractors at the same time so as to provide opportunities for minority, women and handicapped business owners to meet general contractors.

7.7. DISADVANTAGED BUSINESS ENTERPRISES (DBE)

7.7.1 Policy Statement

It is the policy of the City of Turlock to utilize Disadvantaged Business Enterprises (DBE's) and firms as defined in 49 CFR Part 23 in all aspects of contracting, to the maximum extent possible. This policy, which is fully described herein, constitutes policy and commitment to substantially increase DBE utilization in all program activities funded wholly or in part by the U.S. Department of Transportation.

The City, its contractors and subcontractors, which are the recipients of Federal-aid funds, agree to ensure DBE firms have the maximum opportunity to participate in the performance of contracts and subcontracts. In this regard, this Agency and all of its contractors and subcontractors will take all reasonable steps in accordance with 49 CFR Part 23 to ensure that DBE firms have the maximum opportunity to compete for and perform contracts.

7.7.2 Disadvantaged Business Enterprise Liaison Officer

7.7.2.1 The City Manager will appoint the DBE Liaison Officer(s). The DBE Liaison Officer(s) shall be assigned such staff as necessary to fully implement the provisions of 49 CFR Part 23 and such other DBE programs as may be required.

7.7.2.2 The DBE Liaison Officer shall develop, manage and implement the DBE Program

on a day-to-day basis. The Liaison Officer shall:

- Develop and carry out technical assistance programs for DBE's.
- Arrange solicitations, time for the presentation of bids, quantities, specifications and delivery schedules so as to facilitate the participation of DBE's. Where such changes are found necessary to increase DBE utilization, they will be made in consultation and cooperation with the functional unit involved.
- Provide guidance to DBE's in overcoming barriers such as inability to obtain bonding or financing.
- Carry out information and communication programs on contracting opportunities in timely manner. Programs shall be bilingual where applicable.
- Investigate the services offered by banks owned and controlled by DBE's.
- Listing of certified DBE's are to be made available to all project bidders. Such listing will include the following information: Name, address, telephone number, DBE classification and type of work performed by the firm.
- Prior to approval of the substitution of any DBE subcontractor for any given project, the prime contractors will be required to provide and prove good faith effort to replace the DBE with another eligible DBE.
- Establish a DBE overall annual goal. The goal shall be evaluated annually and adjusted as necessary.
- Establish an appropriate individual project DBE goal for each Federal Aid Project advertised.
- Perform good faith analysis when the project goal is not achieved.
- Maintain such documentation as is necessary to verify performance of all activities included in this program.

7.7.3 Public Notification

Public notification shall include published notice in both a minority and majority local media and shall include the following information:

- Annual overall DBE goal.
- Notification that a description of how the goal was set is available for public inspection for a period of thirty (30) days.
- Notification that both the U.S. DOT and the City of Turlock will accept comments on the goal for 45 days from the date of the notice. The notice shall advise interested parties that comments are for information purposes only.

The program will be reaffirmed annually, by public notice, at the time of the publication of the overall goal. If substantial changes are made to this document, the entire document shall be subject to notification as noted above. In addition to the foregoing, interested DBE and majority contractor organizations will receive direct mailings of this complete program.

7.7.4 Establishment of Goal

The DBE goal will be established both annually (overall) and on a per contract basis. The overall goal will be based on planned contract activity for the coming year. The overall

goal established will be subject to methodology and procedures established in 49 CFR Part 23, Subparts (C) and (D) and takes effect on October 1st of each year.

The overall DBE goal established with this program is 10%. Individual project goals will be established based on the following criteria:

- Attainment of established overall goals.
- Size of the project.
- Opportunities for DBEs as subcontractors, vendors and suppliers.
- Minority population of the geographic area in which the work is to be performed.
- DBE goals being utilized in the geographic area by other State, Federal, or local jurisdictions.
- Availability of certified DBEs.
- Past experience on projects similar to the project being evaluated.
- Such other factors as may affect the utilization of DBEs.

Projects that do not contain a specific goal will contain the following provisions:

- **Policy**. It is the policy of the Department of Transportation that Disadvantaged Business Enterprises as defined in 40 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds provided by the USDOT.
- **DBE Obligation**. The recipient or its contractor agrees to ensure that Disadvantaged Business Enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, ancestry, religion handicap or gender in the award or performance of U.S. DOT-assisted contracts.

7.7.5 Contract Procedure

These procedures require bidders to submit the names of DBE subcontractors and suppliers, a description of the work each is to perform or material to be furnished, and the dollar value of each DBE sub activity.

7.7.6 DBE Notification

Projects will be advertised in local newspapers and minority-focus newspapers when possible. These ads will include reference to DBE requirements and will indicate the DBE project goal. DBE supportive service assistance centers will receive notification of projects scheduled to be advertised. Such centers will be afforded the opportunity to receive complementary plans and specifications for projects within their geographical area of responsibility.

7.7.7 Selection Criteria for Projects with DBE Goals

Every project containing a DBE goal shall be evaluated by the DBE Liaison Officer or

his/her designee to ascertain the bidding contractor's efforts to attain the DBE goal. The award of any project must be concurred by the DBE Liaison Officer or his/her designee before said contract may be awarded. Should there be a disagreement between functional units concerning the contractor's efforts to attain contract goals for DBE participation, the matter shall be referred to the City Manager or his/her designee, for final determination. Competitors that fail to meet the DBE goal and fail to demonstrate sufficient reasonable good faith efforts shall be declared non-responsive and ineligible for award of the contract.

All contracts that contain a DBE goal, pursuant to this policy, will be monitored on an ongoing basis by City project personnel during the course of construction. The DBE Liaison Officer is to be immediately advised of any circumstances wherein contractor compliance with the DBE provision of the contract is questionable. The contractor shall submit a final report for each project that includes total payments to the prime contractor, as well as any payments the prime contractor has made to DBE subcontractors, vendors, and suppliers. If the report indicates the prime contractor has not achieved the project goal, project personnel shall attach an evaluation in narrative form, of the reasons for failure to attain the goal and any corrective action that was taken. Prime contractors will be required to notify the Agency of any situation in which regularly scheduled progress payments are not made to DBE subcontractors, vendors, or suppliers.

7.7.8 Counting DBE Participants

This City, its contractors and subcontractors shall count DBE participation in accordance with the provisions of Section 23.47, Title 49, of the Code of Federal Regulations.

7.7.9 Records and Reports

The DBE Liaison Officer shall maintain such records, and provide such reports as are necessary to ensure full compliance with this policy. Such records and reports shall include, as a minimum, the following information:

- Awards to DBE's.
- Awards to majority contractors.
- Final project reports concerning DBE Utilization.
- Such other data as is needed to fully evaluate compliance with this program.

The DBE Liaison Officer shall submit reports to the California Department of Transportation or U.S. DOT element as required. These reports will include:

- Number and dollar value of contracts awarded.
- Number and dollar value of contracts and subcontracts awarded to DBE's.
- The percentage of the dollar value of all contracts awarded during the year which were awarded to DBE's.

Reports shall be broken down separately by ethnic grouping.

7.7.10 Complaints

Any complaints received by the City of Turlock concerning this program will be investigated. The City shall endeavor to resolve said complaints within ninety (90) days of receipt of the complaint by the DBE Liaison Officer. The appropriate U.S. DOT element

will be furnished a copy of the complaint and may be invited to participate in the investigation/resolution of the complaint. The U.S. DOT will receive a complete investigative report on the complaint and may be requested to concur in the proposed disposition of said complaint. The contractor will be directed to notify the City of any complaints they may receive concerning this program.

7.7.11 Summary of Significant Regulations

The table below summarizes some of the more significant regulations related to public works projects:

Clause	Threshold	Citation
Bonding (a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified. (b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract. (c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided in the contract.	For construction or facility improvement contract or subcontract exceeding the Federal Simplified Acquisition Threshold, the Federal awarding agency or pass through entity may accept the bonding policy and requirements for the non-Federal entity provided that the Federal awarding agency or pass through entity has made a determination that the Federal interest is adequately protected.	2 CFR 200.326
The bidder's security shall be in an amount equal to at least 10 percent of the amount bid. A bid shall not be considered unless one of the forms		PCC Section 20171, 20483

Clause	Threshold	Citation
of bidder's security is enclosed with it.		
The faithful performance of the contract shall be secured by not less than 25 percent of the contract price. The contractor shall also furnish a labor and material bond as required by law in a sum not less than 50 percent of the contract price.		PCC Section 20483
Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for sanctions and penalties as appropriate.	For procurement over the Federal Simplified Acquisition threshold	Appendix II to Part 200
Termination for cause and for convenience including the manner by which it will be affected at the basis for settlement.	For procurement over $10,000	Appendix II to Part 200
Equal Employment Opportunity	All contracts that meet the definition of the "federally assisted construction contract" in 41 CFR Part 60-1.3	Appendix II to Part 200
Davis- Bacon Act	All prime construction contracts in excess of $2,000	Appendix II to Part 200
Contract Work Hours and Safety Standard Act	All contracts in excess of $100,000 that involve the employment of mechanics or laborers	Appendix II to Part 200
Rights to Inventions Made Under a Contract or Agreement	Contracts that meet the definition of "funding agreement" under 37 CFR 401 Part 2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organizations regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement", the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, rights to inventions made by nonprofit organization and small business firms under government grant, contract and cooperative agreement.	Appendix II to Part 200

Clause	Threshold	Citation
Clean Air Act (42 U.S.C. 7401-7671q.) and Federal Water Pollution Control Act (33 U.S.C. 1251-1381)	Contracts in excess of $150,000	Appendix II to Part 200
Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)	Contracts in excess of $100,000	Appendix II to Part 200
6002 of the Solid Waste Disposal Act When procuring only items designated in guidelines of the Environmental Protection Agency EPA at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable consistent with maintaining A satisfactory level of competition. Procuring solid waste management services in a manner that maximizes energy and resource recovery and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines	For a non-Federal entity that is a state agency or agency of a political subdivision of a state, a contract with a purchase price that exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000.	2 CFR 200.323
Notice to FTA and U.S. DOT Inspector General of information related to fraud, waste, abuse, or other legal matters.	Applies to all contracts at all tiers expected to equal or exceed $25,000. The recipient must require a prime contractor to flow down the requirement to subcontractors.	FTA master agreement 39B note: this requirement only applies to procurements awarded after October 2018. See the master agreements at FTA Grant Agreements | FTA (dot.gov).
Prohibition of certain telecommunications and video surveillance services or equipment.	All contracts made by the non-Federal entity under the federal award.	2 CFR 200. 216
Domestic preferences for procurements.	To the greatest extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products or materials produced in the United States.	2 CFR 200.322

SECTION 8 : CONTRACTS

8.1. APPLICABILITY

8.1.1 Sound and Complete Agreement

All contracts shall include provisions to define a sound and complete agreement, appropriate to the type and complexity of the project. At a minimum, these include a well-defined statement of work or specification, a defined contract term, a clear statement of the price and payment terms, and all applicable clauses required by federal, state, or local laws and regulations. Contracts will not contain so-called "un-priced options," either for extending services or for additional items. All purchase orders and contracts will be drafted by the City and contain standard terms and conditions.

8.2. GENERAL REQUIREMENTS

8.2.1 Retroactive Contracts

No City contract shall be commenced prior to approval by the City Manager or the City Council. Contractors and vendors shall be advised by the responsible department head that performance under the contract may not commence prior to such approval. No payment shall be made prior to this approval. Any variation of this policy must be justified in writing to the Purchasing Officer.

8.2.2 Contract Periods

Multiple-year contracts must include provisions for early termination and must be contingent upon available funding.

Unless exempted by the City Manager, no contract shall extend, either by original contract or by renewals or amendments, for more than a total period of five (5) years (60 months) unless there is a distinct and particular advantage to the City to contract for longer periods of time.

8.2.3 Compensation for Contracts

8.2.3.1 Compensation Methods

A. Lump sum or fixed price: Utilized when the contract is for a given result and the City is not concerned with the cost incurred by the contractor, but with the end product.

B. Hourly rate plus cost reimbursement, with a ceiling on that total project or contract amount. This method may also be used for a contract with a given result. In this case the contractor agrees to charge only for the hours utilized at an agreed rate of compensation and reimbursement of costs.

C. Monthly compensation for those contractors whose services are rendered generally not less than forty (40) hours per week and no longer than a one-year period.

8.2.3.2 Payment Terms

All contracts should contain payment terms addressing the following:

A. The rates of compensation to be paid to the contractor. There are no set rates for paying contracts. Amounts to be paid depend upon the complexity and difficulty of the project, the going rate for similar work, and the qualifications and reputation of the individual or firm being awarded the contract. The rates of compensation included in the contract should agree with the rates listed in the bid or proposal submitted.

B. Independent contractors are responsible for bearing all costs incidental to the performance of their services to the City.

C. Any other expenses shall be clearly and specifically set forth in the contract.

D. Progress payments shall be avoided whenever possible and especially on contracts less than three (3) months in duration. If it is essential that progress payments be made, they shall not be made more frequently than monthly in arrears or at clearly identifiable stages of progress based upon written progress reports submitted with the Contractor's invoices. In the aggregate, progress payments shall not exceed ninety percent (90%) of the total amount of the contract. Progress or other payments shall always be based on at least equivalent services rendered and not made in advance of service rendered, unless otherwise negotiated.

E. While advance payments by the City are legally permitted, such payments are discouraged and should only be made when absolutely necessary. Contracts or agreements containing provisions for advance payment by the City shall provide for small, periodic payments that are tied to deliverable goods or services, rather than total contract price or lump sum advances.

8.3. CONTRACT PREPARATION AND PROCESSING

8.3.1 Negotiation

Once the prospective vendor has been identified, it is up to the requesting department, with assistance from Purchasing, to negotiate a contract. The requesting department should draft the contract, with assistance from Purchasing and the City Attorney. It is critical to involve all departments that may be affected by the particular contract in the negotiations as soon as possible.

8.3.2 Contract Drafting

City Attorney has developed template agreements for suppliers, professional services, public works improvement projects, and service providers with prevailing wage language, when applicable. The requesting department should obtain the appropriate template and add information from the successful proposal to complete the contract.

8.3.3 Contract Processing

8.3.3.1 The Requesting department completes the contract and obtains the vendor's signature on the contract.

8.3.3.2 Once the vendor has signed the contract, the department will fill out a Contract Routing Sheet that identifies pertinent contract information and the approvals required. The contract is then routed through Finance for review and to the City Manager for signature if the contract is within the signing authority.

8.3.3.3 If the contract requires Council approval, once the vendor has signed the contract, it is returned to the department for processing and presentation to the Council. The department will fill out a Contract Routing Sheet that identifies pertinent contract information and the approvals required.

8.3.3.4 The department will provide the City Clerk's Office with the Contract Routing Sheet, the required number of copies of the contract, and identify the signatures required. If the City Council approves the contract, the information provided will allow the Council and City Attorney to fully execute the contract at the Council meeting.

SECTION 9 : CONTRACT ADMINISTRATION

9.1. APPLICABILITY

9.1.1 Contract Administration

Contract administration is the post-award administration of the contract to ensure compliance with the terms of the contract by both the contractor and City of Turlock. Every type of contract will have different contract administration actions and the documentation required to support that administration will differ as well. Supply contracts have different specific administrative actions than construction contracts do, just as fixed price contracts are administered differently than cost-reimbursement contracts.

9.1.2 Contract Monitoring

Contract monitoring allows the City to diagnose problems that may lead to work change orders, schedule delays, cost overruns, or unacceptable product quality. In order to guard against these problems, the requesting department will designate a Contract Administrator, establish administrative controls, monitor work progress regularly, and establish cost controls.

9.1.3 Contract Administrator

The requesting department head will assign responsibility for each contract. This individual will be the single contact person and be responsible for:

- Coordinating the flow of information between the contractor and the City.
- Responding to requests made by the contractor.
- Monitoring the procurement progress against the work scheduled.
- Coordinating the delivery of data or services to the contractor.
- Approving all contract deliverables.

The Contract Administrator should have a technical background to promptly diagnose problems in the development, testing, implementation, and operation of the product or service.

9.1.4 Administrative Controls

The Contract Administrator and the contractor's project manager shall hold a kick-off meeting or separately discuss the rights, obligations, and responsibilities of both parties soon after the contract is signed. During this review, they should discuss all issues that were difficult to settle, if any, since these issues are the most likely points for future disagreement. The Contract Administrator should review the following:

- Communication channels between the City and the contractor, designating

specific personnel by name, title, responsibility, address, and telephone number. This should include the designation of personnel who should be contacted in the event problems arise.

- Major milestones, including the due dates for all contract deliverables and the provision of all property, material, and manpower by the City to the contractor.
- Administrative and technical requirements for reporting work progress.
- Administrative requirements for reporting expenses and procedures for progress payments or other financial arrangements.
- Administrative and technical procedures for inspecting and accepting contract deliverables.
- Administrative procedures for authorizing modifications to the contract.

9.1.5 Work Progress

9.1.5.1 Written progress reports are an effective tool for the Contract Administrator to maintain control over the project and should be required from the contractor. The frequency of the progress reports should be based on the terms of the contract. Shorter-term contracts may require biweekly progress reports, whereas long-term contracts may require monthly reports.

9.1.5.2 The progress reports should describe:

- Actual progress during the current reporting period;
- Deviations from planned progress;
- Problems anticipated in the next reporting period.

9.1.6 Cost Controls

Cost controls are another means of determining whether the procurement is proceeding as planned. Cost controls warn the Contract Administrator of any problems the contractor may have in completing the required work within the contractual cost limits by showing the relationships between actual and expected costs. Cost controls can also be used with cost-reimbursement contracts as a means of noting deviation from target costs. The Contract Administrator can then suggest actions that will reduce costs and future deviations.

Cost control is maintained by requiring the contractor to submit a cost plan and a cost status report with the written progress report.

- A cost plan is a task-by-task budget of direct labor costs, fringe benefits, overhead, direct materials, direct services, and other expenses, as well as general and administrative costs.
- A cost status report provides information using the same cost elements found in the cost plan. The cost status report is used to update the City on actual costs, cumulative costs-to-date, and variances between actual and planned costs.

9.1.7 Invoice Review and Approval

9.1.7.1 Upon receipt of an invoice from a contractor, the Contract Administrator should review the invoice for accuracy before submitting it to the Finance Department in an accounts payable batch for payment. The review should include verifying:

- Compliance with contract terms and conditions,
- Mathematical accuracy,
- Goods and services were received, and
- Any applicable discounts were applied.

9.1.7.2 Any discrepancies in the contractor's invoice should be promptly resolved by the Contract Administrator.

9.1.7.3 The Contract Administrator should sign or obtain the authorized signature and date the invoice denoting their approval and forward the invoice to the staff member paying the invoice.

9.1.8 Inspection of Plant and Audit of Records

9.1.8.1 When applicable, the contract administrator should prepare a plan establishing a schedule for inspecting the plant or place of business of the contractor or any subcontractor that is related to the performance of the contract.

- The schedule should provide for both announced and unannounced visits.
- The frequency of the visits should be determined by the contract administrator based on the nature of the contract and the risks to the City if the goods or services received are defective. At a minimum, a site visit should be conducted within the first month after contract execution.

9.1.8.2 The contract administrator should perform audits of the contractor's records when invoices are based on the units provided or the contractor's actual costs (e.g., cost reimbursement and time and materials contracts).

- The nature and extent of the review should be based on the materiality of the amounts invoiced.
- Audits involve more extensive procedures than the monthly invoice approval process. When auditing a contractor's records, the contract administrator should select invoices for testing and trace the amounts on the invoices through the contractor's records to the original documentation. For example, contractor time on the invoice may be checked to the contractor's time reports, and then, for a sample of employees, their time should be checked back to their timesheets.
- Payments should be subsequently adjusted for any errors noted during an audit. Additionally, if significant errors are noted, the contract administrator should work with the Purchasing Officer or City Engineer on whether additional actions, up to and including contract termination are required.

9.1.9 Contract Administration Files - Procurement

The City shall maintain records detailing the history of a procurement in a manner consistent with the size, complexity, and cost of the contract. Purchase orders and contract files will be kept in storage for 10 years from the date of final payment. At a minimum, these records shall include: (2 CFR 200.318(i))

9.1.9.1 The rationale for the method of the procurement,

9.1.9.2 Selection of the contract type,

9.1.9.3 Reasons for each contractor's selection or rejection, and

9.1.9.4 The basis for the contract price.

9.1.10 Contract Files – Post-Award

For all contracts above the micro-purchase level, the awarding department will ensure that the contract file includes the following, as applicable:

9.1.10.1 The executed contract

9.1.10.2 Performance and payment bonds, bond-related documentation, and correspondence with any sureties;

9.1.10.3 Contract-required insurance documentation;

9.1.10.4 Post-award (pre-performance) correspondence from or to the contractor or other Governmental agencies;

9.1.10.5 Notice to proceed;

9.1.10.6 Approvals or disapprovals of contract submittals required by the contract and requests for waivers or deviations from contractual requirements;

9.1.10.7 Modifications/changes to the contract including the rationale for the change, change orders issued, and documentation reflecting any time and or increases to or decreases from the contract price as a result of those modifications;

9.1.10.8 Memos/Letters/Reports including field reports, meeting notes, correspondence, and progress reports.

9.1.10.9 Documentation related to any inspections of the contractor's plant or audit of the contractor's records;

9.1.10.10 Documentation regarding settlement of claims and disputes including, as appropriate, results of audit and legal reviews of the claims and approval by the proper City, State, or Federal official (i.e., FTA, City Council, City Manager) of the settlement amount;

9.1.10.11 Documentation regarding stop work and suspension of work orders and termination actions (convenience as well as default); and

9.1.10.12 Documentation relating to contract close-out.

9.1.10.13 Executed Resolution when applicable

9.1.10.14 Staff report when applicable

9.1.10.15 Hard copies need to be sent to the City Clerk to file in the vault.

SECTION 10 : SPECIAL PURCHASING PROCEDURES

10.1. APPLICABILITY

This section includes information regarding the procurement of specific items that have unique restrictions or requirements.

10.2. INFORMATION TECHNOLOGY

10.2.1 Information Technology (IT)

IT means equipment, hardware, software, firmware, programs, systems, networks, infrastructure, media, and related material used to automatically, electronically, and wirelessly collect, receive, access, transmit, display, store, record, retrieve, analyze, evaluate, process, classify, manipulate, manage, assimilate, control, communicate, exchange, convert, converge, interface, switch, or disseminate information of any kind or form. All acquisitions of information technology require close coordination as well as approval from the Information Technology Department. IT approval will be documented through a Help Desk ticket.

10.2.1.1 The user/requestor should determine the need and type of equipment or software required. IT Department staff are available for technical consultation and assistance if required.

10.2.1.2 The user/requestor may submit the acquisition request to IT one of three ways. The requestor may email the Help Desk at HelpDesk@turlock.ca.us, call Ext. 4321 and leave a voicemail, or create an IT Request through the Turlock City Intranet.

10.2.1.3 IT Department staff will work with the requestor department to determine the most appropriate method of procurement and initiate the procurement or assist with the process, depending on the nature of the items or services being requested. If the department will be proceeding with the purchase, the IT department approval documentation will need to be included on the purchase order.

10.3. MOTOR VEHICLES

Vehicles are crucial to many City operations. Consequently, the development of specifications for vehicles should take into consideration the function(s) for which the vehicle will be operated; the acquisition process; operating and maintenance costs; and other relevant factors.

10.3.1 Utilization of Contract

10.3.1.1 The Fleet Division will develop specifications with the requesting department for all vehicle purchases.

10.3.1.2 The following two-step review process is implemented through; first determining the operational need (qualitative) and second a cost benefit analysis (quantitative):

a. The operational need or qualitative assessment ensures that the vehicle or equipment is needed, that the vehicle being purchased is optimized to meet the operational needs of the customer department, and that the vehicle being purchased is the right size/class of vehicle to purchase.
b. The cost benefit or quantitative analysis compares potential vehicles in terms of initial cost, lifetime fuel cost, environmental impact, maintenance cost, depreciation, and resale value.

Public Safety vehicles being utilized for emergency response shall be selected at the discretion of the Department Chief.

10.3.1.3 Vehicles should generally be acquired through a competitive process; which may be accomplished by utilizing a cooperative agreement or by contract piggyback in order to streamline the procurement processes.

10.3.1.4 When vehicles are not available for purchase through a cooperative agreement, piggyback contracts, or sole source procurement but are deemed necessary by the Fleet Manager, a recommendation will be made to the City Manager for approval to procure a vehicle(s) through other sources (ex. auctions, dealerships, etc.) if a budgeted appropriation exists. The purchase shall not require the City Council's approval prior to the purchase unless the purchase amount exceeds the City Manager's approval threshold, which it must then be reported at the next City Council meeting.

The following procedures and requirements must be followed to purchase a vehicle from a dealership. The Fleet Division will develop specifications based on the user department's needs. The Fleet Division may solicit at least three (3) written quotes utilizing informal procurement procedures; an attempt will be made to solicit from local vendors. A thorough inspection of each vehicle under consideration will be performed by Fleet Division staff, who will make recommendation for purchase. Once the purchase order has been created and approved, Fleet will arrange for transportation to the city, ensure vehicle registration is complete and submit sale documentation to the Accounting Division in a timely manner. If necessary, the Department making the purchase will prepare the council item.

10.4. BLANKET PURCHASE ORDERS

10.4.1 Use of Blanket Purchase Orders

Blanket purchase orders will be allowed on a very limited basis as approved by the Purchasing Division. Blanket purchase orders are intended for small, repetitive purchases, where individual transactions are equal or less than $5,000 and total fiscal year spending is under $25,000 with the same vendor, or for similar goods and services.

10.4.2 Requests for a Blanket Purchase Order

Requests for blanket orders will be reviewed for approval when requested by departments and approved by the Purchasing Division for given fiscal year. Departments are advised that these orders are not to be used to circumvent the bidding process and are subject to being closed if in the opinion of the Purchasing Officer, the City would be better served with the

items being bought in a competitive bid process.

10.4.3 Vendor Selection

The decision for selecting vendors for a blanket (open) purchase order shall be based on the following criteria:

a. Geographic location (how much time will be spent by employees in traveling to purchase goods?)
b. Responsiveness and capabilities of the vendor to provide the needed materials.

User departments should monitor the usage of blanket purchase orders to ensure that they do not exceed the established budget or the transaction threshold.

10.5. PETTY CASH

Petty cash purchases may be made by authorization of the Department Head up to an amount of seventy-five dollars ($75.00) inclusive of sales tax. Petty cash purchases should be made in compliance with the City's Petty Cash Policy.

SECTION 11 : SURPLUS CITY PROPERTY AND UNCLAIMED PROPERTY

11.1. APPLICABILITY

Pursuant to §2-7-04 (j), of the Turlock Municipal Code, the Purchasing Officer shall have the authority to recommend to the City Manager the transfer of surplus or unused supplies and equipment between departments as needed and the sale of all supplies and equipment which cannot be used by any agency or which have become unsuitable for City use.

11.2. PROCEDURES

11.2.1 Disposal Methods

The Purchasing Officer or designee, upon approval of the City Manager, may dispose of surplus property by any of the following methods:

a. Trade-in on New Equipment
b. Sale at Public Auction
c. Sale by Sealed Bids
d. Junking
e. Sale as Scrap
f. Donation to Non-profit Organization or another governmental agency

Only the City Manager has the authority to approve the sale or disposition of personal property owned by the City. The Purchasing Officer or designee will facilitate the sale and disposition of property subsequent to approval.

11.2.2 General Procedure

11.2.2.1 Owner Department Procedures

A. Notifies Purchasing of materials and equipment by completing and submitting a surplus property form. The form should identify the contact person's name and phone number.

B. Coordinate with IT that all information technology equipment has been properly sanitized prior to disposition.

C. Dispose of supplies and equipment in accordance with the method approved by the City Manager.

D. Sell recyclable materials to scrap dealers.

E. Ensure applicable state or federal regulations if the surplus equipment was acquired with a grant.

F. The department collecting revenues from sales will prepare deposits for submission to Finance.

11.2.2.2 Purchasing Division Procedures

A. Recommend to the City Manager the most appropriate method of disposition for materials and equipment identified as surplus.

B. Review the surplus property form submitted by the Owner Department and submit it to the City Manager for approval.

C. Dispose of equipment in accordance with the method approved by the City Manager.

   1) Sell surplus equipment at auction or by sealed bid. Sealed bids are opened on the due date in the presence of witnesses.
   2) Ensure applicable state or federal regulations if the surplus equipment was acquired with a grant.

D. Maintain records of sales and advise the Accounting Division of fixed asset disposition as appropriate.

E. Maintain records of surplus property on hand.

F. The department collecting revenues from sales will prepare deposits for submission to Finance.

11.2.3 Trade-Ins

Departments are encouraged to trade in equipment that is being replaced at the time of the new equipment acquisition when possible. Trade-ins earn credits against the purchase of a new item, transfer moving and storage costs to the vendor, and result in a faster, less costly disposition of unwanted equipment than the sealed bid or auction processes. To trade in equipment, the department should attach a list of the equipment to be traded to the requisition for the new equipment purchase.

If the new equipment acquisition is through a competitive procurement process, the requesting department should request bids on the trade-in equipment as part of the bid for the new equipment.

11.2.4 Information Technology

Information technology equipment, including computers, printers, and copiers, should be sent to the Information Technology Department for sanitization prior to disposition by Purchasing.

11.2.5 Vehicle Disposal

Disposal of City-owned vehicles must be facilitated by Fleet Services Division, who will work directly with the Purchasing Officer. Prior to disposal of any vehicle, Fleet Services will evaluate the vehicle for usage in other City departments. This may result in the transfer of the assets to another department, without compensation to the originating department, when applicable.

City Council Staff Report

December 9, 2025

From:	Adrienne Werner, Development Services Director
Prepared by:	Kim Hammack, Staff Services Analyst
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Ordinance: Introduction and first reading of an Ordinance amending Turlock Municipal Code Title 8, Chapter 1, Article 1; Section 02, Chapter 2, Article 1, Section 02; Chapter 5, Article 1, Section 02 and Chapter 6 Article 1 Section 02 to adopt the 2025 California Building Standards Code.

2. NARRATIVE:

California's building codes (California Code of Regulations, Title 24) are adopted every three years with the last adoption in 2022. In accordance with Health and Safety Code 17950 and 18938(b), California Building Standards are applicable to all occupancies throughout California whether or not the local jurisdiction takes affirmative action to adopt those Building Standards.

The California Building Standards become effective January 1, 2026. However, State statute requires the local agency to adopt the California Building Standards. The Building Code adoption is contained in Title 8 of the Municipal Code.

The edits to the Municipal Code update the applicable Code year from 2022 to 2025. No other changes are proposed to the Municipal Code and no additional standards beyond those contained in the 2025 California Codes are proposed.

3. FISCAL IMPACT / BUDGET AMENDMENT:

The implementation of the new code requires additional training for staff as well as the purchase of new code books. Adequate funding has beed budgeted to cover these expenses.

4. ENVIRONMENTAL DETERMINATION:

The recommended action does not constitute a project and will not create a physical impact on the environment or authorize any action that has the potential to impact the physical environment and would not make any changes in current policy or regulations; therefore, the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3)(General Rule, No Environmental Impact) of the CEQA Guidelines.

5. ATTACHMENTS:

1. Building Code Adoption Ordinance 2025 pdf

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF AMENDING TURLOCK MUNICIPAL CODE TITLE 8, CHAPTER 1, ARTICLE 1, SECTION 02; CHAPTER 2, ARTICLE 1, SECTION 02; CHAPTER 5, ARTICLE 1, SECTION 02 AND CHAPTER 6 ARTICLE 1 SECTION 02 TO ADOPT THE 2025 CALIFORIA BUILDING STANDARDS CODE	**ORDINANCE NO. -CS**

WHEREAS, every three years the State of California adopts updated building codes referred to as the California Building Standards Code for the protection of the public, and

WHEREAS, the City of Turlock is amending Title 8 Chapters 1, 2, 5, and 6 of the Turlock Municipal Code adopting by reference the following codes; and

BE IT ORDAINED by the City Council of the City of Turlock as follows:

SECTION 1. AMENDMENT: Title 8, Chapter 1, Article 1, Section 02, subsection a is hereby amended:

8-1-102 Adoption.

The following publications are hereby incorporated herein by reference and are adopted by the City of Turlock as the Building Code of the City of Turlock, except as expressly amended or superseded by the provisions of this chapter:

(a) Title 24, ~~2022~~ 2025 Edition, of the California Building Standards Code including the following parts:

(1) Part 1, California Administrative Code;

(2) Part 2, California Building Code, Volumes 1 and 2, Chapters 1 through 26, 31, Section 3109, and incorporating Appendix H, Signs, and Appendix I, Patio Covers;

(3) Part 2.5, California Residential Code, Chapters 1 through 10, and including Appendix H, Patio Covers, Appendix V, Swimming Pool Safety Act; and Appendix X (Emergency Housing);

(4) Part 3, California Electrical Code, including Informative Annex Chapters A, B, C and D;

(5) Part 4, California Mechanical Code, including Appendix Chapters A and B;

(6) Part 5, California Plumbing Code, including Appendix Chapters A, B, D and I;

(7) Part 6, California Energy Code, including Appendix Chapters;

(8) Part 8, California Historical Building Code, including Appendix Chapters;

(9) Part 10, California Existing Building Code, including Appendix Chapters;

(10) Part 11, California Green Building Standards Code, Chapters 1 through 8;

(11) Part 12, California Referenced Standards Code, including Appendix Chapter A;

(b) The Uniform Housing Code, 1997 Edition, as published by the International Conference of Building Officials;

(c) The Uniform Code for the Abatement of Dangerous Buildings, 1997 Edition, as published by the International Conference of Building Officials;

(d) 2006 Property Maintenance Code, as published by the International Code Council (ICC).

One (1) copy of said California Building Standards Code and all other referenced publications, certified by the Clerk of said City of Turlock, is on file and will be kept on file for use and examination by the public in the office of the Chief Building Official in said City of Turlock, 156 South Broadway, Turlock, California.

SECTION 2. AMENDMENT: Title 8, Chapter 2, Article 1, Section 02, is hereby amended to read as follows:

8-2-02 Adoption of the Electrical Code of the City of Turlock.

The following publications are hereby incorporated herein by reference and adopted by the City of Turlock as the Electrical Code of the City of Turlock, except as expressly amended or superseded by the provisions of this chapter:

California Electrical Code, ~~2022~~ 2025 Edition, based on the ~~2020~~ 2023 National Electric Code, including Annex A, B, and C as published by National Fire Protection Association and as adopted by the California Building Standards Commission in Title 24 of the California Code of Regulations.

One (1) copy of said California Electrical Code, certified by the Clerk of said City of Turlock, is on file and will be kept on file for use and examination by the public in the office of the Chief Building Official in said City of Turlock, 156 South Broadway, Turlock, California.

SECTION 3. AMENDMENT: Title 8, Chapter 5, Article 1, Section 02, is hereby amended to read as follows:

8-5-102 Adoption of the Plumbing Code of the City of Turlock.

The following publications are hereby incorporated herein by reference and adopted by the City of Turlock as the Plumbing Code of the City of Turlock, except as expressly amended or superseded by the provisions of this chapter:

California Plumbing Code, ~~2022~~ 2025 Edition, including Appendix A, B, D, and I based on the ~~2021~~ 2024 Uniform Plumbing Code as published by the International Association of Plumbing and Mechanical Officials, and as adopted by the California Building Standards Commission in Title 24 of the California Code of Regulations.

One (1) copy of said California Plumbing Code, ~~2022~~ 2025 Edition, is on file and will be kept on file for use and examination by the public in the office of the Chief Building Official in said City of Turlock, 156 South Broadway, Turlock, California.

SECTION 4 AMENDMENT: Title 8, Chapter 6, Article 1, Section 02, is hereby amended to read as follows:

8-6-102 Adoption of the Mechanical Code of the City of Turlock.

The following publications are hereby incorporated herein by reference and adopted by the City of Turlock as the Mechanical Code of the City of Turlock, except as expressly amended or superseded by the provisions of this chapter:

California Mechanical Code, ~~2022~~ 2025 Edition, including Appendix A, and Appendix B based on the ~~2021~~ 2024 Uniform Mechanical Code as published by the International

Association of Plumbing and Mechanical Officials, and as adopted by the California Building Standards Commission in Title 24 of the California Code of Regulations.

One (1) copy of said California Mechanical Code, ~~2022~~ 2025 Edition, is on file and will be kept on file for use and examination by the public in the office of the Chief Building Official in said City of Turlock, 156 South Broadway, Turlock, California.

SECTION 5. VALIDITY: If any section, subsection, sentence, clause, word, or phrase of this ordinance is held to be unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remainder of this ordinance. The Turlock City Council hereby declares that they would have passed this ordinance, and each section, subsection, sentence, clause, word, or phrase thereof, irrespective of the fact that one or more section, subsection, sentence, clause, word, or phrase be declared invalid or unconstitutional.

SECTION 6. ENACTMENT: Prior to the expiration of fifteen (15) days from the passage and adoption thereof, this ordinance shall be published in a newspaper of general circulation printed and published in the County of Stanislaus, State of California, together with names of the members of the City Council voting for and against the same.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 13th day of January, 2026, by the following vote:

AYES:

NOES:

NOT PARTICIPATING:

ABSENT:

Signed and approved this 13th day of January, 2026.

_____

AMY BUBLAK, Mayor

ATTEST:

_____

Nichole Fiez, City Clerk,

City of Turlock, County of Stanislaus,

State of California

City Council Staff Report

December 9, 2025

From:	Adrienne Werner, Development Services Director
Prepared by:	Joanne Foster, Assistant Planner
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Confirmation: City Clerk confirms: a) Proof of Publication of Notice of Public Hearing; b) Signed Waiver and Consent; c) Completed and Signed Ballot and d) Signed Certificate of Clerk Regarding Receipt of Property Owner Waiver and Consent Form and Ballot Declaring Election Results

Resolution: Calling a Special, Mailed-Ballot Election respecting Proposed Annexation Number 39 to existing Community Facilities District Number 2 (Services Mitigation)

Resolution: Declaring the results of the Mailed-Ballot Election respecting Proposed Annexation Number 39 to Community Facilities District Number 2 (Services Mitigation) and ordering annexation.

2. NARRATIVE:

A Fiscal Impact Study of new residential development on General Fund supported services (Police, Fire, Park maintenance, Planning, etc.) conducted in 2004, concluded that current General Fund revenues are inadequate to support both existing as well as the planned, General Plan levels of services. In response, the City Council adopted a policy (Resolution No. 2004-189) to require all new residential development not otherwise entitled by existing zoning to be included in a Community Facilities or Mello-Roos District as a condition of development. At its meeting on October 26, 2004, the City Council formed Turlock Community Facilities District No. 2 (CFD No. 2), to generate additional General Fund revenues from an additional tax imposed on new residential units.

In 2017, an evaluation of CFD #2 was completed and it was concluded the existing tax level of CFD #2 was still adequate to mitigate the service costs created by new residential development.

The existing CFD #2 was phased in over ten (10) years. The current (FY 2025/2026) rate for multi-family dwellings subject to CFD #2 is $595 per year and will increase 2% annually. A higher rate ($760 FY 2025/2026) is charged on single-family dwelling units.

Annexation No. 39 will annex two parcels into CFD #2.

1. A 9.86-acre parcel located at 1601 W. Monte Vista Avenue, Stanislaus County Assessor's Parcel 087-012-053, and a 3.75-acre parcel located at 3201 Four Seasons Drive, Stanislaus County Assessor's Parcel 087-008-085 as shown on the attached boundary map (Attachment 1 of the Resolution) into CFD #2. Vesting Tentative Subdivision Map 2024-02 (VTSM 24-02) was approved on February 11,

2025 authorizing the construction of 114 residential units. Annexation into CFD #2 is required as a condition of approval for the project.

2. A 11.22-acre parcel located at 3130 E. Tuolumne Road, Stanislaus County Assessor's Parcel 073-016-011, as shown on the attached boundary map (Attachment 1 of the Resolution) into CFD #2. Vesting Tentative Subdivision Map 2025-01 (VTSM 25-01) was approved on June 10, 2025 authorizing the construction of 22 residential units. Annexation into CFD #2 is required as a condition of approval for the project.

The second step in the annexation process entails a public hearing and, where there is unanimous agreement among property owner(s) and fewer than 12 voters, an immediate election. In this case there are zero (0) registered voters within Assessor Parcel Number 087-12-053 and 087-008-085 (1601 W. Monte Vista Avenue and 3201 Four Seasons Drive) and two (2) registered voters withing Assessor Parcel Number 073-016-011 (3130 E Tuolumne Road) in the project area included in this Annexation Number 39. Staff is in possession of all the documents required to conduct and conclude an election to approve the annexation to the district.

3. FISCAL IMPACT / BUDGET AMENDMENT:

The annexation of these properties into CFD #2 will increase revenues to the General Fund once the residential units are constructed and will pay for the increase service demand created by the new residential units.

4. ENVIRONMENTAL DETERMINATION:

This action does not constitute a "project" subject to CEQA review. Pursuant to Section 15398(b)(4) of the CEQA Guidelines, the creation of governmental funding mechanisms that do not make a commitment to a specific project that has the potential to result in a significant physical impact on the environment are not defined as "projects" under CEQA and, therefore, are not subject to CEQA review. The annexation of these properties to CFD #2 for the purpose of funding ongoing operations of police, fire and park maintenance personnel has no potential to cause a physical change in the environment.

5. ATTACHMENTS:

1. CFD 2 Annexation 39 Calling for Election Resolutio
2. CFD 2 Annexation 39 Declaring Election Results Resolution
3. Verano Boundary Map
4. Verano Special Election Ballot
5. Atherton Est. Waiver Consent
6. Atherton Estates Boundary Map
7. Atherton Est. Special Election Ballot
8. Verano Waiver and Consent

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF CALLING A SPECIAL, MAILED-BALLOT ELECTION AND DECLARING THE RESULTS OF THE MAILED BALLOT ELECTION RESPECTING PROPOSED ANNEXATION NUMBER 39 FOR THE PROPERTIES LOCATED AT 1601 W. MONTE VISTA AVE, STANISLAUS COUNTY APN 087-01-053, 3201 FOUR SEASON DRIVE, STANISLAUS COUNTY APN 087-008-085, AND 3130 E. TUOLUMNE ROAD, STANISLAUS COUNTY APN 073-016-011 TO EXISTING COMMUNITY FACILITIES DISTRICT NUMBER 2 (SERVICES MITIGATION)	**RESOLUTION NO. 2025-**

WHEREAS, reference is made to the Resolution Declaring Intention to Order Annexation Number 39 (henceforth referred to as "the Resolution of Intention"), adopted by the City of Turlock City Council (Council) on October 28, 2025, to annex the SUBJECT PROPERTIES, located at 1601 W. Monte Vista Ave, (Stanislaus County Assessor's Parcel 087-012-053), 3201 Four Seasons Drive (Stanislaus County Assessor's Parcel 087-008-085), and 3130 E. Tuolumne Road (Stanislaus County Assessor's Parcel 073-016-011), as shown on the attached maps (Attachment 1) to the Existing Community Facilities District No. 2 (Services Mitigation) for the description of the petition received from the owner of the SUBJECT PROPERTIES which the Owner is requesting be annexed to the existing Community Facilities District No. 2 (Services Mitigation) ("CFD No. 2"); and

WHEREAS, the City of Turlock City Council scheduled this same date as the date for the public hearing with respect to the proposed annexation of the SUBJECT PROPERTIES located at 1601 W. Monte Vista Ave, (Stanislaus County Assessor's Parcel 087-012-053), 3201 Four Seasons Drive (Stanislaus County Assessor's Parcel 087-008-085), and 3130 E. Tuolumne Road (Stanislaus County Assessor's Parcel 073-016-011), (the "Proposed Annexation"); and

WHEREAS, on this same date, at the time set for the public hearing by the Resolution of Intention, the City of Turlock City Council conducted the public hearing, and at the close of the public hearing the City of Turlock City Council determined that a majority protest under Section 53824 of the Government Code was not made at the hearing; and

WHEREAS, in order to proceed with the Proposed Annexation, as provided by the Resolution of Intention, the matter must be submitted to an election of the qualified electors in the territory of the SUBJECT PROPERTIES, as provided in the form of special election ballot attached hereto as Exhibit A and by this reference incorporated herein; and

WHEREAS, a Certificate Regarding Registered Voters and Landowners (the "Certificate") has been filed with the City Clerk (the "Clerk"), certifying that at no time during the ninety days preceding the close of the protest hearing on this date, were there ever any persons registered to vote within the territory of the SUBJECT PROPERTIES, with the result that, pursuant to Section 53826 of the Government Code, the qualified electors for the proposed special election shall be the Owners.

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

1. The City of Turlock City Council finds and determines that the foregoing recitals are true and correct.

2. The City of Turlock City Council accepts the Certificate heretofore filed in these proceedings and finds, in accordance therewith, that there presently are, and at all times during the ninety days just past there have been not been any registered voters residing within the boundaries of SUBJECT PROPERTIES 1601 W. Monte Vista Ave, 3201 Four Seasons Drive, and 3130 E. Tuolumne Road. Accordingly, under Section 53826 of the Government Code, the qualified electors for the proposed special election shall be the Owners.

3. The City of Turlock City Council further finds and determines that the Owners are the sole landowner of record of the SUBJECT PROPERTIES and that the Certificate correctly sets forth the amount of PROPERTIES owned by the Owner, the number of votes to which the Owner is entitled pursuant to said Section 53826 being said number of acres rounded up to the nearest whole integer.

4. The City of Turlock City Council further finds and determines that an authorized representative of the Owner has filed with the Clerk (a) the special election ballot pertaining to the SUBJECT PROPERTIES and (b) waiver and consents, by which the time limits and related requirements respecting preparation and distribution of election materials are waived.

5. Pursuant to Sections 53826 and 53851 of the Government Code, the City of Turlock City Council hereby calls an election, to be held and conducted forthwith upon adoption of this resolution, and sets this same date as the election date. Pursuant to Section 53826 of the Government Code, the election shall be conducted by mailed ballot; provided that personal service of the ballot is permitted under the terms of the waiver and consent on file with the Clerk and shall therefore be permitted and ratified. The action of the Clerk in having made personal service of the ballot, in the form of Exhibit A, to the Owner is hereby ratified.

6. The measure to be submitted to the qualified electors of the SUBJECT PROPERTIES shall be as set forth in Exhibit A.

7. The Clerk, having received the only eligible ballot prior to adoption of this resolution, shall immediately close the election and declare the results of the City Council.

8. This resolution shall take effect from and after its adoption.

PASSED AND ADOPTED at a meeting of the City Council of the City of Turlock this 9th day of December 2025, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

_____

Nicole Fiez, City Clerk
City of Turlock, County of Stanislaus
State of California

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF DECLARING THE RESULTS OF MAILED-BALLOT ELECTION RESPECTING PROPOSED ANNEXATION NUMBER 39 FOR THE PROPERTIES LOCATED AT 1601 W. MONTE VISTA AVE, STANISLAUS COUNTY APN 087-01-053, 3201 FOUR SEASON DRIVE, STANISLAUS COUNTY APN 087-008-085, AND 3130 E. TUOLUMNE ROAD, STANISLAUS COUNTY APN 073-016-011 TO EXISTING COMMUNITY FACILITIES DISTRICT NUMBER 2 (SERVICES MITIGATION)	**RESOLUTION NO. 2025**

WHEREAS, on this date, at the time set for the public hearing in the matter of annexing the SUBJECT PROPERTIES located at 1601 W. Monte Vista Ave, (Stanislaus County Assessor's Parcel 087-012-053), 3201 Four Seasons Drive (Stanislaus County Assessor's Parcel 087-008-085), and 3130 E. Tuolumne Road (Stanislaus County Assessor's Parcel 073-016-011), as shown on the attached map (Attachments 1, respectively) to Community Facilities District No. 2 (Services Mitigation) ("CFD No. 2") by its Resolution Declaring Intention to Order Annexation No. 39 to Existing Community Facilities District No. 2, the City of Turlock City Council conducted the public hearing, and at the close of the public hearing, the City of Turlock City Council determined that a majority protest under Section 53339.6 of the Government Code was not made at the hearing; and

WHEREAS, at the conclusion of the public hearing, the City of Turlock City Council adopted its Resolution Calling Special Mailed-Ballot Election Respecting Proposed Annexation No. 39 to Existing Community Facilities District No. 2 (Services Mitigation) pursuant to Section 53339.7 of the Government Code; and

WHEREAS, by said resolution calling the election, the two questions of annexing the SUBJECT PROPERTIES and levying a special tax as previously authorized for PROPERTIES within CFD No. 2 were combined into a single ballot measure pursuant to Section 53353.5 of the Government Code, as provided in the form of special election ballot attached thereto as Exhibit A; and

WHEREAS, a Certificate of Clerk regarding Receipt of PROPERTIES Owner Waiver and Consent Form and Ballot and Declaring Election Results, dated this same date (the "Clerk's Certificate"), executed by the City Clerk (the "Clerk"), has been filed with the City of Turlock City Council, certifying that a completed ballot has been returned to the Clerk for the sole landowner-voter eligible to cast a ballot in said special election, with all votes cast as "Yes" votes in favor of the ballot measure, and further certifying on said basis that the special mailed-ballot election was closed; and

WHEREAS, the City of Turlock City Council has received, reviewed and hereby accepts the Clerk's Certificate and wishes by this resolution to declare the results of the special mailed-ballot election.

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

1. The City of Turlock City Council finds and determines that the foregoing recitals are true and correct.

2. The City of Turlock City Council hereby finds and determines and declares that the ballot measure submitted to the qualified elector of CFD No. 2 has been passed and approved by that qualified elector in accordance with Sections 53339.8 and 53355 of the Government Code, and the SUBJECT PROPERTIES is hereby declared annexed to CFD No. 2 and made subject to the special tax of CFD No. 2 in accordance with the rate and method of apportionment of special tax previously approved for CFD No. 2.

3. The City of Turlock City Council hereby authorizes and directs the Clerk to cause the following:

    a. The recordation with the Stanislaus County Recorder (the "County Recorder") of the map titled "Proposed Boundaries, Annexation No. 39, City of Turlock Community Facilities District No. 2 (Services Mitigation)," which map is on file with the Clerk; and

    b. The preparation and recordation with the County Recorder of a notice of special tax lien in accordance with the provisions of Section 3114.5 of the Streets and Highways Code and Section 53328.3 of the Government Code. Said notice shall be recorded in said County Recorder's office within 15 days of today's date.

4. This resolution shall take effect from and after its adoption.

PASSED AND ADOPTED at a meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

_____

–

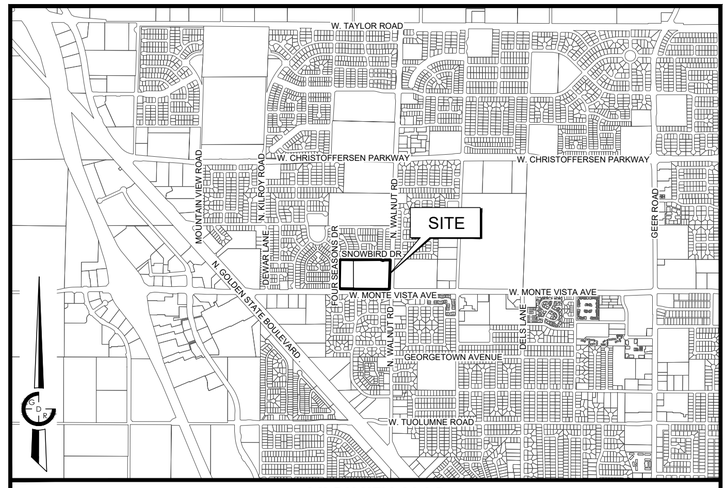
Nicole Fiez, City Clerk
City of Turlock, County of Stanislaus State of California

PROPOSED BOUNDARIES OF ANNEXATION NO. 39
CITY OF TURLOCK
COMMUNITY FACILITIES DISTRICT NO. 2

BEING THE REMAINDER OF "WINTER HAVEN, PHASE 2", FILED IN BOOK 39 OF MAPS, PAGE 71, S.C.R., LYING IN THE SOUTHEAST QUARTER OF SECTION 4, T. 5 S., R. 10 E., M.D.B. & M., CITY OF TURLOCK, COUNTY OF STANISLAUS, STATE OF CALIFORNIA

JOB NO. 24005 SCALE: 1" = 150' AUGUST, 2025





VICINITY MAP
CITY OF TURLOCK, STANISLAUS COUNTY, STATE OF CALIFORNIA

CITY CLERK'S CERTIFICATE

FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF TURLOCK THIS_____ DAY OF _____, 2025.

_____
NICHOLE FIEZ, CITY CLERK
CITY OF TURLOCK

I HEREBY CERTIFY THAT THE WITHIN MAP ALLOWING PROPOSED BOUNDARIES OF THE CITY OF TURLOCK, COMMUNITY FACILITIES DISTRICT NO. 2, CITY OF TURLOCK, COUNTY OF STANISLAUS, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF TURLOCK, AT THE MEETING THEREOF, HELD ON THE _____ DAY OF _____, 2025, BY ITS RESOLUTION NO._____

_____
NICHOLE FIEZ, CITY CLERK
CITY OF TURLOCK

COUNTY RECORDER'S STATEMENT

FILED THIS _____ DAY OF _____, 20____ , AT_____O'CLOCK, ____.M.
IN BOOK _____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES, AT PAGE_____,
IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF STANISLAUS, STATE OF CALIFORNIA

DONNA LINDER, COUNTY RECORDER
COUNTY OF STANISLAUS

BY: _____ , DEPUTY

_____
PRINT

GDR ENGINEERING, Inc.
ENGINEERING/SURVEYING/PLANNING
3525 MITCHELL ROAD, SUITE G CERES, CA 95307
TELEPHONE: (209) 538-3360 FAX: (209) 538-7370
www.gdrengineering.com

150 75 0 150 300
SCALE: 1" = 150'

PRELIMINARY

EXHIBIT A

(Form of Special Election Ballot)

CITY OF TURLOCK
COMMUNITY FACILITIES DISTRICT NO. 2
(SERVICES MITIGATION)

ANNEXATION NO. 39

SPECIAL ELECTION BALLOT

(Mailed-Ballot Election)

This ballot is for the use of the authorized representative of the following owner of land within the City of Turlock Community Facilities District No. 2 ("CFD No. 2"):

Name of Landowner	Number of Acres Owned	Stanislaus County APN	Property Address	Total Votes (1 vote/acre or portion)
Greencabin LLC	9.86	087-012-053	1601 W. Monte Vista Ave.	0
Greencabin LLC	3.75	087-008-085	3201 Four Seasons Dr.	0

According to the provisions of the Mello-Roos Community Facilities Act of 1982, and resolutions of the City Council (the "Council") of the City of Turlock (the "City"), the above-named landowner is entitled to cast the number of votes shown above under the heading "Total Votes," representing the total votes for the property owned by said landowner.

In order to be counted, this ballot must be executed and certified below and be returned to the City Clerk, either by mail or in person, prior to 10:00 A. M. on **OCTOBER 28, 2025**, or as soon thereafter as the matter of the special election for Annexation No. 39 to CFD No. 2 shall be considered by the Council at its meeting on said date, to:

City Clerk
City of Turlock
156 South Broadway
Turlock, CA 95380

Mailing by **OCTOBER 28, 2025** will not be sufficient. The ballot must be physically received by the Clerk prior to the deadline in order to be counted.

CITY OF TURLOCK
COMMUNITY FACILITIES DISTRICT NO. 2
(SERVICES MITIGATION)

ANNEXATION NO. 39

SPECIAL ELECTION BALLOT

Page 2

AN "X" OR OTHER MARK WILL CAST ALL VOTES ASSIGNED TO THIS BALLOT.

BALLOT MEASURE	MARK "YES" OR "NO" WITH AN "X":
Shall the City Council of the City of Turlock be authorized to order the annexation of the property shown on the map titled "Proposed Boundaries, Annexation No. 39 to its existing Community Facilities District No. 2 ("CFD No. 2") and levy the special tax previously authorized for CFD No. 2 on said property to finance authorized services, all as specified in its resolutions pertaining thereto?	☒ YES ☐ NO

Certification for Special Election Ballot

The undersigned is an authorized representative of the above-named landowner and is legally authorized and entitled to cast this ballot on behalf of the above-named landowner.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on August 20, 2025.

[Name of Owner]

By _____
(Signature)

Laura Erickson - VP + COO
(Print Name and Title)

In the event this Special Election Ballot is executed in reliance upon an "Appointment of Representative to Execute Waiver and Consent and to Cast Ballot," a photocopy of the dated and signed appointment form must be attached hereto prior to submission of this Special Election Ballot and the related Waiver and Consent to the Clerk.

CITY OF TURLOCK
COMMUNITY FACILITIES DISTRICT NO. 2
(SERVICES MITIGATION)

ANNEXATION NO. 39

WAIVER AND CONSENT
RESPECTING CONDUCT OF MAILED-BALLOT, LANDOWNER ELECTION

The undersigned is an authorized representative of the landowner indicated in the signature block below (the "Owner"), the sole owner of land (the "Subject Property") shown on the map titled, "Proposed Boundaries, Annexation No. 39," and hereby consents to the annexation of the Subject Property by the City of Turlock (the "City") to its Community Facilities District No. 2 (Services Mitigation) ("CFD No. 2").

The undersigned is a person legally entitled and authorized to cast the ballots for the Owner in the mailed-ballot election to be conducted on November 11, 2025, to determine whether the Subject Property shall be annexed to CFD No. 2 and thereby made subject to the special tax of CFD No. 2 pursuant to the Mello-Roos Community Facilities Act of 1982 (Sections 53311 and following, California Government Code) (the "Act").

The undersigned, on behalf of the Owner, hereby waives (and, with respect to Item 4, agrees to) each of the following:

1. any and all minimum time periods relative to the landowner-voter election to be held pursuant to Government Code Section 53339.7 of the Act;

2. the preparation and distribution of an impartial analysis of the ballot measure, as well as arguments in favor and against, under the authority of Government Code Section 53327(b) of the Act;

3. the requirement to publish notice of the election under Government Code Section 53352 of the Act;

4. the requirements regarding the time to mail ballots to the qualified electors under Elections Code Section 4101, and agrees to accept either mailed service or personal service of the ballot;

5. the requirements regarding identification envelopes for the return of mailed ballots contained in Government Code Section 53327.5 of the Act; and

6. any and all defects in notice or procedure in the proceedings for the annexation of the Subject Property to CFD No. 2, including but not limited to the conduct of the election, whether known or unknown (other than the right to have ballots accurately counted).

CITY OF TURLOCK
COMMUNITY FACILITIES DISTRICT NO. 2
(SERVICES MITIGATION)

ANNEXATION NO. 39

WAIVER AND CONSENT
RESPECTING CONDUCT OF MAILED-BALLOT, LANDOWNER ELECTION

The undersigned expressly acknowledges, represents and states that the election is being expedited by the City, pursuant to this waiver and consent, at the particular instance and request of the Owner.

I declare, under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct and that this declaration is executed on September 9th, 2025.

[Name of Owner]

By Torre Reich
(Signature)

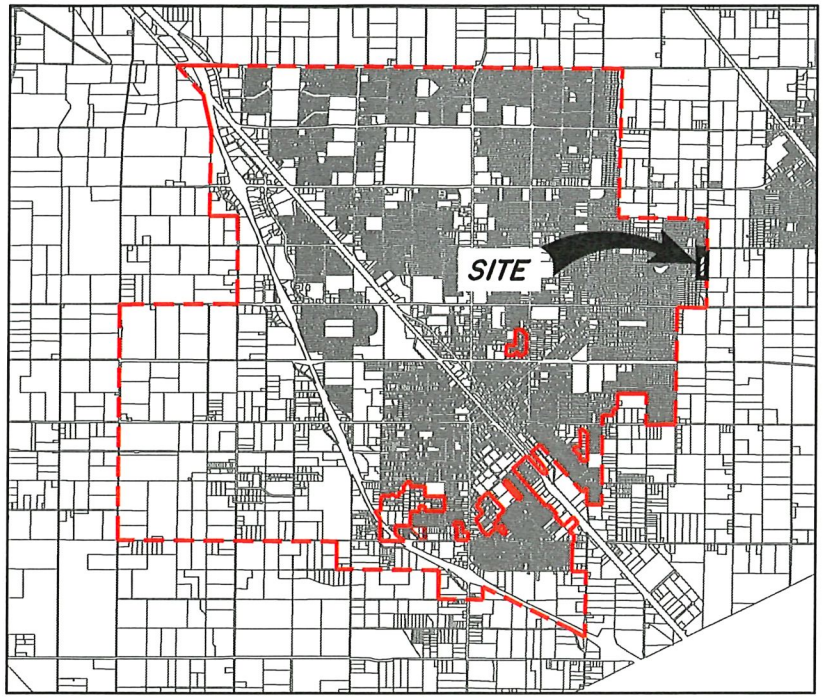
Torre Reich - President
(Print Name and Title)

In the event this Waiver and Consent is executed in reliance upon an "Appointment of Representative to Execute Waiver and Consent and to Cast Ballot," a photocopy of the dated and signed appointment form must be attached hereto prior to submission of this Waiver and Consent and the related Special Election Ballot to the Clerk.

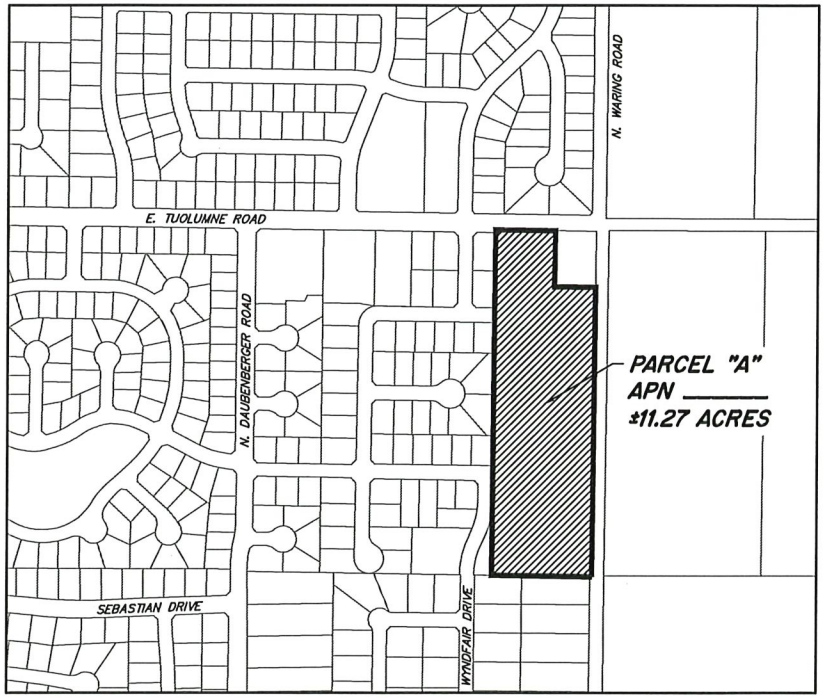
PROPOSED BOUNDARIES OF CITY OF TURLOCK
COMMUNITY FACILITIES DISTRICT NO. 2

BEING A PORTION OF THE SOUTHEAST 1/4 OF SECTION 12, TOWNSHIP 5 SOUTH, RANGE 10 EAST, MOUNT DIABLO MERIDIAN

ANNEXATION MAP NO. 39
COUNTY OF STANISLAUS, STATE OF CALIFORNIA
SEPTEMBER 9, 2025



VICINITY MAP
N.T.S.



LEGEND

COMMUNITY FACILITIES DISTRICT NO. 2 ANNEXATION

CITY BOUNDARIES

NOTE:

THE LINES AND DIMENSIONS OF EACH LOT OR PARCEL SHOWN ON THIS MAP SHALL BE THOSE LINES AND DIMENSIONS AS SHOWN ON THE STANISLAUS COUNTY ASSESSOR'S MAPS FOR THOSE PARCELS LISTED.

THE STANISLAUS COUNTY COUNTY ASSESSOR'S MAPS SHALL GOVERN FOR ALL DETAILS CONCERNING THE LINES AND DIMENSIONS OF SUCH LOTS OR PARCELS.

CITY CLERK'S STATEMENT

FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF TURLOCK THIS _____ DAY OF _____, 2025.

BY: _____ ON: _____
NICOLE FIEZ
CITY CLERK, CITY OF TURLOCK

I HEREBY CERTIFY THAT THE WITHIN MAP ALLOWING PROPOSED BOUNDARIES OF THE CITY OF TURLOCK, COMMUNITY FACILITIES DISTRICT NO. 2, CITY OF TURLOCK, COUNTY OF STANISLAUS, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF TURLOCK, AT A MEETING HELD ON THE _____ DAY OF _____, 2025, BY ITS RESOLUTION NO. _____.

BY: _____ ON: _____
NICOLE FIEZ
CITY CLERK, CITY OF TURLOCK

COUNTY RECORDER'S STATEMENT

FILED THIS _____ DAY OF _____, 2025, AT THE HOUR OF _____ O'CLOCK __. M IN BOOK _____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE(S) _____ IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF STANISLAUS, STATE OF CALIFORNIA.

_____, COUNTY RECORDER OF THE COUNTY OF STANISLAUS, STATE OF CALIFORNIA

BY: _____
DONNA LINDER
COUNTY RECORDER

BY: _____
ASSISTANT / DEPUTY RECORDER

_____
PRINT NAME

SHEET 1 OF 1

EXHIBIT A

(Form of Special Election Ballot)

CITY OF TURLOCK
COMMUNITY FACILITIES DISTRICT NO. 2
(SERVICES MITIGATION)

ANNEXATION NO. 39

SPECIAL ELECTION BALLOT

(Mailed-Ballot Election)

This ballot is for the use of the authorized representative of the following owner of land within the City of Turlock Community Facilities District No. 2 ("CFD No. 2"):

Name of Landowner	Number of Acres Owned	Stanislaus County APN	Property Address	Total Votes (1 vote/acre or portion)
	±11.22 acres	073-016-007	3130 E. Tuolumne Road	2

According to the provisions of the Mello-Roos Community Facilities Act of 1982, and resolutions of the City Council (the "Council") of the City of Turlock (the "City"), the above-named landowner is entitled to cast the number of votes shown above under the heading "Total Votes," representing the total votes for the property owned by said landowner.

In order to be counted, this ballot must be executed and certified below and be returned to the City Clerk, either by mail or in person, prior to 10:00 A. M. on **October 28, 2025**, or as soon thereafter as the matter of the special election for Annexation No. 39 to CFD No. 2 shall be considered by the Council at its meeting on said date, to:

City Clerk
City of Turlock
156 South Broadway
Turlock, CA 95380

Mailing by **October 28, 2025** will not be sufficient. The ballot must be physically received by the Clerk prior to the deadline in order to be counted.

CITY OF TURLOCK

COMMUNITY FACILITIES DISTRICT NO. 2
(SERVICES MITIGATION)

ANNEXATION NO. 39

SPECIAL ELECTION BALLOT

Page 2

AN "X" OR OTHER MARK WILL CAST ALL VOTES ASSIGNED TO THIS BALLOT.

BALLOT MEASURE

	MARK "YES" OR "NO" WITH AN "X":
Shall the City Council of the City of Turlock be authorized to order the annexation of the property shown on the map titled "Proposed Boundaries, Annexation No. 39 to its existing Community Facilities District No. 2 ("CFD No. 2") and levy the special tax previously authorized for CFD No. 2 on said property to finance authorized services, all as specified in its resolutions pertaining thereto?	☒ YES ☐ NO

Certification for Special Election Ballot

The undersigned is an authorized representative of the above-named landowner and is legally authorized and entitled to cast this ballot on behalf of the above-named landowner.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 9/9, 2025.

[Name of Owner]

By Torre Reich
(Signature)

Torre Reich - President
(Print Name and Title)

In the event this Special Election Ballot is executed in reliance upon an "Appointment of Representative to Execute Waiver and Consent and to Cast Ballot," a photocopy of the dated and signed appointment form must be attached hereto prior to submission of this Special Election Ballot and the related Waiver and Consent to the Clerk.

CITY OF TURLOCK
COMMUNITY FACILITIES DISTRICT NO. 2
(SERVICES MITIGATION)

ANNEXATION NO. 39

WAIVER AND CONSENT
RESPECTING CONDUCT OF MAILED-BALLOT, LANDOWNER ELECTION

The undersigned is an authorized representative of the landowner indicated in the signature block below (the "Owner"), the sole owner of land (the "Subject Property") shown on the map titled, "Proposed Boundaries, Annexation No. 39," and hereby consents to the annexation of the Subject Property by the City of Turlock (the "City") to its Community Facilities District No. 2 (Services Mitigation) ("CFD No. 2").

The undersigned is a person legally entitled and authorized to cast the ballots for the Owner in the mailed-ballot election to be conducted on October 28, 2025, to determine whether the Subject Property shall be annexed to CFD No. 2 and thereby made subject to the special tax of CFD No. 2 pursuant to the Mello-Roos Community Facilities Act of 1982 (Sections 53311 and following, California Government Code) (the "Act").

The undersigned, on behalf of the Owner, hereby waives (and, with respect to Item 4, agrees to) each of the following:

1. any and all minimum time periods relative to the landowner-voter election to be held pursuant to Government Code Section 53339.7 of the Act;

2. the preparation and distribution of an impartial analysis of the ballot measure, as well as arguments in favor and against, under the authority of Government Code Section 53327(b) of the Act;

3. the requirement to publish notice of the election under Government Code Section 53352 of the Act;

4. the requirements regarding the time to mail ballots to the qualified electors under Elections Code Section 4101, and agrees to accept either mailed service or personal service of the ballot;

5. the requirements regarding identification envelopes for the return of mailed ballots contained in Government Code Section 53327.5 of the Act; and

6. any and all defects in notice or procedure in the proceedings for the annexation of the Subject Property to CFD No. 2, including but not limited to the conduct of the election, whether known or unknown (other than the right to have ballots accurately counted).

CITY OF TURLOCK
COMMUNITY FACILITIES DISTRICT NO. 2
(SERVICES MITIGATION)

ANNEXATION NO. 39

WAIVER AND CONSENT
RESPECTING CONDUCT OF MAILED-BALLOT, LANDOWNER ELECTION

The undersigned expressly acknowledges, represents and states that the election is being expedited by the City, pursuant to this waiver and consent, at the particular instance and request of the Owner.

I declare, under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct and that this declaration is executed on August 20 _____, 2025.

[Name of Owner]

By _____
(Signature)

Lara Erickson - VP+COO
(Print Name and Title)

In the event this Waiver and Consent is executed in reliance upon an "Appointment of Representative to Execute Waiver and Consent and to Cast Ballot," a photocopy of the dated and signed appointment form must be attached hereto prior to submission of this Waiver and Consent and the related Special Election Ballot to the Clerk.

City Council Staff Report

December 9, 2025

From:	Adrienne Werner, Development Services Director
Prepared by:	Katie Quintero, Planning Manager
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

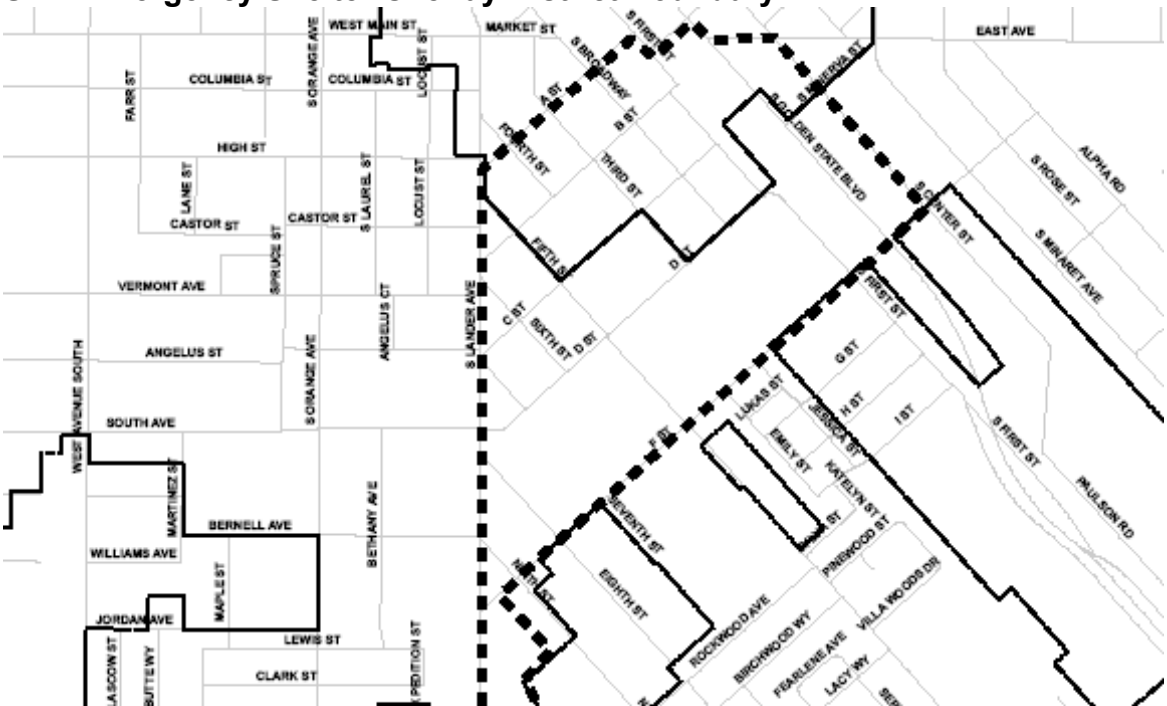
Confirm making no change in the cap on the number of beds that may be permitted under the nondiscretionary permit process within the SB 2 Emergency Shelter Overlay District

2. NARRATIVE:

The City of Turlock adopted the *2007-14 Housing Element* on January 10, 2012. The Housing Element was subsequently certified by the State Housing and Community Development Department on March 23, 2012. One of the most sweeping changes contained in the new document came with the enactment of Senate Bill 2 (SB 2) in 2007. This bill required the City of Turlock to amend its Zoning Ordinance to provide a nondiscretionary permitting process to allow year-round emergency homeless shelters in a zoning district or districts. The City adopted Turlock Municipal Code (TMC) Chapter 9-4 Article 2 in response to this new requirement which establishes the standards and process for establishing an emergency homeless shelter within the overlay zoning district shown in Figure 1 on the following page.

The SB 2 zoning overlay district is roughly bounded by A Street on the north, Center and F streets on the east, Linwood on the south, and Lander on the west. The boundary encompasses 171 properties. The nondiscretionary permit required by SB 2 only applies to properties located within the SB 2 Emergency Shelter Overlay District. Changes to the Zoning Ordinance were also made to require a Conditional Use Permit for all zoning districts located outside the overlay district boundary.

Figure 1
SB 2 Emergency Shelter Overlay District Boundary



In 2011, the City

Council established a 200-bed cap on the number of beds that can be permitted in the overlay district under the more expedited, nondiscretionary permit required by Senate Bill 2. Once the cap is met, applicants would need to follow the appropriate permitting process identified for the underlying zoning, which is typically a Conditional Use Permit. The cap was initially set (and is currently set) at 200 beds based on a needs assessment contained within the Housing Element and public testimony received during the adoption of the ordinance.

In order to address concerns expressed by the State Housing and Community Development Department during their review of the Housing Element, the City agreed to establish a process to annually review the cap through a formal public hearing process (see TMC section below).

TMC §9-4-203 states, "The Turlock City Council shall establish the cap on the number of beds that may be permitted under this nondiscretionary permit process. The cap shall be reviewed annually by the Turlock City Council at a formal public hearing". The City Council set the cap at 200 beds and reviews it annually at a formal public hearing to ensure this cap is not a potential constraint on the ability to accommodate the need for emergency shelters and to ensure it is not a deterrent to future emergency shelters. To date, 129 beds have been authorized under the expedited permit process, leaving capacity for 71 additional beds to be permitted through the non-discretionary process within the overlay district. The 2025 Point-in-Time Count found 241 persons experiencing homelessness in the City of Turlock. The Point-In-Time Count fluctuates from year to year and will continue to be monitored annually as part of this review. At this time, there is adequate capacity left within the established cap to meet any needs for existing shelters or to accommodate any future shelters. This item was publicly noticed and no comments were received to indicate any need for an increase in the established cap. Furthermore, over the last year, staff has not received any requests or inquiries for any shelter expansions or establishment of new shelters. Therefore, the cap has not created a constraint on providing shelter beds and, in accordance with the Municipal Code it will continue to be brought forward to Council annually as a public hearing for consideration to ensure it does not become a constraint.

3. FISCAL IMPACT / BUDGET AMENDMENT:

None

4. ENVIRONMENTAL DETERMINATION:

The recommended action does not constitute a project and will not create a physical impact on the environment or authorize any action that has the potential to impact the physical environment and would not make any changes in current policy or regulations; therefore, the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3)(General Rule, No Environmental Impact) of the CEQA Guidelines.

5. ATTACHMENTS:

None

City Council Staff Report

December 9, 2025

From:	Christopher Fisher, Municipal Services Director
Prepared by:	Juan Tejeda, Regulatory Affairs Manager, Lupe Madrigal, Staff Services Analyst
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Motion: Accepting the 2025 Public Health Goal Report

2. NARRATIVE:

In compliance with the Health and Safety Code Section 116470 (b) and (c), water suppliers serving more than 10,000 service connections must prepare a Public Health Goal Report every three years. This report provides transparency by identifying any drinking water constituents above a Public Health Goal (PHG) or Maximum Contaminant Level Goal (MCLG).

PHGs & MCLGs are established by health experts at levels where no known or expected health risks are anticipated. They are not enforceable standards, but rather health-based goals generally set well below the levels that can be reliably measured or treated with current technology.

The 2025 PHG Report covers data from January 2022 through December 2024. During this period, the City detected the following constituents at levels exceeding the PHG or MCLG values:

- 1,2,3-Trichloropropane (TCP)
- Arsenic
- Hexavalent Chromium
- Gross Alpha Particles
- Tetrachloroethylene (PCE)
- Uranium

The PHG Report is a routine informational document that provides scientific health-based guidelines, not regulatory standards or action levels. Importantly, this report does not signal any water quality issues or health concerns, and no corrective actions are needed. The City remains committed to providing safe, high-quality drinking water through ongoing testing and monitoring.

3. FISCAL IMPACT / BUDGET AMENDMENT:

There is no fiscal impact associated with this action.

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act

(CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of "organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment" and therefore is not considered a project.

5. ATTACHMENTS:

1. PHG Report 2025 (2022-2024)

Public Health Goal Report

2022 - 2024

City of Turlock
Municipal Services Department

June 2025

Background

California Health and Safety Code Section 116470(b) requires that larger water utilities (>10,000 service connections) prepare a Public Health Goal Report (hereinafter "Report") every three years if any constituent in their drinking water supply has exceeded any Public Health Goals (PHGs). PHGs are non-enforceable goals established by the California Environmental Protection Agency's (Cal-EPA) Office of Environmental Health Hazard Assessment (OEHHA). The law requires that where OEHHA has not adopted a PHG for a constituent, water suppliers are to use the Maximum Contaminant Level Goal (MCLG) adopted by United States Environmental Protection Agency (USEPA) when preparing their Reports. Only constituents which have a California primary drinking water standard and for which either a PHG or MCLG has been set are to be addressed in the Report.

There are a few constituents that are routinely detected in water systems at levels usually well below the drinking water standards for which no PHG or MCLG has yet been adopted by OEHHA or USEPA. Such constituents will be addressed in future required reports once a PHG is adopted. If a constituent was detected in the City's water supply during 2022, 2023 or 2024 at a level exceeding an applicable PHG or MCLG, this Report will provide information required by law.

This Report provides the following information as specified in the California Health and Safety Code Section 116470(b) for any contaminant detected in the City's water supply between 2022 and 2024 at a level exceeding a PHG or MCLG:

- Numerical public health risk associated with the Maximum Contaminant Level (MCL) and the PHG and MCLG;
- Category or type of risk to health that could be associated with each contaminant level;
- Best Available Treatment Technology (BAT) that could be used to reduce the contaminant level; and
- Estimate of the cost to install that treatment.

Public Health Goals

PHGs are set by the OEHHA, which is part of Cal-EPA, and are based solely on public health risk considerations. None of the practical risk-management factors that are considered by the USEPA or the State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) in setting drinking water standards (MCLs) are considered in setting the PHGs. These factors include analytical detection capability, treatment technology available, benefits and costs. The PHGs are not enforceable and are not required to be met by any public water system. MCLGs are the federal equivalent to PHGs.

City of Turlock Water Source

The City of Turlock is reliant on both groundwater and surface water purchased from the Stanislaus Regional Water Authority (SRWA) for its drinking water source. As of June 2025, the City has 16 active drinking water wells pumping into the distribution system.

Water Quality Data Considered

All of the water quality data collected by the City between 2022 and 2024 for purposes of determining compliance with drinking water standards was considered. This data was all summarized in the City's 2022, 2023, and 2025 Water Quality Reports which were made available to all drinking water customers by July 1st of their respective years.

Guidelines Followed

The Association of California Water Agencies (ACWA) formed a workgroup which prepared guidelines for water utilities to use in preparing these newly required reports. The ACWA guidelines were used in the preparation of the City's report. No guidance was available from state regulatory agencies.

Best Available Treatment Technology (BAT) and Cost Estimates

Both the USEPA and DDW adopt what are known as BATs, or Best Available Technologies, which are the best known methods of reducing contaminant levels to the MCL. Costs can be estimated for such technologies. However, since many PHGs and all MCLGs are set much lower than the MCL, it is not always possible, nor feasible, to determine what treatment is needed to further reduce a constituent downward to, or near, the PHG or MCLG, many of which are set at zero. Estimating the costs to reduce a constituent to zero is difficult, if not impossible, because it is not possible to verify by analytical means that the level has been lowered to zero. In some cases, installing treatment to try and further reduce very low levels of one constituent may have adverse effects on other aspects of water quality.

Treatment cost estimates for constituents listed were derived from the "Cost Estimates for Treatment Technologies," included as Attachment No. 3 in the ACWA Suggested Guidelines for PHG Reports. In addition, treatment costs were provided based on previous and/or current cost estimates for treatment of certain contaminants. Water production for each source can vary dramatically from year to year so the treatment cost associated with these estimates can vary significantly. The estimates for specific treatment technologies do not include other factors, such as permitting and waste disposal. Furthermore, before any treatment system is approved by DDW, the City is required to conduct a California Environmental Quality Act (also known as CEQA) review to assess potential environmental impacts that may be related to the project. The results of that assessment could add significant costs to mitigate potential concerns, or could preclude using a specific treatment technology altogether. Waste disposal costs associated with various treatment technologies vary widely. Some waste disposal costs are known and can be estimated as part of the routine operations and maintenance of the system. Others requiring direct discharge to the sanitary sewer or hauling of potentially hazardous waste would have to be determined on a case-by-case basis.

Constituents Detected that Exceed a PHG or MCLG

The following is a discussion of constituents that were detected in one or more of the City's drinking water sources at levels above the PHG, or if no PHG, above the MCLG:

- 1,2,3-Trichloropropane (TCP)
- Arsenic
- Hexavalent Chromium
- Gross Alpha Particles
- Tetrachloroethylene (PCE)
- Uranium

This report only provides information on contaminants that were found in the City's drinking water that exceeded the PHG or MCLG. The City of Turlock consistently delivers safe drinking water to its customers. The levels of these contaminants were below the MCLs; therefore, they do not constitute a violation of drinking water regulations, or indicate the water is unsafe to drink.

1,2,3-Trichloropropane (TCP)

Eight wells exceeded the PHG for 1,2,3 Trichloropropane (TCP) between the period of 2022 through 2024 and three of the eight were placed under a compliance order. All three wells have been removed

from service and are no longer running into the water system. The City is currently exploring funding options to remove TCP and return these wells to service.

- *Health Related Information*
  TCP is a chlorinated hydrocarbon with high chemical stability. It is a man-made chemical found at industrial or hazardous waste sites. It has been used as a cleaning and degreasing solvent and also is associated with pesticide products. TCP causes cancer in laboratory animals (US EPA, 2009). It is reasonably anticipated to be a human carcinogen (NTP, 2014), and probably carcinogenic to humans, based on sufficient evidence of carcinogenicity in experimental animals (IARC, 1995). In 1992, TCP was added to the list of chemicals known to the state to cause cancer, pursuant to California's Safe Drinking Water and Toxic Enforcement Act (Proposition 65).

Health Risk Category	Carcinogenicity (causes cancer)
PHG (mg/L)	0.0000007
Cancer Risk at the PHG	One case per million people exposed for a 70-year period
MCL (mg/L)	0.000005
Cancer Risk at the MCL	Seven cases per million people exposed for a 70-year period

mg/L = milligrams per liter

- *BAT for Treatment*
  The approved BATs for treating TCP in drinking water include the following treatment techniques:

  - Granular Activated Carbon (GAC)
  - Packed Tower Aeration

  Since GAC can treat multiple contaminants that are found to be above the PHG within the City's system, it would be the most likely treatment method to select. The cost would be estimated at $0.65 per 1,000 gallons of water treated (using Attachment No. 3 of the ACWA's Suggested Guidelines for PHG Reports). The annualized capital and operations and maintenance (O&M) cost would be approximately $4,144,608. This would result in an annual estimated increased cost of $214.39 per customer or a monthly estimated increased cost of $17.87 per customer.

Arsenic

Seventeen wells exceeded the PHG for arsenic between the period of 2022 through 2024. One well currently has Iron Assisted Coagulation Filtration (ICF) treatment in place. The City is also pursuing funding for two other wells for treatment.

- *Health Related Information*
  Arsenic (As) is a naturally occurring element in the earth's crust and is widely distributed in the environment. In general, humans are exposed to microgram (µg) quantities of arsenic (inorganic and organic) largely from food (25 to 50 µg per day) and to a lesser degree from drinking water and air. Arsenic is used in industry as a component in wood preservatives, pesticides, paints, dyes, and semi-conductors. In most areas, erosion of rocks and minerals is considered to be the primary source of arsenic in groundwater. Environmental contamination may result from anthropogenic sources such as: urban runoff, treated wood, pesticides, fly ash from power plants, smelting, and mining wastes. Studies cited have associated chronic intake of arsenic in

drinking water with the following non-carcinogenic health effects including: heart attack, stroke, diabetes mellitus, and hypertension. Other effects also include decreased production of erythrocytes and leukocytes, abnormal cardiac function, blood vessel damage, liver and/or kidney damage, and impaired nerve function in hands and feet (paresthesia). Characteristic skin abnormalities are also seen appearing as dark or light spots on the skin and small "corns" on the palms, soles, and trunk. Some of the corns may ultimately progress to skin cancer. Carcinogenic health effects involve an increased risk of cancer at internal sites, especially lungs, urinary bladder, kidneys, and liver. The health effects language in Appendix 64465-D of Title 22, California Code of Regulations states: “Some people who drink water containing arsenic in excess of the MCL over many years may experience skin damage or circulatory system problems, and may have an increased risk of getting cancer.”

Health Risk Category	Carcinogenicity (causes cancer)
PHG (mg/L)	0.000004
Cancer Risk at the PHG	One case per million people exposed for a 70-year period
MCL (mg/L)	0.010
Cancer Risk at the MCL	Two and a half cases per thousand people exposed for a 70-year period

- *BAT for Treatment*
  The BATs for arsenic removal are dependent on the water chemistry of the source to be treated. While research into new methods of removing arsenic continues, the current recommendations include:

  - Activated Alumina
  - Coagulation / Filtration
  - Electrodialysis
  - Ion Exchange
  - Lime Softening
  - Oxidation Filtration
  - Reverse Osmosis

  Since arsenic levels in City’s wells showing the presence of arsenic are already below the MCL, reverse osmosis would likely be required to effectively decrease the amount of arsenic present. The cost would be estimated at $2.46 per 1,000 gallons of water treated (using Attachment No. 3 of the ACWA’s Suggested Guidelines for PHG Reports). The annualized capital and O&M cost would be approximately $35,005,997. This would result in an annual estimated increased cost of $1,810.78 per customer or monthly estimated increased cost of $150.90 per customer.

Hexavalent Chromium

Fourteen wells exceeded the PHG for hexavalent chromium between the period of 2022 through 2024.

- *Health Related Information*
  Hexavalent chromium is a heavy metal that can occur naturally at low levels in drinking water but can also enter drinking water sources through historic leaks from industrial plants and hazardous waste sites. Chromium is used in many products and processes, including stainless steel, textile dyes, wood preservation, leather tanning, and anti-corrosion coatings. Acute exposure to hexavalent chromium in humans can result in respiratory irritation, eye irritation, and

upper abdominal pain. Chronic exposure to chromium causes gastrointestinal tumors and stomach cancer. Studies show increased cancer rates in both laboratory animals consuming contaminated drinking water and workers with occupational exposure. Hexavalent chromium is a potent carcinogen that can damage DNA.

Health Risk Category	Carcinogenicity (causes cancer)
PHG (mg/L)	0.00002
Cancer Risk at the PHG	One case per million people exposed for a 70-year period.
MCL (mg/L)	0.01
Cancer Risk at the MCL	Five cases per ten thousand people exposed for a 70-year period.

- *BAT for Treatment*
  The approved BATs for treating hexavalent chromium include the following treatment techniques:

  - Ion Exchange
  - Reverse Osmosis
  - Coagulation/Filtration
  - Electrochemical Reduction

  Since reverse osmosis can treat multiple contaminants such as uranium and gross alpha particles, the City would likely select this form of treatment. The cost would be estimated at $2.46 per 1,000 gallons of water treated (using Attachment No. 3 of the ACWA's Suggested Guidelines for PHG Reports). The annualized capital and O&M cost would be approximately $28,119,571. This would result in an annual estimated increased cost of $1,455 per customer or a monthly estimated increased cost of $121.21 per customer.

Gross Alpha Particle Activity

Five wells exceed the MCLG for gross alpha particles between the period of 2022 through 2024.

- *Health Related Information*
  Certain minerals are radioactive and may emit a form of radiation known as alpha radiation. Gross alpha particle activity (GA) is a measurement of the overall alpha radiation emitted when certain elements such as uranium and radium undergo radioactive decay. Alpha radiation exists in the air, soil and water. Naturally occurring alpha radiation in groundwater results mainly from the dissolution of minerals as the water seeps into the ground, and as water moves through aquifers. Detectable levels of GA above the detection limit for purposes of reporting (DLR) are used to determine when additional radionuclide speciation (monitoring) is required. Because GA is associated with a group of radioactive elements rather than an individual contaminant, OEHHA determined it is not practical to establish a PHG. GA is known to cause cancer; therefore, USEPA established the MCLG at zero picocuries per liter (pCi/L). the actual cancer risk from radionuclides emitting alpha radiation in drinking water depends on the particular radionuclide present and the average consumption over a lifetime. Alpha radiation loses energy rapidly and doesn't pass through the skin; therefore, it is not a health hazard outside of the body. Typical exposure routes for alpha radiation include: eating, drinking, and inhaling alpha-emitting particles. General, non-carcinogenic health effects associated with ingesting elevated levels of alpha radiation include kidney damage, damage to cells and DNA, and damage to other vital organs. Specific cancers that may result from exposure to elevated levels of alpha radiation

include: bone cancer and cancer of particular organs, each of which are associated with specific alpha-radiation emitters.

Health Risk Category	Carcinogenicity (causes cancer)
MCLG (pCi/L)	Zero
Cancer Risk at the PHG	One case per million people exposed for a 70-year period.
MCL (pCi/L)	15
Cancer Risk at the MCL	One case per thousand people exposed for a 70-year period.

- *BAT for Treatment*
  The approved BAT for treating gross alpha particles in drinking water include the following treatment techniques:

  - Reverse Osmosis

  The most effective method to reduce gross alpha particles is to install reverse osmosis treatment at select groundwater wells where results exceed the MCLG and are detectable at levels above the DLR. Cost estimates for reverse osmosis would be around $2.46 per 1,000 gallons of water treated (using Attachment No. 3 of the ACWA's Suggested Guidelines for PHG Reports). The annualized capital and O&M costs would be approximately $9,054,374. This would result in an annual estimated increased cost of $468.36 per customer or a monthly estimated increased cost of $39.03 per customer.

Tetrachloroethylene

Two wells exceeded the PHG for tetrachloroethylene (PCE) between the period of 2022 through 2024.

- *Health Related Information*
  PCE is widely used for dry-cleaning fabrics and metal degreasing operations. Effects resulting from acute (short term) high-level inhalation exposure of humans to PCE include irritation of the upper respiratory tract and eyes, kidney dysfunction, and neurological effects such as reversible mood and behavioral changes, impairment of coordination, dizziness, headache, sleepiness, and unconsciousness. The primary effects from chronic (long term) inhalation exposure are neurological, including impaired cognitive and motor neurobehavioral performance. PCE exposure may also cause adverse effects in the kidney, liver, immune system and hematologic system, and on development and reproduction. Studies of people exposed in the workplace have found associations with several types of cancer including bladder cancer, non-Hodgkin lymphoma, and multiple myeloma. EPA has classified PCE as likely to be carcinogenic to humans.

Health Risk Category	Carcinogenicity (causes cancer)
PHG (mg/L)	0.00006
Cancer Risk at the PHG	One case per million-population exposed for a 70-year period.
MCL (mg/L)	0.005
Cancer Risk at the MCL	Eight cases per one hundred thousand people exposed over a 70-year period

- *BAT for Treatment*
  The approved BATs for treating PCE in drinking water include the following treatment techniques:

  - Granular Activated Carbon (GAC)
  - Packed Tower Aeration

  Since GAC can treat multiple contaminants that are found to be above the PHG within the City's system, it would be the most likely treatment method to select. The cost would be estimated at $0.65 per 1,000 gallons of water treated (using Attachment No. 3 of the ACWA's Suggested Guidelines for PHG Reports). The annualized capital and O&M cost would be approximately $1,010,880. This would result in an annual estimated increased cost of $52.29 per customer or a monthly estimated increased cost of $4.36 per customer.

Uranium

Three wells exceeded the PHG for uranium between the period of 2022 through 2024.

- *Health Related Information*
  Uranium is a common naturally occurring and radioactive substance. It is a normal part of rocks, soil, air, and water, and it occurs in nature in the form of minerals, but never as a metal. Uranium has demonstrated toxic effects on human kidneys leading to kidney inflammation and changes in urine composition. Uranium can decay into other radioactive substances, such as radium, which can cause cancer with extensive exposures over a long enough period of time (US EPA, 2013).

Health Risk Category	Carcinogenicity (causes cancer)
PHG (pCi/L)	0.43
Cancer Risk at the PHG	One case per million people exposed for a 70-year period.
MCL (pCi/L)	20
Cancer Risk at the MCL	Five cases per one hundred thousand people exposed for a 70-year period

- *BAT for Treatment*
  The approved BATs for treating uranium include the following treatment techniques:

  - Ion Exchange
  - Reverse Osmosis (RO)
  - Lime Softening
  - Coagulation/Filtration

  The most effective method to reduce Uranium is to install reverse osmosis treatment at select groundwater wells where results exceed the PHG and are detectable at levels above the DLR. The cost would be estimated at $2.46 per 1,000 gallons of water treated (using Attachment No. 3 of the ACWA's Suggested Guidelines for PHG Reports). The annualized capital and O&M cost would be approximately $6,631,373. This would result in an annual estimated increased cost of $343.03 per customer or a monthly estimated increased cost of $28.59 per customer.

Recommendations for Further Action

The drinking water quality of the City of Turlock meets all State Water Resources Control Board and USEPA drinking water standards established to protect public health. To further reduce the levels of the constituents identified in this report that are already below the Maximum Contaminant Levels established by the State and Federal government, additional costly treatment processes would be required. The effectiveness of the treatment processes to provide any significant reductions in constituent levels at these already-low values is uncertain. The theoretical health protection benefits of these further hypothetical reductions are not at all clear and may not be quantifiable. Therefore, staff is not recommending further action at this time. However, the point of this process is to provide customers and decision-makers with information on the City of Turlock's drinking water quality, as well as cost estimates to make certain improvements.

More Information

This report was completed by the City of Turlock's Municipal Services Department's staff. Any questions relating to this report should be directed to:

Lupe Madrigal
Staff Services Analyst
156 S Broadway, Ste. 270
Turlock, CA 95380
(209) 668-5590

City Council Staff Report

December 9, 2025

From:	Christopher Fisher, Municipal Services Director
Prepared by:	James Governale, Administrative Analyst
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Ordinance: Introduction and first reading of an ordinance amending Turlock Municipal Code Title 7 (Public Works), Chapter 7-2 (Street Improvements), Article 6 (Miscellaneous Provisions), and amending Chapter 7-6 (Sidewalk Maintenance and Repair Obligations)

Resolution: Adopting a sidewalk repair assistance program and authorizing the City Manager or Interim City Manager to administer the sidewalk repair assistance program and Amend the Fiscal Year 2025–26 budget to reflect $100,000 in revenue (account 218-40-463.35350 – Sidewalk Repair Program) and $400,000 in expenses (account 218-40-463.47320_001 – Repair Program Sidewalk) from Fund 218 (Measure L) unallocated reserves

Resolution: Increasing the commitment established in Resolution 2025-072 from $25,000 to $50,000 and appropriate $25,000 to Fund 217 “Streets – Gas Tax” account number 217-50-510.47320_001 “Repair Program Sidewalk” from unallocated reserves for offsetting encroachment permit fees for qualifying frontage improvement projects

Resolution: Rescinding Resolution 1992-081

2. NARRATIVE:

Since 1941, California Streets and Highways Code has required property owners to maintain sidewalks adjacent to their property in a condition that does not endanger persons or interfere with public use. Turlock Municipal Code (TMC) echoes this requirement in Section 7-2-601, placing the responsibility for repair and maintenance of sidewalks, curbs, gutters, and driveway approaches on adjacent property owners.

Over the years, Turlock City Councils have consistently reinforced this principle through ordinances and programs designed to support sidewalk maintenance and repair. These include various initiatives adopted in 1992, 2012, 2013, 2016, 2017, and 2025, as well as measures authorizing liens against properties when repairs were not completed promptly or properly, such as those enacted in 1976, 1988, 1990, 2014, and 2015. Each Council has made steady progress toward stronger and more consistent enforcement, recognizing the importance of maintaining safe and accessible pedestrian infrastructure for all residents.

<u>Responsibility for Maintenance</u>

Balancing accessibility, public safety, and affordability with regard to sidewalks is always a challenge. While shifting the responsibility for all sidewalk maintenance to the City might appear attractive to some, there are many reasons that shifting responsibility to the City is not advised:

- Adjacent property owners are in a better position to “repair” defective sidewalks because it is adjacent to their property, and they will have knowledge of the defect before the City.
- Adjacent property owners receive a special benefit of safe sidewalks (providing safe access and walkability).
- The City has hundreds of miles of sidewalks and it is difficult for the City to monitor the condition of all sidewalks.
- The cost to the City to maintain all sidewalks is expected to be tens of millions of dollars annually; prevailing wage requirements make City-managed repairs a minimum of 30–40% more expensive than privately contracted work. The fiscal impact could include either:
    - Halting some or all currently-appropriate sources of funding and shifting the focus from wherever they are (could be road construction, pothole repair, public safety, recreation, park maintenance, and many more) to sidewalk maintenance, and/or
    - Levying a new tax in order to retain current services and taking on sidewalk maintenance, repair, and replacement, as necessary.

As with all financial decisions that the City makes, a "yes" to one thing is a "no" to something else; all in all, the fiscal impact to Turlock residents or visitors at large is expected to be far greater if the City were to take on all sidewalk maintenance and repair than if the duty to maintain remains with the respective property owner.

Enforcement Action

Past enforcement often involved sending notices, requiring property owners to make repairs, and, if necessary, completing the work and placing a lien on the property. This process was burdensome for all parties but necessary for the safety of pedestrians and compliance with the law. This was often made more complicated by damage caused by “street trees,” which the TMC requires property owners to maintain when such trees are adjacent to their property (TMC 7-7-206). If neglected or watered improperly, trees often cause infrastructure damage.

Liability

Unrepaired sidewalks present serious liability risks for both the City and property owners. Lawsuits that name the City and not a property owner do not leave our residents unaffected - they affect taxpayers citywide. In the interest of being good stewards of public funds and acting in the interest of the residents of and visitors to Turlock, the City has a responsibility to maintain and strengthen our Turlock Municipal Code and enforcement action relative to sidewalk maintenance and repair.

Proposed Actions

Accordingly, City staff engaged Jarvis Fay LLP, who advised the City to strengthen its ordinance, retain property owner responsibility, and, if desirable as a policy directive, provide targeted financial assistance. In looking at municipal counterparts around California, the advice they offered to staff is given and recommended in the interest of protecting the City and the residents of Turlock at large, increasing total benefit to all parties.

The City has already taken steps in this direction by adopting Resolution 2025-072, which

waives encroachment permit fees for sidewalk repairs using Gas Tax (Fund 217). The actions recommended in this report build upon that framework:

- **Introduce an updated ordinance**. Reorganize and clarify TMC provisions, making them more accessible and visible to residents and compliant with legal requirements, while outlining some enforcement procedures.
- **Adopt and fund an assistance program**. Provide meaningful financial support to property owners while efficiently leveraging competitive bidding and project grouping to offset prevailing wage costs.
- **Increase funding for encroachment permits**. Increase the allocation for offsetting encroachment permit fees and provide budget to support approximately 300 repairs initially, with staff to monitor usage and request additional appropriations if warranted.
- **Rescind an outdated program**. Clear away conflicting past policies, most notably Resolution 1992-081.
- ***Next meeting*** **- Approve repair contracts**. Secure contractors for both minor (grinding/sawcut) and major (removal/replacement) repairs to ensure capacity regardless of property owner participation.
    - This will include both work done under the assistance program, sidewalk, curb, and gutter repair of City-owned facilities, and final enforcement actions related to non-responsive property owners.

Sidewalks are a vital part of Turlock's infrastructure, many of which are decades old and require either continued maintenance or repair. Staff recommend approval of the actions outlined to implement a lawful, fair, and sustainable sidewalk repair program.

3. FISCAL IMPACT / BUDGET AMENDMENT:

The fiscal impact of the proposed actions are as follows:

- **Rescind Resolution 1992-081**: No fiscal impact.
- **Ordinance**: Expected to increase encroachment permits, generating revenue to the General Fund (110-40-410.35191 – Utility Co. Inspection Permit Fee). This increase will likely be reduced by the revenue provided from the program that offsets encroachment fees for qualifying frontage repairs with funds from Fund 217 (Gas Tax).
- **Sidewalk Repair Assistance Program**:
    - City will pay contractors directly and invoice property owners for their share:
        - Revenues: Account 218-40-463.35350 – Sidewalk Repair Program
        - Expenses: Account 218-40-463.47320_001 – Repair Program Sidewalk
    - Staff recommend a tiered approach, consisting of a standard program and an enhanced level of assistance for participants who meet certain eligibility criteria.
    - Staff also recommend establishing both a percentage-based and a not-to-exceed assistance amount for each tier.
    - In alignment with the proposed ordinance, the City Manager would be authorized to administer this program, which allows for greater flexibility and efficiency to ensure it works best for property owners.
- **Budget Amendment**: Staff recommend amending the Fiscal Year 2025–26 budget to recognize $100,000 in anticipated revenue (Account 218-40-463.35350 – Sidewalk

Repair Program) and to appropriate a total of $400,000 in expenses in Account 218-40-463.47320_001 from Fund 218 (Measure L) unallocated reserves.

- **Increase Offset for Permits:** Staff recommend increasing the commitment established in Resolution 2025-072 from $25,000 to $50,000 and therefore appropriate $25,000 to Fund 217 "Streets - Gas Tax" from unallocated reserves.

4. ENVIRONMENTAL DETERMINATION:

These actions are not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. These actions consist of “organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” and therefore are not considered projects.

5. ATTACHMENTS:

1. Draft Ordinance
2. Draft Resolution - Adoption and Funding of Program
3. Draft Resolution - Increase for Offsetting Fees
4. Draft Resolution - Rescinding Resolution 1992-081
5. Resolution 1992-081 Turlock Sidewalk Repair Program (to be rescinded)
6. TMC 7-2 Article 6 and TMC 7-6 (current)

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF AMENDING TURLOCK MUNICIPAL CODE TITLE 7 (PUBLIC WORKS), CHAPTER 7-2 (STREET IMPROVEMENTS), ARTICLE 6 (MISCELLANEOUS PROVISIONS), AND AMENDING CHAPTER 7-6 (SIDEWALK MAINTENANCE AND REPAIR OBLIGATIONS)	} } } } } }	**ORDINANCE NO. 1337-CS**

WHEREAS, sidewalks are an important piece of the City of Turlock's ("City") transportation network; and

WHEREAS, the City wants to ensure that all sidewalks are properly maintained and free of dangerous defects; and

WHEREAS, the timely maintenance and repair of sidewalks is essential to protect the health, welfare, and safety of Turlock residents, workers, and visitors from dangerous sidewalk defects; and

WHEREAS, a property owner adjacent to the sidewalk is in the best position to know of unsafe sidewalk conditions and to notify the City of the dangerous defect; and

WHEREAS, the California Streets and Highways Code provides that adjacent property owners owe a duty to the City to maintain sidewalks and repair dangerous sidewalk defects; and

WHEREAS, the City wishes to clarify that adjacent property owners are liable for injuries resulting from dangerous sidewalk defects; and

WHEREAS, the City wishes to amend the Turlock Municipal Code ("TMC") to codify an indemnification requirement for adjacent property owners should the City face legal liability resulting from an injury occurring as a result of a dangerous sidewalk defect; and

WHEREAS, the City wishes to establish a process whereby the City will notify property owners of the need to repair a sidewalk defect and if the owner fails to timely make the repairs, the City may make the repairs on their behalf and bill the owner for the costs through a notice of costs; and

WHEREAS, under this process, if the owner fails to pay the costs set forth in the notice of costs, the City may initiate proceedings to make the cost of the work performed by the City a lien against the property fronting the repaired sidewalk; and

WHEREAS, for transparency and ease of reference, the City wishes to restructure the TMC to move provisions related to sidewalk repair to in its own section of the Code.

BE IT ORDAINED by the City Council of the City of Turlock as follows:

SECTION 1. ENVIRONMENTAL DETERMINATION: The Ordinance has been reviewed with respect to applicability of CEQA and the CEQA Guidelines. The Ordinance is not a project

under CEQA Guidelines Section 15378(b)(5) because the Ordinance is an administrative activity that does not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

SECTION 2. AMENDMENT: Title 7, Chapter 7-2, Article 6, shall hereby be amended to read as follows:

Chapter 7-2
STREET IMPROVEMENTS

Article 6. Miscellaneous Provisions

7-2-601 Maintenance of curbs, gutters, sidewalks, curb cuts, and driveway approaches

[REPEALED]

7-2-602 Exceptions to provisions.

(a) None of the provisions of this chapter, with respect to construction only, shall apply to any streets or portions of streets which may be determined by the Council to have reached a stage of improvement under the provisions of previous regulations which would cause a state of undue hardship or hazard to result from compliance with the provisions of this chapter.

(b) None of the provisions of this chapter, except the minimum location, testing, inspection, fee, and construction standards, shall apply to the following:

(1) Public utility structures, such as street lights and telephone and power lines; and

(2) Street signs, mailboxes, traffic signs, or other installations made by State or Federal governmental agencies.

7-2-603 Approval by the Building Official.

The Building Official shall deny the final approval of any building or its occupancy until the work required by the provisions of this chapter is completed or construction is guaranteed within a specified time limit approved by the City Engineer by an improvement security. Such improvement security shall be approved by the City Attorney in an amount to be fixed by the City Engineer in accordance with the criteria set forth in TMC 7-2-502.

7-2-604 Nuisances: Abatement.

The construction, repair, or maintenance of any sidewalk area, or failure to construct, repair or maintain any sidewalk area in violation of the provisions of this chapter is hereby declared to be a nuisance. The adjacent property owner shall be notified of the violation and shall be requested to apply for an encroachment permit and to correct the violation. On the owner's failure to obtain an encroachment permit and correct the violation within forty-five (45) days after such notification, abatement proceedings may be instituted in accordance with the provisions of Chapter 5-5 TMC.

SECTION 3. AMENDMENT: Title 7, Chapter 7-6, shall hereby be amended in its entirety to read as follows:

Chapter 7-6
SIDEWALK MAINTENANCE AND REPAIR OBLIGATIONS

Article 1. Miscellaneous Provisions

7-6-101 Purpose of article.

It is the purpose of this article to provide sidewalk repair policies which are alternative and supplementary to the policies set forth in Chapter 22 of Division 7, Part 3, of the Streets and Highways Code of the State, commencing at Section 5600, as those sections now exist or may hereafter be amended or renumbered. In the event of any conflict between the provisions of said Chapter 22 of Division 7, Part 3, of the Streets and Highways Code of the State and this Code, the provisions of this Code shall control.

7-6-102 Definitions.

For the purposes of this chapter, unless otherwise apparent from the context, certain words and phrases used in this chapter are defined as follows:

(a) “City” shall mean the City of Turlock.

(b) “Defective sidewalk” shall mean a sidewalk where, in the judgment of the City, the vertical or horizontal line or grade is altered or displaced or such other condition exists that interferes with the public convenience in the use of the sidewalk.

(c) “Planting strip” shall mean that portion of the sidewalk planting strip not required for sidewalk, driveway, or curb use.

(d) “Property owner” or “owner” shall mean the owner of the real property, or the owner of the property adjacent to the right-of-way, in accordance with Chapter 22 of Division 7, Part 3, of the Streets and Highways Code. For the purposes of this article, “property owner” or “owner” may refer to one or multiple property owners.

(e) “Sidewalk” shall mean that portion of the sidewalk planting strip established for pedestrian use. In those areas where a sidewalk does not exist, the City Engineer shall determine the location of the sidewalk area.

(f) “Sidewalk planting strip” shall mean that portion of the street right-of-way between the property line and the curb line.

7-6-103 Maintenance and repair of sidewalks.

(a) The property owner of lots or portions of lots adjacent to or fronting on any portion of a sidewalk area between the property line of the lots and the street line, including parking strips, sidewalks, curbs, gutters, curb cuts, and driveway approaches and persons in possession of such lots by virtue of any permit or right shall repair defective sidewalks and maintain such sidewalk areas in a nondangerous condition and pay the costs and expenses therefor, including a charge for the City of Turlock’s costs of inspection and administration or handling of any lien placed on the property due to failure of the property owner to promptly pay such assessments.

(b) Maintenance and repair of sidewalk area shall include, but not be limited to, maintenance and repair of surfaces including grinding, removal and replacement of sidewalks, repair and maintenance of curb and gutters, removal and filling or replacement of parking strips, removal of weeds and/or debris, tree root pruning and installing root barriers, trimming of shrubs and/or ground cover, and trimming shrubs within the area between the property line of the adjacent

property and the street pavement line, including parking strips and curbs, so that the sidewalk area will remain in a condition that is not dangerous to property or to persons using the sidewalk in a reasonable manner and will be in a condition which will not interfere with the public convenience in the use of said sidewalk area.

(c) In conjunction with any sale or transfer of real property and using the Local Option Real Estate Transfer Disclosure Statement form set forth in Civil Code Section 1102.6a, the seller/transferor shall provide notice of the maintenance and repair obligations set forth in TMC Chapter 7-6 to the buyer/transferee. The notice shall, at a minimum, include the following language:

> The owners of lots or portions of lots adjacent to or fronting on any portion of a sidewalk area between the property line of the lots and the street line, including parking strips, sidewalks, curbs, gutters, curb cuts, and driveway approaches and persons in possession of such lots by virtue of any permit or right shall repair and maintain such sidewalk areas and pay the costs and expenses therefor, including a charge for the City of Turlock's costs of inspection and administration or handling of any lien placed on the property due to failure of the property owner to promptly pay such assessments.

(d) To provide all property owners with notice of his/her obligation to maintain and repair his/her sidewalk area as set forth in this article, the ordinance codified in this chapter shall be recorded with the County Clerk of the County of Stanislaus.

7-6-104 Liability for injuries to public.

The property owner required under this section to maintain and repair the sidewalk area shall owe a duty to members of the public to keep and maintain the sidewalk area in a safe and nondangerous condition. If, as a result of the failure of any property owner to maintain the sidewalk area in such a nondangerous condition as required, any person suffers injury or damage to person or property, the property owner shall be liable to such person for the resulting damages or injury. Any person who suffers injury or property damage as a result of the failure of the property owner to maintain the sidewalks and sidewalk areas shall have a cause of action for such injury or property damage against such property owner.

7-6-105 Indemnity.

A property owner shall defend and indemnify the City and its employees from any action, claim, or judgment, and any cost or expense incurred, including attorneys' fees, which arise from the property owner's failure to maintain and repair the sidewalk as required in this section. Nothing in this section creates an obligation on an owner to defend or indemnify the City from any action, claim or judgment to the extent any employee or instrumentality of the City caused the defective sidewalk which resulted in the claimant's injuries or damage.

7-6-106 Notice to repair.

(a) When the City has actual notice of the existence of a defective sidewalk, the City may give written notice to the owner of the lot, lots or portion of the lot fronting the defective sidewalk to repair the defective sidewalk. The City may also give notice to the person in possession of the lot, lots or portion of the lot, in addition to the notice given to the owner of the lot.

(b) This provision does not restrict the City's ability to send any additional notices to repair to the owner of the lot, lots or portion of the lot fronting the defective sidewalk to repair the defective sidewalk.

7-6-107 Service of notice.

(a) The notice to repair shall be served on the owner by any of the following methods:

(1) Mailing an initial notice to the owner by first class mail, postage prepaid, to the address of the owner as set forth on the last equalized assessment roll and mailing a second notice, not less than seven (7) or more than ten (10) days after the mailing of the initial notice to repair. The second notice to repair shall be marked "Second Notice."; or

(2) Posting the notice in a conspicuous place at the lot or lots fronting the defective sidewalk mailing notice to the owner by first class mail, postage prepaid, to the address of the owner as set forth in the last equalized assessment roll.

7-6-108 Contents of notice.

(a) The notice to repair shall, at a minimum, contain the following information:

(1) That the sidewalk is a defective sidewalk;

(2) The nature of the work required to be done;

(3) The manner in which the work is to be done, including the specifications required by the City as to materials and workmanship;

(4) That if the repair is not commenced within the time as specified by the notice, or once commenced is not completed diligently and without interruption, the City may commence and complete the repair and the cost thereof shall become a lien on the lot or lots of the owner fronting the defective sidewalk; and

(5) Provide that the owner may elect to perform the repairs him or herself, have the work performed by a licensed contractor, or have the work performed by the City, through a contractor selected by the City or with City employees.

(b) Notwithstanding the provisions of the Streets and Highways Code, the City Manager or his designee may in their discretion, and for sufficient cause, extend the period by 90 days, or further if determined by the City Manager to be necessary, in which required maintenance and repair of sidewalk areas must commence.

7-6-109 Failure to make required repairs.

(a) If, after the owner has been notified of its obligation, the owner fails to make the repairs within the time established as required by the City's notice to repair, the City may repair the sidewalk. The cost of such repair shall be an obligation to the City owed by the owner.

(b) Title Transfer. If the owner has received a notice to repair and has not completed the required sidewalk repairs, it must complete the repairs prior to transferring title associated with the sale of real property. "Title transfer" means the sale or transfer of an entire real property estate or the fee interest in that real property estate and does not include the sale or transfer of partial interest, including a leasehold. In addition, the following shall not be included: (1) transfer by a fiduciary in

the course of the administration of a decedent's estate, guardianship, conservatorship, or trust, (2) transfers from one (1) co-owner to one (1) or more other co-owners, or from one (1) or more co-owners into or from a revocable trust, if the trust is for the benefit of the grantor or grantors, (3) transfers made by a trustor to fund an inter vivos trust, (4) transfers made to a spouse, to a registered domestic partner as defined in Section 297 of the Family Code, or to a person or persons in the lineal line of consanguinity of one (1) or more of the transferors, (5) transfers between spouses or registered domestic partners resulting from a decree of dissolution of marriage or domestic partnership, or a decree of legal separation or from a property settlement agreement incidental to a decree, (6) transfers from property owners to any financial institution as a result of a foreclosure or similar process.

7-6-110 Payment of repairs; notice of cost.

(a) If the City has repaired the sidewalk in accordance with Section 7-6-109, the City shall give written notice to the owner of the lot, lots or portion of the lot fronting the defective sidewalk of the cost of all the work in connection with the repair of a defective sidewalk, including administrative and inspection costs.

(b) Upon receipt of a notice of cost described in subdivision (a), the owner is responsible to pay the total cost within the time specified in the City’s notice of cost.

7-6-111 Assessing cost of sidewalk repairs upon nonpayment of invoice.

(a) If the owner has not provided payment within the time specified in the City’s notice of cost, the City may initiate proceedings to make the cost of the work performed by the City a lien against the parcel(s) of property fronting the repaired sidewalk(s).

(b) The City shall issue a notice of lien to all owners who fail to pay for the work provided by the City for repair of a defective sidewalk. This notice shall provide a process whereby the owner may dispute the amount due with the Municipal Services Director (or their designee) by filing a protest; set forth a due date for payment; and provide a process for the owner to obtain a hearing before a hearing officer appointed by the City Manager (or their designee).

(c) The notice shall be served on the owner in accordance with TMC Section 7-6-107. The notice shall set the date and time by which a protest shall be filed with the Municipal Services Director (or their designee). No protest received after that date and time shall be considered.

7-6-112 Lien protest process.

In order for the owner to obtain a hearing before a hearing officer, the owner must first protest the charges with the Municipal Services Director (or their designee). A protest must be submitted in writing by way of personal delivery, email, fax, or mail. The Municipal Services Director (or their designee) will investigate the protest, and at the conclusion of the resolution process, a "finding of facts" letter will be prepared and served on the owner in accordance with TMC Section 7-6-107. If the owner disagrees with the Municipal Services Director’s (or their designee’s) findings, he or she may request a formal hearing before a hearing officer within the deadline set forth in the finding of facts. If the owner does not request a formal hearing by the deadline set forth in the finding of facts, the decision of the Municipal Services Director shall be final.

7-6-113 Notice of hearing.

The City shall cause notice of the hearing before the hearing office to be served on the owner in accordance with TMC Section 7-6-107 not less than ten (10) days prior to the date of the hearing.

7-6-114 Hearing and decision.

At the time fixed for consideration of the protest, the hearing officer shall hear the matter from the Municipal Services Director (or their designee), together with any objections and evidence, of the owner(s) liable to be assessed for the cost of repair. The hearing officer shall follow, as nearly as practicable, those procedures that the City Council would have followed had it conducted the hearing. The hearing officer may make revisions, corrections, or modifications of the matter as the hearing officer may deem just, and shall submit a report (as revised, corrected or modified) to the City for adjustment and/or collection. The report shall specify the repairs which have been made, the costs of the repairs, describe the real property in front of which the repairs have been made and the assessment against each lot or parcel of land proposed to be levied to pay the cost thereof. The City shall serve the results of the hearing to the protesting owner in accordance with TMC Section 7-6-107.

7-6-115 Hearing before the City Council

Upon receipt of the Hearing Officer's report, the City Council shall schedule a public hearing at which it shall confirm, reject or modify the report. The City shall serve notice of the public hearing to all affected property owner(s) in accordance with TMC Section 7-6-107. The public hearing shall be limited to the issue of whether the hearing before the hearing officer was conducted in accordance with applicable City ordinances. Only the property owner(s) who both filed a protest and appeared before the hearing officer shall be permitted to protest at the City Council meeting. The decision of the Council as to whether to confirm, reject, or modify the report shall be final.

7-6-116 Assessment of costs of repair upon nonpayment of invoice.

In the event that the cost of repair to the sidewalk is not paid after the notice of cost, and a protest was not filed prior to the deadline or a protest was filed and denied, the City shall transmit to the Finance Director a statement of each such unpaid cost of repair. The Finance Director shall endeavor diligently to collect the same on behalf of the City.

7-6-117 Recording and release of lien.

(a) Sixty (60) days after the City Council adopts the report, the City will place a lien on the adjacent property in accordance with TMC 5-5-405.

(b) On payment of the amount owed, the City shall request that the County Recorder remove the lien.

7-6-118 City manager authority.

The City Manager shall have the authority to establish administrative policies and regulations, which may include, but is not limited to, a financial assistance program, that may be necessary to implement the provisions of this Chapter.

SECTION 4. VALIDITY: If any section, subsection, sentence, clause, word, or phrase of this ordinance is held to be unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remainder of this ordinance. The Turlock City Council hereby declares that they would have passed this ordinance, and each section, subsection, sentence,

clause, word, or phrase thereof, irrespective of the fact that one or more section, subsection, sentence, clause, word, or phrase be declared invalid or unconstitutional.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

Signed and approved this 13th day of January, 2026.

SIGNED:

_____
AMY BUBLAK, Mayor

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

APPROVED AS TO FORM:

_____
George A. Petrulakis, City Attorney

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF ADOPTING A SIDEWALK REPAIR ASSISTANCE PROGRAM AND AUTHORIZING THE CITY MANAGER OR INTERIM CITY MANAGER TO ADMINISTER THE SIDEWALK REPAIR ASSISTANCE PROGRAM AND AMENDING THE FISCAL YEAR 2025–26 BUDGET TO REFLECT $100,000 IN REVENUE (ACCOUNT 218-40-463.35350 – SIDEWALK REPAIR PROGRAM) AND $400,000 IN EXPENSES (ACCOUNT 218-40-463.47320_001 – REPAIR PROGRAM SIDEWALK) FROM FUND 218 (MEASURE L) UNALLOCATED RESERVES	**RESOLUTION NO. 2025-**

WHEREAS, sidewalks are a critical component of the City's transportation network, providing safe, accessible, and convenient routes for pedestrians, including children, seniors, and persons with disabilities; and

WHEREAS, the construction, maintenance, and repair of sidewalks is essential to protecting public health, safety, and welfare by ensuring accessible rights-of-way and minimizing hazards; and

WHEREAS, California law, including Division 7, Part 3, Chapter 22 of the Streets and Highways Code, establishes the responsibility of adjacent property owners to maintain sidewalks adjoining their property; and

WHEREAS, the Turlock Municipal Code further affirms this responsibility, requiring adjacent property owners to maintain sidewalks, curbs, gutters, and driveway approaches in a safe and serviceable condition; and

WHEREAS, the City Council recognizes that sidewalk repair costs can pose a financial hardship for property owners and that a shared-cost assistance program will promote timely repairs and reduce liability risks for both property owners and the City; and

WHEREAS, it is in the City's best interest to provide financial assistance to property owners, as needed, to promote timely and widespread sidewalk repairs; and

WHEREAS, to aid Turlock residents in maintaining their sidewalks, the City will contract with a vendor who can provide concrete services and then collect a portion of the repair cost from the property owner; and

WHEREAS, the City Council desires to amend the Fiscal Year 2025–26 budget to establish funding for a sidewalk repair assistance program by recognizing anticipated revenues and appropriating expenditures necessary for program implementation; and

WHEREAS, the City Council desires to allocate funding from Measure L - Fund 218 - to establish and administer a sidewalk repair assistance program, thereby providing meaningful financial support to property owners while ensuring the effective and efficient delivery of sidewalk repair projects; and

WHEREAS, the total proposed budget amendment reflects $100,000 in revenue (Account 218-40-463.35350 – Sidewalk Repair Program) and $400,000 in expenses (Account 218-40-463.47320_001 – Repair Program Sidewalk); and

WHEREAS, the City Council intends that sidewalk repair assistance be provided on a first-come, first-served basis, subject to annual appropriation, and only until funds allocated for the program have been fully expended; and

WHEREAS, participation in the sidewalk repair assistance program does not alter or shift the legal responsibility of adjacent property owners under State law or the Turlock Municipal Code to maintain the sidewalk adjoining their property; and

WHEREAS, the City Council of the City of Turlock is committed to promoting safe, accessible, and well-maintained sidewalks throughout the community, and finds that the actions taken by this resolution are necessary and appropriate to protect the public health, safety, and welfare.

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

1. The City Council hereby finds that the above recitations are true and correct and, accordingly, are incorporated as a material part of this Resolution.
2. This action is not a project under CEQA Guidelines Section 15378(b)(5) because the action consists of “organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” and therefore is not considered a project.
3. The City Council of the City of Turlock hereby adopts a sidewalk repair assistance program and authorizes the City Manager or Interim City Manager to administer the sidewalk repair assistance program (Program).
    a. The Program is designed to improve public safety, support compliance, and reduce barriers to timely sidewalk repair, not to eliminate the property owner’s responsibility for sidewalk maintenance and repair.
    b. To be eligible for the Program, the applicant must satisfy the following criteria:
        i. Be the legal owner of the subject property;
        ii. The subject property is located within the City of Turlock;
        iii. The sidewalk defect is located within the public right-of-way and is located on the sidewalk adjacent to the subject property; and
        iv. Have no unpaid citations, administrative penalties, or

enforcement costs associated with the subject property at the time the application is received by the City.

c. Only dangerous sidewalk defects, as determined by the City Engineer based on criteria established pursuant to Section 4, are eligible for repair under the Program. Repairs to driveways, non-dangerous defects, defects outside the public right-of-way, work performed before application approval, and repairs related to street trees are not eligible.

d. The City will hire a contractor to perform the repair work, as determined by the City Engineer. The City Engineer shall determine whether the eligible dangerous sidewalk defect requires a minor repair (such as grinding or sawcutting) or a major repair (such as removal and replacement), based on a field assessment and industry standards. The City will pay the contractor in full. Once the repair is complete, the City will be reimbursed by the applicant according to the applicable assistance tier:

   i. Standard: The City covers fifty-five percent (55%) of the eligible repair expense, not to exceed one thousand two hundred fifty dollars ($1,250); the applicant reimburses the City the remainder.

   ii. Income-Qualified: Available to applicants who meet income eligibility guidelines established pursuant to Section 4 of this Resolution. The City covers eighty-five percent (85%) of the eligible repair expense, not to exceed two thousand five hundred dollars ($2,500); the applicant reimburses the City the remainder.

e. The Program will operate within an estimated annual funding level per fiscal year of $300,000, or such other amount as may be approved by the City Council, to be determined during the annual budget adoption process.

f. Participation in the Program shall be provided on a first-come, first-served basis until Program funds have been exhausted.

g. The Program shall be funded by Measure L (Fund 218) or any other appropriate funding source identified in the budget process.

4. The City Manager or Interim City Manager may establish additional administrative procedures, including income eligibility guidelines, documentation requirements, application forms, and internal review procedures consistent with this Resolution.

5. The City Council of the City of Turlock hereby amends the Fiscal Year 2025–26 budget to reflect one hundred thousand dollars ($100,000) in revenue (Account 218-40-463.35350 – Sidewalk Repair Program) and four hundred thousand dollars ($400,000) in expenses (Account 218-40-463.47320_001 – Repair Program Sidewalk) from Fund 218 (Measure L) unallocated reserves to compensate for the Program and any other enforcement actions.

6. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF INCREASING THE COMMITMENT ESTABLISHED IN RESOLUTION 2025-072 FROM $25,000 TO $50,000 AND APPROPRIATING $25,000 TO FUND 217 "STREETS – GAS TAX" ACCOUNT NUMBER 217-50-510.47320_001 "REPAIR PROGRAM SIDEWALK" FROM UNALLOCATED RESERVES FOR OFFSETTING ENCROACHMENT PERMIT FEES FOR QUALIFYING FRONTAGE IMPROVEMENT PROJECTS	}	**RESOLUTION NO. 2025-**

WHEREAS, sidewalks are a critical component of the City's transportation network, providing safe, accessible, and convenient routes for pedestrians, including children, seniors, and persons with disabilities; and

WHEREAS, the construction, maintenance, and repair of sidewalks is essential to protecting public health, safety, and welfare by ensuring accessible rights-of-way and minimizing hazards; and

WHEREAS, California law, including Division 7, Part 3, Chapter 22 of the Streets and Highways Code, establishes the responsibility of adjacent property owners to maintain sidewalks adjoining their property; and

WHEREAS, the Turlock Municipal Code further affirms this responsibility, requiring adjacent property owners to maintain sidewalks, curbs, gutters, and driveway approaches in a safe and serviceable condition; and

WHEREAS, the City Council recognizes that sidewalk repair costs can pose a financial hardship for property owners and that offsetting permit fees will promote timely repairs and reduce liability risks for both property owners and the City; and

WHEREAS, the City Council desires to increase the allocation set forth in Resolution 2025-072 from $25,000 to $50,000 for the purpose of offsetting encroachment permit fees for qualifying frontage improvement projects, thereby reducing costs for property owners and encouraging hazard mitigation; and

WHEREAS, the City Council of the City of Turlock is committed to promoting safe, accessible, and well-maintained sidewalks throughout the community, and finds that the actions taken by this resolution are necessary and appropriate to protect the public health, safety, and welfare.

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

1. The City Council hereby finds that the above recitations are true and correct and, accordingly, are incorporated as a material part of this Resolution.
2. This action is not a project under CEQA Guidelines Section 15378(b)(5) because the action consists of "organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment" and therefore is not considered a project.
3. The City Council of the City of Turlock hereby increases the commitment established in Resolution 2025-072 from $25,000 to $50,000 to offset encroachment permit fees for qualifying frontage improvement projects (curbs, gutters, sidewalks, driveway approaches, and ramps), thereby reducing the financial burden on property owners and promoting timely hazard mitigation.
4. The City Council of the City of Turlock hereby appropriates $25,000 to Fund 217 "Streets – Gas Tax" account number 217-50-510.47320_001 "Repair Program Sidewalk" from unallocated reserves for offsetting encroachment permit fees for qualifying frontage improvement projects.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF RESCINDING RESOLUTION 1992-081	**} }**	**RESOLUTION NO. 2025-**

WHEREAS, sidewalks are a critical component of the City's transportation network, providing safe, accessible, and convenient routes for pedestrians, including children, seniors, and persons with disabilities; and

WHEREAS, the construction, maintenance, and repair of sidewalks is essential to protecting public health, safety, and welfare by ensuring accessible rights-of-way and minimizing hazards; and

WHEREAS, California law, including Division 7, Part 3, Chapter 22 of the Streets and Highways Code, establishes the responsibility of adjacent property owners to maintain sidewalks adjoining their property; and

WHEREAS, the Turlock Municipal Code further affirms this responsibility, requiring adjacent property owners to maintain sidewalks, curbs, gutters, and driveway approaches in a safe and serviceable condition; and

WHEREAS, the City Council has from time to time enacted various policies and resolutions to assist with sidewalk repair and compliance, some of which are outdated or inconsistent with current best practices; and

WHEREAS, Resolution 1992-081 established a sidewalk compliance program that is no longer aligned with the City's updated goals, priorities, and legal framework for sidewalk maintenance; and

WHEREAS, rescinding Resolution 1992-081 will eliminate conflicting provisions, provide clarity for property owners and staff, and allow the City to implement a more effective and equitable sidewalk repair program; and

WHEREAS, the City Council of the City of Turlock is committed to promoting safe, accessible, and well-maintained sidewalks throughout the community, and finds that the actions taken by this resolution are necessary and appropriate to protect the public health, safety, and welfare.

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

1. The City Council hereby finds that the above recitations are true and correct and, accordingly, are incorporated as a material part of this Resolution.
2. This action is not a project under CEQA Guidelines Section 15378(b)(5) because the action consists of "organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment" and therefore is not considered a project.
3. The City Council of the City of Turlock hereby rescinds Resolution No. 1992-

081 in its entirety, and any policies or provisions established therein shall be of no further force or effect and that this rescission is intended to eliminate conflicts with current law, policy, or future programs adopted by the City Council regarding sidewalk maintenance and repair.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

EXHIBIT A

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF THE ADOPTION AND IMPLEMENTATION OF THE TURLOCK SIDEWALK REPAIR PROGRAM	**RESOLUTION NO. 92-081**

WHEREAS, pursuant to Streets and Highways Code §5610 et seq. and Turlock Municipal Code §7-2.601 et seq., property owners of lots or portions thereof with sidewalks fronting on any portion of a public street or place, shall maintain such sidewalks in a condition that will not endanger persons or property; and

WHEREAS, to ensure the well-being, health and safety of Turlock residents, the City shall cause sidewalk repairs to be made either because of property owner's failure to do so timely or at the property owner's request; and

WHEREAS, it is in the best interest of the residents of the City of Turlock and is to the benefit of their health and safety that the City Council implement and maintain a Sidewalk Repair Program;

NOW, THEREFORE, BE IT RESOLVED that, the City Council of the City of Turlock does hereby adopt the Turlock Sidewalk Repair Program as stated in the attached Exhibit "A" entitled "Duty to Repair/Notice/Installment Payments Program Re Turlock Sidewalk Repair Program" attached hereto and by this reference incorporated herein as though set forth in full; and

BE IT FURTHER RESOLVED by the City Council, that this resolution revokes and supersedes all prior Turlock Sidewalk Repair Programs which includes, but is not limited to, the Fifty/Fifty Program.

PASSED AND ADOPTED by the City Council of the City of Turlock at a regular meeting this 12th of May, 1992, by the following roll call vote:

AYES: Councilmembers Ratto, Howard, Palmberg, Hillberg and Mayor Andre

NOES: None

ABSTAIN: None

ABSENT: None

ATTEST:

Linda K. Leitaker

LINDA K. LEITAKER, CMC, City Clerk
City of Turlock, County of
Stanislaus, State of California

DUTY TO REPAIR/NOTICE/INSTALLMENT PAYMENTS PROGRAM
RE TURLOCK SIDEWALK REPAIR PROGRAM

Property Owner's Legal Duty to Repair

Pursuant to the Streets and Highways Code §5610 et seq. and the Turlock Municipal Code §7-2.601 et seq., the property owners of lots or portions thereof fronting on any portion of a public street or place when that street or place has a sidewalk, shall maintain the sidewalk(s) in such condition that it will not endanger person(s) or property. The property owner's duty to repair is triggered upon written notice from the City to the property owner of such state of disrepair. [Streets and Highways Code §5613]

Property Owner's Request for Installment Payments Plan

Should the City cause the sidewalk repairs to be made either due to property owner's failure to do so timely or at the property owner's request, and the property owner is unable to make payment in full for such work, an installment payment plan may be requested by filing an Application to Make Installment Payments with the City Clerk and schedule a hearing before the City Manager or his designated representative. Within fifteen (15) working days of receipt of such application, the City Manager will set a date for hearing and the Applicant will be notified in writing of such hearing date by the City Clerk. All financial information presented to the City Manager for hearing purposes shall be kept confidential in accordance with the right to privacy provided by the California Constitution Article 1 §1.

Hearing Before City Manager

After the City Manager hearing, the City Manager will make a recommendation to the City Council to either grant or deny the property owner's request to make installment payments. If the City Manager recommends that the City Council grant such property owner's application, the Council will be requested to exercise its discretion pursuant to Streets and Highways Code §5628.1 which provides for an installment payment plan for a period of up to five (5) years.

Interest on Installment Payments Determined/Administrative Cost

In accordance with Government Code §53531, the City Council may set a maximum interest rate of up to 12%. Such current interest rate will be determined by the City Treasurer at the time the property owner makes application for the installment

EXHIBIT "A"

payment plan. If the City causes the sidewalk repairs to be made, the property owner will be responsible for the administrative charge incurred as provided by Turlock Municipal Code §5-5.406 and as amended by resolution from time to time.

Application and Filing Dates

Applications for the installment payment plan may be obtained from the Public Works Department and must be filed with the City Clerk not later than thirty (30) days from the date of the Notice to Repair Sidewalk. Late filing will disqualify the property owner from participation in the installment payment plan program.

Appeal to Council at Protest Hearing re Manager's Recommendation to Deny or Repairs Without Consent

If the City Manager recommends that the City Council deny the property owner's request to make installment payments, the property owner may appeal such denial at the same time as the protest hearing is set for such sidewalk repair nuisance abatement lien against the property. Any property owner who did not execute a written consent for such repairs will receive written notice of hearing and may also make an appearance at the protest hearing regarding the cost of repairs.

Revocation and Superseding of All Prior Programs

This program revokes and supersedes all prior Turlock Sidewalk Repair Programs which includes, but is not limited to, the 50/50 Program.

EXHIBIT "A"

Article 6
Miscellaneous Provisions

§ 7-2-601. Maintenance of curbs, gutters, sidewalks, curb cuts, and driveway approaches.[1]

(a) Anything in this Code to the contrary notwithstanding, the maintenance and repair of sidewalk areas and the making, confirming, and collection of assessments for the cost and expenses of said maintenance and repair may be done and the proceedings therefor may be had and taken in accordance with Chapter 22 of Division 7, Part 3, of the Streets and Highways Code of the State as the same is now in effect or may hereafter be amended. In the event of any conflict between the provisions of said Chapter 22 of Division 7, Part 3, of the Streets and Highways Code of the State and this Code, the provisions of this Code shall control.

(b) The owners of lots or portions of lots adjacent to or fronting on any portion of a sidewalk area between the property line of the lots and the street line, including parking strips, sidewalks, curbs, gutters, curb cuts, and driveway approaches and persons in possession of such lots by virtue of any permit or right shall repair and maintain such sidewalk areas and pay the costs and expenses therefor, including a charge for the City of Turlock's costs of inspection and administration or handling of any lien placed on the property due to failure of the property owner to promptly pay such assessments.

(c) Maintenance and repair of sidewalk area shall include, but not be limited to, maintenance and repair of surfaces including grinding, removal and replacement of sidewalks, repair and maintenance of curb and gutters, removal and filling or replacement of parking strips, removal of weeds and/or debris, tree root pruning and installing root barriers, trimming of shrubs and/or ground cover, and trimming shrubs within the area between the property line of the adjacent property and the street pavement line, including parking strips and curbs, so that the sidewalk area will remain in a condition that is not dangerous to property or to persons using the sidewalk in a reasonable manner and will be in a condition which will not interfere with the public convenience in the use of said sidewalk area.

(d) The City Manager or his designee may in his or her discretion, and for sufficient cause, extend the period in which required maintenance and repair of sidewalk areas must commence by a period of not to exceed ninety (90) days.

(e) The property owner required under this section to maintain and repair the sidewalk area shall owe a duty to members of the public to keep and maintain the sidewalk area in a safe and nondangerous condition. If, as a result of the failure of any property owner to maintain the sidewalk area in such a nondangerous condition as required, any person suffers injury or damage to person or property, the property owner shall be liable to such person for the resulting damages or injury.

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1. **Code reviser's note: Section 4 of Ord. 1219-CS provides: "The amendments set forth in this Ordinance, specifically Section 7-2-601 subsections (f) and (g), shall become operative on July 1, 2016."**

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(f) In conjunction with any sale or transfer of real property and using the Local Option Real Estate Transfer Disclosure Statement form set forth in Civil Code Section 1102.6a, the seller/transferor shall provide notice of the maintenance and repair obligations set forth in this article to the buyer/transferee. The notice shall, at a minimum, include the following language:

> The owners of lots or portions of lots adjacent to or fronting on any portion of a sidewalk area between the property line of the lots and the street line, including parking strips, sidewalks, curbs, gutters, curb cuts, and driveway approaches and persons in possession of such lots by virtue of any permit or right shall repair and maintain such sidewalk areas and pay the costs and expenses therefor, including a charge for the City of Turlock's costs of inspection and administration or handling of any lien placed on the property due to failure of the property owner to promptly pay such assessments.

(g) To provide all property owners with notice of his/her obligation to maintain and repair his/her sidewalk area as set forth in this article, the ordinance codified in this chapter shall be recorded with the County Clerk of the County of Stanislaus.

(1171-CS, Amended, 07/10/2012; 1219-CS, Amended, 07/01/2016)

§ 7-2-602. Exceptions to provisions.

(a) None of the provisions of this chapter, with respect to construction only, shall apply to any streets or portions of streets which may be determined by the Council to have reached a stage of improvement under the provisions of previous regulations which would cause a state of undue hardship or hazard to result from compliance with the provisions of this chapter.

(b) None of the provisions of this chapter, except the minimum location, testing, inspection, fee, and construction standards, shall apply to the following:

(1) Public utility structures, such as street lights and telephone and power lines; and

(2) Street signs, mailboxes, traffic signs, or other installations made by State or Federal governmental agencies.

§ 7-2-603. Approval by the Building Official.

The Building Official shall deny the final approval of any building or its occupancy until the work required by the provisions of this chapter is completed or construction is guaranteed within a specified time limit approved by the City Engineer by an improvement security. Such improvement security shall be approved by the City Attorney in an amount to be fixed by the City Engineer in accordance with the criteria set forth in TMC 7-2-502.

§ 7-2-604. Nuisances: Abatement.

Construction in violation of the provisions of this chapter is hereby declared to be

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a nuisance. The adjacent property owner shall be notified of the violation and shall be requested to apply for an encroachment permit and to correct the violation. On the owner's failure to obtain an encroachment permit and correct the violation within forty-five (45) days after such notification, abatement proceedings may be instituted in accordance with the provisions of Chapter 5-5 TMC.

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CHAPTER 7-6
CONCRETE CURBS, GUTTERS, VALLEY GUTTERS, SIDEWALKS, AND DRIVEWAYS

(Repealed)

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City Council Staff Report

December 9, 2025

From:	Adrienne Werner, Development Services Director
Prepared by:	Adrienne Werner, Development Services Director
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Finding that Plan4Dream has complied in good faith with the terms and conditions of the Development Agreement (DA) between Plan4Dream, formerly JDI Farms, and the City of Turlock for the operation of an indoor cannabis cultivation, manufacturing and distribution business at 600 D Street, Stanislaus Assessor's Parcel Number 043-018-016.

2. NARRATIVE:

Plan4Dream, formerly JDI Farms, is located at 600 D Street. The property is zoned Industrial which allows cannabis cultivation, manufacturing and distribution with a Conditional Use Permit and Development Agreement.

At their October 8, 2019 meeting, the City Council adopted the ordinance approving the Development Agreement (DA). On March 4, 2021 the Planning Commission granted Conditional Use Permit 2020-02 to allow JDI Farms to operate a cannabis cultivation, manufacturing and distribution business.

On June 2, 2025, Qingyu Huang, with Plan4Dream Investments, LLC and the City of Turlock executed an Assignment and Assumption Agreement, as allowed under Section 10.1 of the Development Agreement. The Assignment and Assumption Agreement allowed the sale, assignment, or transfer of JDI Farms, Inc. at 600 D Street, to Plan4Dream Investments, LLC. All other conditions of the Conditional Use Permit and the Development Agreement remain unchanged.

In accordance with City of Turlock Ordinance 1264-CS and Turlock Municipal Code Section 9-5-912 the Planning Commission is to review the Development Agreement annually and to recommend to the City Council whether the business has complied in good faith with the terms and conditions of the Development Agreement. The terms and conditions the Planning Commission reviewed are discussed below.

Planning Department

JDI Farms submitted a building permit application for the necessary interior tenant improvements on March 30, 2021. The plan check process was completed and the building permit was issued on September 24, 2024. Construction of the interior tenant improvements are underway.

Business License

Plan4Dream Investments has not yet applied for a business license. A business license is not required at this time as they are not operational. A business license will be required prior to Plan4Dream becoming operational.

Signage
Plan4Dream has not applied for any exterior wall signs and no signs are installed on the exterior of the building. Any proposed exterior wall signs would have to comply with TMC §9-2-518(6)(ac)(iv) for commercial cannabis uses.

Finance Department

Public Benefit Amount
The Development Agreement requires monthly payment of a public benefit amount. Section 4.2 of the Development Agreement details the public benefit amount that Plan4Dream must submit to the City on a monthly basis once they become operational.

CULTIVATION

YEAR	PUBLIC BENEFIT AMOUNT PAID MONTHLY, AMORTIZED ANNUALLY
1ST	$10.00 sq/ft *
2ND	$10.00 sq/ft *
3RD	$10.00 sq/ft *
4TH	$10.00 sq/ft *
5TH	$10.00 sq/ft *

* Sq./ft. will be based on cultivation canopy. Cultivation canopy size will be the amount approved for use in the Conditional Use Permit.

MANUFACTURING

YEAR	PUBLIC BENEFIT AMOUNT PAID MONTHLY, AMORTIZED ANNUALLY
1ST	$10.00 sq/ft *
2ND	$10.00 sq/ft *
3RD	$10.00 sq/ft *
4TH	$10.00 sq/ft *
5TH	$10.00 sq/ft *

* Sq./ft. will be based on area of building set aside for manufacturing and ballistics use.

DISTRIBUTION

YEAR	PUBLIC BENEFIT AMOUNT, PAID MONTHLY AMORTIZED ANNUALLY If distribution is from cultivation or manufacturing uses not subject to a City of Turlock Public Benefit Amount	If distribution is from cultivation or manufacturing uses subject to a City of Turlock Public Benefit Amount
1ST	2.5% of gross receipts	No Public Benefit Amount owed
2ND	2.5% of gross receipts	No Public Benefit Amount owed
3RD	2.5% of gross receipts	No Public Benefit Amount owed
4TH	2.5% of gross receipts	No Public Benefit Amount owed
5TH	2.5% of gross receipts	No Public Benefit Amount owed

Finance Department
Since Plan4Dream has not started operating they have not started depositing the public benefit amounts.

Police Department
From January 1, 2023 through October 2025 there has been one call for service for a smoke detector activated. The Fire Department responded there was no fire at the site. The alarm company canceled the call. The Fire Department did note construction for the tenant improvements was occurring. No report was filed and no arrests made.

To put the calls for service in perspective, from January 2023 through October 2025 there were a total of 91,830 calls for service citywide. Of those calls, 82 (0.09%) CFS were attributed to the cannabis businesses.

Planning Commission
At the November 6, 2025 public hearing, the Planning Commission voted 5-0 with 2 Commissioners absent to recommend the City Council find FirePlan4Dream has complied in good faith with the terms and conditions of the Development Agreement.

3. FISCAL IMPACT / BUDGET AMENDMENT:

If the City Council finds that Plan4Dream has not acted in good faith with the terms and conditions of the Development Agreement they may terminate the agreement. If the agreement is terminated Plan4Dream is no longer allowed to operate or comply with the terms of the agreement including depositing the public benefit amount as specified in the agreement.

4. ENVIRONMENTAL DETERMINATION:

The recommended action does not constitute a project and will not create a physical impact on the environment or authorize any action that has the potential to impact the physical environment and would not make any changes in current policy or regulations; therefore, the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3)(General Rule, No Environmental Impact) of the CEQA Guidelines.

5. ATTACHMENTS:

1. Resolution Plan4Dream DA Annual Review 2025

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF THE CITY COUNCIL FINDING THAT PLAN4DREAM HAS COMPLIED IN GOOD FAITH WITH THE TERMS AND CONDITIONS OF THE DEVELOPMENT AGREEMENT BETWEEN PLAN4DREAM AND THE CITY OF TURLOCK FOR THE OPERATION OF A CANNABIS CULTIVATION, MANUFACTURING AND DISTRIBUTION BUSINESS AT 600 D STREET, TURLOCK, CA, COUNTY OF STANISLAUS, ASSESSOR'S PARCEL NUMBER 043-018-016	**RESOLUTION NO. 2025-**

WHEREAS, on October 8, 2019 the City adopted Ordinance No. 1264-CS approving a Development Agreement by and between the City and JDI Farms, Inc. now operating as Plan4Dream. to operate a cannabis cultivation, manufacturing, and distribution business as defined in Turlock Municipal Code Section 5.21 in strict accordance with applicable state and local law, at 600 D Street, Turlock, California, County of Stanislaus Assessor's Parcel Number 043-018-016 (the "Project"), consistent with the General Plan, as amended; and

WHEREAS, on November 6, 2025, the Planning Commission of the City of Turlock met in accordance with Turlock Municipal Code Section 9-5-912(c); and

WHEREAS, pursuant to Section 9-5-912(c), the City Council, upon recommendation of the Planning Commission, shall determine whether the property owner has complied in good faith with the terms and conditions of the agreement during the period under review;

WHEREAS, the City Council determined the recommended action does not constitute a project and will not create a physical impact on the environment or authorize any action that has the potential to impact the physical environment and would not make any changes in current policy or regulations; therefore, the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3)(General Rule, No Environmental Impact) of the CEQA Guidelines.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby determine that Plan4Dream has complied in good faith with the terms and conditions of the Development Agreement between Plan4Dream and the City of Turlock for the operation of a cannabis cultivation, manufacturing, and distribution business at 600 D Street, Turlock, CA, County of Stanislaus, Assessor's Parcel Number 043-018-016.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:	( )
NOES:	( )
NOT PARTICIPATING:	( )

ABSENT: ( )

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

City Council Staff Report

December 9, 2025

From:	Adrienne Werner, Development Services Director
Prepared by:	Adrienne Werner, Development Services Director
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Finding that NHC has complied in good faith with the terms and conditions of the Development Agreement (DA) between NHC and the City of Turlock for the operation of a cannabis retail dispensary at 3401 W. Monte Vista Avenue, Stanislaus Assessor's Parcel Number 087-003-039.

2. NARRATIVE:

NHC is located at 3401 W. Monte Vista Avenue. The property is zoned PD 233 with an underlying General Plan Designation of Highway Commercial (HWC). The commercial zoning and general plan designations allow cannabis dispensaries with a Conditional Use Permit and Development Agreement.

On September 22, 2020, the City Council granted Conditional Use Permit 2020-01 and approved the Development Agreement to allow NHC to operate a cannabis dispensary. NHC opened for business on May 19, 2023.

In accordance with City of Turlock Ordinance 1284-CS and Turlock Municipal Code Section 9-5-912 the Planning Commission is to review the Development Agreement annually and to recommend to the City Council whether the business has complied in good faith with the terms and conditions of the Development Agreement. The terms and conditions the Planning Commission reviewed are discussed below.

Planning Department

Business License

NHC was issued a business license on January 27, 2023. Their business license is current and active. There are no outstanding issues.

NHC is in compliance with the Planning Division.

Building Department

There are no active building code violations and NHC is in compliance with the requirements of the Building and Safety Division.

Finance Department

Public Benefit Amount

The Development Agreement requires monthly payment of a public benefit amount. Section 4.2 of the Development Agreement details the public benefit amount that NHC must submit to the City on a monthly basis. The public benefit amount that NHC has paid is detailed in

the table below:

Fiscal Year	Public Benefit Payment
2020-21	N/A
2021-22	N/A
2022-23	$50,000.00
2023-24	$310,000.00
2024-25	$375,000.00
Total through 6/30/25	**$735,000.00**

The audits and compliance checks have been completed. NHC is in compliance with the Finance Department requirements.

Police Department

There were thirteen (13) calls for service (CFS) in 2023, including four (4) extra patrols and three (3) trespassing calls prior to NHC opening for business. Two (2) panic alarms were accidental. The responding officer found the building secure. The alarm company called back and canceled the two (2) commercial alarms. A suspicious vehicle call found an unoccupied car with no one in the vicinity. A self-initiated trespass call was placed by the security guard when two (2) males in an RV refused to leave the property. The officer responded and advised the subjects to leave the area. The subjects stated they were waiting for a friend to drive them to Modesto. The Fire Department responded to a fire in the microwave in the employee breakroom. One (1) fraudulent phone call made to the business was closed by the responding officer.

There were a total of 9 CFS in 2024 including one commercial fire alarm and a medical emergency call, both cleared by the Fire Department. A suspicious vehicle call found a boat and trailer parked on the property with no one in the surrounding area. Three panic alarm calls were attributed to employees accidentally pressing the panic button, two commercial alarms found a roof hatch unsecure and a main entry unsecure. Employees were educated on securing the respective entries. One CFS was for larceny with two suspects concealing product and leaving the business without paying for the product. This call for service resulted in an arrest. All other calls did not result in a report filed by the responding officer or arrests.

Calls for Service from January 1, 2025 through October 22, 2025 totaled 5. All 5 calls for service were false alarm calls closed by dispatch and the alarm company and/or the responding officer.

To put the calls for service in perspective, from January 2023 through October 2025 there were a total of 91,830 calls for service Citywide. Of those calls, 82 (0.09%) CFS were attributed to the cannabis businesses.

It is important to remember, when responding to calls, the location is indexed by where the incident occurred or where the officer should respond to, to contact the victim. If the officer

responds to the parking lot for NHC the address and business name will be indexed in the report. If no report was made, the officer did not find probable cause to show a crime occurred.

NHC is compliant and in good standing with the Police Department's conditions.

Planning Commission

At the November 6, 2025 public hearing, the Planning Commission voted 5-0 with 2 Commissioners absent to recommend the City Council find NHC has complied in good faith with the terms and conditions of the Development Agreement.

3. FISCAL IMPACT / BUDGET AMENDMENT:

If the City Council finds that NHC has not acted in good faith with the terms and conditions of the Development Agreement they may terminate the agreement. If the agreement is terminated NHC is no longer allowed to operate or comply with the terms of the agreement including depositing the public benefit amount as specified in the agreement.

4. ENVIRONMENTAL DETERMINATION:

The recommended action does not constitute a project and will not create a physical impact on the environment or authorize any action that has the potential to impact the physical environment and would not make any changes in current policy or regulations; therefore, the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3)(General Rule, No Environmental Impact) of the CEQA Guidelines.

5. ATTACHMENTS:

1. Resolution NHC DA Annual Review 2025

ATTACHMENT 1

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF THE CITY COUNCIL FINDING THAT NHC HAS COMPLIED IN GOOD FAITH WITH THE TERMS AND CONDITIONS OF THE DEVELOPMENT AGREEMENT BETWEEN NHC AND THE CITY OF TURLOCK FOR THE OPERATION OF A CANNABIS RETAIL DISPENSARY AT 3401 W. MONTE VISTA AVENUE, TURLOCK, CA, COUNTY OF STANISLAUS, ASSESSOR'S PARCEL NUMBER 087-003-039	**RESOLUTION NO. 2025-**

WHEREAS, on September 22, 2020 the City adopted Ordinance No. 1284-CS approving a Development Agreement by and between the City and NHC to operate a storefront retail dispensary as defined in Turlock Municipal Code Section 5.21 in strict accordance with applicable state and local law, at 3401 W. Monte Vista Avenue, Turlock, California, County of Stanislaus Assessor's Parcel Number 087-003-039 (the "Project"), consistent with the General Plan, as amended; and

WHEREAS, on November 6, 2025, the Planning Commission of the City of Turlock met in accordance with Turlock Municipal Code Section 9-5-912(c); and

WHEREAS, pursuant to Section 9-5-912(c), the City Council, upon recommendation of the Planning Commission, shall determine whether the property owner has complied in good faith with the terms and conditions of the agreement during the period under review;

WHEREAS, the City Council determined the recommended action does not constitute a project and will not create a physical impact on the environment or authorize any action that has the potential to impact the physical environment and would not make any changes in current policy or regulations; therefore, the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3)(General Rule, No Environmental Impact) of the CEQA Guidelines.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby determine that NHC has complied in good faith with the terms and conditions of the Development Agreement between NHC and the City of Turlock for the operation of a cannabis retail dispensary at 3401 W. Monte Vista Avenue, Turlock, CA, County of Stanislaus, Assessor's Parcel Number 087-003-039.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:	( )
NOES:	( )
NOT PARTICIPATING:	( )

ABSENT: ( )

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

City Council Staff Report

December 9, 2025

From:	Adrienne Werner, Development Services Director
Prepared by:	Adrienne Werner, Development Services Director
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Finding that Perfect Union has complied in good faith with the terms and conditions of the Development Agreement (DA) between Perfect Union and the City of Turlock for the operation of a cannabis retail dispensary at 2500 N. Golden State Boulevard, Stanislaus Assessor's Parcel Number 088-007-025.

2. NARRATIVE:

Perfect Union is located at 2500 N. Golden State Boulevard. The property is zoned Community Commercial, which allows cannabis dispensaries with a Conditional Use Permit and Development Agreement.

The City Council adopted Ordinance 1263-CS approving the Development Agreement on September 24, 2019, and the Planning Commission approved Conditional Use Permit 2019-07 on March 5, 2020 to allow Perfect Union to operate a cannabis retail dispensary. Perfect Union opened for business in September 2020.

In accordance with City of Turlock Ordinance 1263-CS and Turlock Municipal Code Section 9-5-912, the Planning Commission is to review the Development Agreement annually and to recommend to the City Council whether the business has complied in good faith with the terms and conditions of the Development Agreement. The terms and conditions the Planning Commission reviewed are discussed below.

Planning Department

Business License

Perfect Union was issued a business license on August 25, 2020. Their business license is current and active. There are no outstanding issues.

Building Department

Perfect Union opened for business on September 18, 2020. There are no active building code violations and Perfect Union is in compliance with the requirements of the Building and Safety Division.

Finance Department

Public Benefit Amount

The Development Agreement requires a monthly public benefit payment to the City of Turlock. Section 4.2 of the Development Agreement details the public benefit amount that Perfect Union must submit to the City on a monthly basis. The public benefit amount that

Perfect Union has paid is detailed in the table below:

Fiscal Year	Public Benefit Payment
2020-21	$237,500.00
2021-22	$350,000.00
2022-23	$410,000.00
2023-24	$430,000.00
2024-25	$525,000.00
Total through 6/30/25	**$1,952,500.00**

The audits and compliance checks have been completed. Perfect Union is in compliance with the Finance Department requirements.

Police Department

There were nine (9) calls for service (CFS) in 2023. Three (3) calls were for City Ordinance re-inspections, four (4) commercial alarm checks, a security check and a suspicious incident call. All CFS were closed by the officer and did not result in a report being filed or an arrest.

In 2024, there were four (4) calls for service (CFS). Two (2) calls were closed by the responding officer. A fireworks violation where a nearby business was setting off fireworks, and damage to a nearby property. A medical emergency was attended by the Fire Department and an accidental panic alarm was closed by dispatch. None of the calls resulted in a report being filed by the officer and no arrests were made.

Calls for Service from January 1, 2025 through October 22, 2025, totaled seven (7). Four (4) calls were emergency medical calls which were cleared by the Fire Department, one (1) suspicious vehicle, two (2) individuals fighting each other, and a public intoxication call. Only the public intoxication call resulted in an arrest. The other six (6) calls were closed by the responding officer.

To put the calls for service in perspective, from January 2023 through October 2025, there were a total of 91,830 calls for service Citywide. Of those calls, 82 (0.09%) CFS were attributed to the cannabis businesses.

It is important to remember, when responding to calls for service, the location is indexed by where the incident occurred or where the officer should respond to contact the victim. If the officer responds to the Perfect Union parking lot or in close proximity to Perfect Union, the business name will be indexed in the report. It does not mean a crime occurred at Perfect Union. If no report was made, the responding officer did not find probable cause to show a crime occurred.

Perfect Union is in compliance with the Police Department’s conditions.

Planning Commission

At the November 6, 2025, public hearing, the Planning Commission voted 5-0 with 2

Commissioners absent to recommend the City Council find Perfect Union has complied in good faith with the terms and conditions of the Development Agreement.

3. FISCAL IMPACT / BUDGET AMENDMENT:

If the City Council finds that Perfect Union has not acted in good faith with the terms and conditions of the Development Agreement they may terminate the agreement. If the agreement is terminated Perfect Union is no longer allowed to operate or comply with the terms of the agreement including depositing the public benefit amount as specified in the agreement.

4. ENVIRONMENTAL DETERMINATION:

The recommended action does not constitute a project and will not create a physical impact on the environment or authorize any action that has the potential to impact the physical environment and would not make any changes in current policy or regulations; therefore, the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3)(General Rule, No Environmental Impact) of the CEQA Guidelines.

5. ATTACHMENTS:

1. Resolution Perfect Union DA Annual Review 2025

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF THE CITY COUNCIL FINDING THAT PERFECT UNION HAS COMPLIED IN GOOD FAITH WITH THE TERMS AND CONDITIONS OF THE DEVELOPMENT AGREEMENT BETWEEN PERFECT UNION AND THE CITY OF TURLOCK FOR THE OPERATION OF A CANNABIS RETAIL DISPENSARY AT 2500 N. GOLDEN STATE BOULEVARD, TURLOCK, CA, COUNTY OF STANISLAUS, ASSESSOR'S PARCEL NUMBER 088-007-025	**RESOLUTION NO. 2025-**

WHEREAS, on September 24, 2019 the City adopted Ordinance No. 1263-CS approving a Development Agreement by and between the City and Perfect Union to operate a storefront retail dispensary as defined in Turlock Municipal Code Section 5.21 in strict accordance with applicable state and local law, at 2500 N. Golden State Boulevard, Turlock, California, County of Stanislaus Assessor's Parcel Number 088-007-025 (the "Project"), consistent with the General Plan, as amended; and

WHEREAS, on November 6, 2025, the Planning Commission of the City of Turlock met in accordance with Turlock Municipal Code Section 9-5-912(c); and

WHEREAS, pursuant to Section 9-5-912(c), the City Council, upon recommendation of the Planning Commission, shall determine whether the property owner has complied in good faith with the terms and conditions of the agreement during the period under review;

WHEREAS, the City Council determined the recommended action does not constitute a project and will not create a physical impact on the environment or authorize any action that has the potential to impact the physical environment and would not make any changes in current policy or regulations; therefore, the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3)(General Rule, No Environmental Impact) of the CEQA Guidelines.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby determine that Perfect Union has complied in good faith with the terms and conditions of the Development Agreement between Perfect Union and the City of Turlock for the operation of a cannabis retail dispensary at 2500 N. Golden State Boulevard, Turlock, CA, County of Stanislaus, Assessor's Parcel Number 088-007-025.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:	( )
NOES:	( )
NOT PARTICIPATING:	( )

ABSENT: ( )

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

City Council Staff Report

December 9, 2025

From:	Adrienne Werner, Development Services Director
Prepared by:	Adrienne Werner, Development Services Director
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Finding that Firehouse has complied in good faith with the terms and conditions of the Development Agreement (DA) between Firehouse and the City of Turlock for the operation of a cannabis retail dispensary at 1601 W. Main Street, Stanislaus Assessor's Parcel Number 089-015-006.

2. NARRATIVE:

Firehouse is located at 1601 W. Main Street. The property is zoned Community Commercial which allows cannabis dispensaries with a Conditional Use Permit and Development Agreement.

At the September 19, 2019 meeting, the City Council adopted the ordinance approving the Development Agreement (DA) and granted a Conditional Use Permit (CUP) on March 10, 2020 for Firehouse to operate a cannabis dispensary. Firehouse opened for business in August 2020.

In accordance with City of Turlock Ordinance 1260-CS and Turlock Municipal Code Section 9-5-912 the Planning Commission is to review the Development Agreement annually and to recommend to the City Council whether the business has complied in good faith with the terms and conditions of the Development Agreement. The terms and conditions the Planning Commission reviewed are discussed below.

Planning Department

Signage

Firehouse has not applied for any exterior wall signs and no signs are installed on the exterior of the building. Any proposed exterior wall signs would have to comply with TMC §9-2-518(6)(ac)(iv) for commercial cannabis uses.

Firehouse is seeking to utilize the existing pole sign. The existing 50’ tall pole sign is considered a legal nonconforming sign. Staff continues to work with the City Attorney’s office to address matters related to this sign.

Business License

Firehouse was issued a business license on August 5, 2020. Their business license is current and active.

Firehouse is in compliance with the Planning Division.

Building Department

Firehouse opened for business on August 7, 2020. There are no active building code violations and Firehouse is in compliance with the requirements of the Building and Safety Division.

Finance Department

Public Benefit Amount
The Development Agreement requires a monthly public benefit payment to the City of Turlock. Section 4.2 of the Development Agreement details the public benefit amount that Firehouse must submit to the City on a monthly basis.

The public benefit amount that Firehouse has paid is detailed in the table below:

Fiscal Year	Public Benefit Deposit
2020-21	$943,815.11
2021-22	$891,144.88
2022-23	$750,862.13
2023-24	$602,846.38
2024-25	$534,486.69
Total through 6/30/25	**$3,723,155.19**

The annual audits and compliance checks have been completed and Firehouse is in compliance with the Finance Department.

Police Department
There were ten (10) calls for service (CFS) in 2023. Two (2) calls were for medical emergencies which AMR and the Fire Department responded to, two (2) security checks initiated by onsite security requesting an officer to check on two (2) persons sleeping/loitering on the property, two (2) suspicious person calls, and four (4) disturbance calls. All CFS were closed by the officer and did not result in a report being filed or an arrest.

In 2024, there were seven (7) calls for service (CFS). Two (2) medical emergency calls and a grass fire were attended by the Fire Department and closed. Two (2) disturbance/suspicious person calls, one (1) security check of a toddler not buckled in, and one (1) commercial alarm call. None of the calls resulted in a report being filed by the officer and no arrests were made.

There have been five (5) calls for service from January 2025 through October 2025. Two (2) of the calls started as traffic stops with one (1) resulting in the arrest of the individual for an outstanding warrant. One (1) vehicle accident and one (1) medical emergency, both cleared by the Fire Department, and a security check that was a false alarm.

To put the calls for service in perspective, from January 2023 through October 2025 there were a total of 91,830 calls for service Citywide. Of those calls, 82 (0.09%) CFS were attributed to the cannabis businesses.

It is important to remember, when responding to calls for service, the location is indexed by where the incident occurred or where the officer should respond to contact the victim. If the officer responds to the Firehouse parking lot or in close proximity to Firehouse the business name will be indexed in the report. It does not mean a crime occurred at Firehouse. If no report was made, the responding officer did not find probable cause to show a crime occurred.

Firehouse is in compliance with the Police Department's conditions.

Planning Commission

At the November 6, 2025, public hearing, the Planning Commission voted 5-0 with 2 Commissioners absent to recommend the City Council find Firehouse has complied in good faith with the terms and conditions of the Development Agreement.

3. FISCAL IMPACT / BUDGET AMENDMENT:

If the City Council finds that Firehouse has not acted in good faith with the terms and conditions of the Development Agreement they may terminate the agreement. If the agreement is terminated Firehouse is no longer allowed to operate or comply with the terms of the agreement including depositing the public benefit amount as specified in the agreement.

4. ENVIRONMENTAL DETERMINATION:

The recommended action does not constitute a project and will not create a physical impact on the environment or authorize any action that has the potential to impact the physical environment and would not make any changes in current policy or regulations; therefore, the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3)(General Rule, No Environmental Impact) of the CEQA Guidelines.

5. ATTACHMENTS:

1. Resolution Firehouse DA 2025

ATTACHMENT 1

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF THE CITY COUNCIL FINDING THAT FIREHOUSE HAS COMPLIED IN GOOD FAITH WITH THE TERMS AND CONDITIONS OF THE DEVELOPMENT AGREEMENT BETWEEN FIRE HOUSE AND THE CITY OF TURLOCK FOR THE OPERATION OF A CANNABIS RETAIL DISPENSARY AT 1601 W. MAIN STREET, TURLOCK, CA, COUNTY OF STANISLAUS, ASSESSOR'S PARCEL NUMBER 089-015-006	}	**RESOLUTION NO. 2025-**

WHEREAS, on September 24, 2019 the City adopted Ordinance No. 1260-CS approving a Development Agreement by and between the City and Firehouse to operate a cannabis retail dispensary as defined in Turlock Municipal Code Section 5.21 in strict accordance with applicable state and local law, at 1601 W. Main Street, Turlock, California, County of Stanislaus Assessor's Parcel Number 089-015-006 (the "Project"), consistent with the General Plan, as amended; and

WHEREAS, on November 6, 2025, the Planning Commission of the City of Turlock met in accordance with Turlock Municipal Code Section 9-5-912(c); and

WHEREAS, pursuant to Section 9-5-912(c), the City Council, upon recommendation of the Planning Commission, shall determine whether the property owner has complied in good faith with the terms and conditions of the agreement during the period under review;

WHEREAS, the City Council determined the recommended action does not constitute a project and will not create a physical impact on the environment or authorize any action that has the potential to impact the physical environment and would not make any changes in current policy or regulations; therefore, the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3)(General Rule, No Environmental Impact) of the CEQA Guidelines.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby determine that Firehouse has complied in good faith with the terms and conditions of the Development Agreement between Firehouse and the City of Turlock for the operation of a cannabis retail dispensary at 1601 W. Main Street, Turlock, CA, County of Stanislaus, Assessor's Parcel Number 089-015-006.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:	( )
NOES:	( )
NOT PARTICIPATING:	( )
ABSENT:	( )

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

City Council Staff Report

December 9, 2025

From:	Adrienne Werner, Development Services Director
Prepared by:	Adrienne Werner, Development Services Director
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Finding that The Evergreen Market dba FF Farms has complied in good faith with the terms and conditions of the Development Agreement (DA) between The Evergreen Market dba FF Farms and the City of Turlock for the operation of a cannabis retail dispensary at 101 E. Glenwood Avenue, Stanislaus Assessor's Parcel Number 044-022-013.

2. NARRATIVE:

The Evergreen Market dba FF Farms is located at 101 E. Glenwood Avenue. The property is zoned Community Commercial, which allows cannabis dispensaries with a Conditional Use Permit and Development Agreement.

At their February 28, 2023, meeting, the City Council adopted the ordinance approving the Development Agreement (DA). As required in the DA, The Evergreen Market applied for a Conditional Use Permit. The Planning Commission granted Conditional Use Permit 2022-07 at the April 6, 2023, public hearing allowing The Evergreen Market to operate a cannabis dispensary in the existing 2,785 square foot building.

On March 31, 2024, Jose Rodrigues and the City of Turlock executed an Assignment and Assumption Agreement, as allowed under Section 10.1 of the Development Agreement. The Assignment and Assumption Agreement allowed the sale, assignment, or transfer of The Evergreen Market at 101 E. Glenwood Avenue, to Jose Rodrigues. All other conditions of the Conditional Use Permit and the Development Agreement remain unchanged. FF Farms opened for business in August 2024.

In accordance with City of Turlock Ordinance 1300-CS and Turlock Municipal Code Section 9-5-912, the Planning Commission is to review the Development Agreement annually and to recommend to the City Council whether the business has complied in good faith with the terms and conditions of the Development Agreement. The terms and conditions the Planning Commission reviewed are discussed below.

Planning Department

The Evergreen Market dba FF Farms has complied with the requirements of the Planning Division.

Business License

The Evergreen Market dba FF Farms was issued a business license on August 1, 2024. Their business license is current and active. There are no outstanding issues.

Building Department

There are no active building code violations and The Evergreen Market dba FF Farms is in

compliance with the requirements of the Building and Safety Division.

Finance Department

Public Benefit Amount
The Development Agreement requires the monthly payment of a public benefit amount. Section 4.2 of the Development Agreement details the public benefit amount that FF Farms must submit to the City on a monthly basis. The public benefit amount that Evergreen Market has paid is detailed in the table below:

Fiscal Year	Public Benefit Payment
2020-21	N/A
2021-22	N/A
2022-23	N/A
2023-24	N/A
2024-25	$275,000.00
Total through 6/30/25	**$275,000.00**

The compliance checks have been completed and The Evergreen Market is compliant with the state regulations and ordinances inspected. The financial review has not been completed and is continuing with the Finance Department. The Evergreen Market is in compliance with the Finance Department requirements.

Police Department

In 2024, there were two (2) calls for service (CFS). The landscaping crew set off an alarm when leaf blowing near the front doors. The other call for service was a false alarm set off by the business owner. Both calls were closed by the responding officer and did not result in a report or arrests.

Calls for Service from January 1, 2025, through October 22, 2025, totaled two (2). Both calls were accidental alarms by the employees. Both calls were closed by the responding officer with no arrests made.

To put the calls for service in perspective, from January 2023 through October 2025, there were a total of 91,830 calls for service Citywide. Of those calls, 82 (0.09%) CFS were attributed to the cannabis businesses.

It is important to remember, when responding to calls for service, the location is indexed by where the incident occurred or where the officer should respond to contact the victim. If the officer responds to the FF Farms parking lot or in close proximity to FF Farms, the business name will be indexed in the report. It does not mean a crime occurred at FF Farms. If no report was made, the responding officer did not find probable cause to show a crime occurred.

FF Farms is in compliance with the Police Department's conditions.

Planning Commission

At the November 6, 2025, public hearing, the Planning Commission voted 5-0 with 2 Commissioners absent to recommend the City Council find The Evergreen Market dba FF Farms has complied in good faith with the terms and conditions of the Development Agreement.

3. FISCAL IMPACT / BUDGET AMENDMENT:

If the City Council finds that FF Farms has not acted in good faith with the terms and conditions of the Development Agreement they may terminate the agreement. If the agreement is terminated FF Farms is no longer allowed to operate or comply with the terms of the agreement including depositing the public benefit amount as specified in the agreement.

4. ENVIRONMENTAL DETERMINATION:

The recommended action does not constitute a project and will not create a physical impact on the environment or authorize any action that has the potential to impact the physical environment and would not make any changes in current policy or regulations; therefore, the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3)(General Rule, No Environmental Impact) of the CEQA Guidelines.

5. ATTACHMENTS:

1. Resolution Evergreen Market DA Annual Review 2025

ATTACHMENT 1

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF THE CITY COUNCIL FINDING THAT THE EVERGREEN MARKET DBA FF FARMS HAS COMPLIED IN GOOD FAITH WITH THE TERMS AND CONDITIONS OF THE DEVELOPMENT AGREEMENT BETWEEN THE EVERGREEN MARKET DBA FF FARMS AND THE CITY OF TURLOCK FOR THE OPERATION OF A CANNABIS RETAIL DISPENSARY AT 101 E. GLENWOOD AVENUE, TURLOCK, CA, COUNTY OF STANISLAUS, ASSESSOR'S PARCEL NUMBER 044-022-013	}	**RESOLUTION NO. 2025-**

WHEREAS, on February 24, 2023 the City adopted Ordinance No. 1300-CS approving a Development Agreement by and between the City and The Evergreen Market dba FF Farms to operate a storefront retail dispensary as defined in Turlock Municipal Code Section 5.21 in strict accordance with applicable state and local law, at 101 E. Glenwood Avenue, Turlock, California, County of Stanislaus Assessor's Parcel Number 044-022-013 (the "Project"), consistent with the General Plan, as amended; and

WHEREAS, on November 6, 2025, the Planning Commission of the City of Turlock met in accordance with Turlock Municipal Code Section 9-5-912(c); and

WHEREAS, pursuant to Section 9-5-912(c), the City Council, upon recommendation of the Planning Commission, shall determine whether the property owner has complied in good faith with the terms and conditions of the agreement during the period under review;

WHEREAS, the City Council determined the recommended action does not constitute a project and will not create a physical impact on the environment or authorize any action that has the potential to impact the physical environment and would not make any changes in current policy or regulations; therefore, the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3)(General Rule, No Environmental Impact) of the CEQA Guidelines.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby determine that Perfect Union has complied in good faith with the terms and conditions of the Development Agreement between The Evergreen Market dba FF Farms and the City of Turlock for the operation of a cannabis retail dispensary at 101 E. Glenwood Avenue, Turlock, CA, County of Stanislaus, Assessor's Parcel Number 044-022-013.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:	( )
NOES:	( )
NOT PARTICIPATING:	( )

ABSENT: ( )

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

City Council Staff Report

December 9, 2025

From:	Adrienne Werner, Development Services Director
Prepared by:	Adrienne Werner, Development Services Director
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Finding that 680 D St., LLC dba Flavor Farms has complied in good faith with the terms and conditions of the Development Agreement (DA) between 680 D St., LLC and the City of Turlock for the operation of a cannabis retail dispensary at 680 D Street, Stanislaus Assessor's Parcel Number 089-015-006.

2. NARRATIVE:

Flavor Farms is located at 680 D Street. The property is zoned industrial which allows cannabis cultivation, manufacturing and distribution with a Conditional Use Permit and Development Agreement.

At their June 13, 2023 meeting, the City Council adopted the ordinance approving the Development Agreement (DA). On August 8, 2023, the Planning Commission granted Conditional Use Permit 2022-04 to allow Flavor Farms to operate a cannabis cultivation, manufacturing and distribution business.

In accordance with City of Turlock Ordinance 1260-CS and Turlock Municipal Code Section 9-5-912, the Planning Commission is to review the Development Agreement annually and to recommend to the City Council whether the business has complied in good faith with the terms and conditions of the Development Agreement. The terms and conditions the Planning Commission reviewed are discussed below.

Planning & Building and Safety Divisions

Flavor Farms submitted a building permit application for the necessary interior tenant improvements on May 15, 2024. The plan check process was completed, and the building permit was issued on March 28, 2025. Staff from multiple City departments walked through the building on October 2, 2025 to discuss the construction and inspection process. Staff anticipates being called for regular inspections soon as construction has commenced. The existing fencing along the front of the site is located within the setback area and in the public right of way. Staff let the applicant know this will need to be addressed during the construction of the project prior to the issuance of the certificate of occupancy.

Business License

Flavor Farms has not yet applied for a business license. A business license is not required at this time as they are not operational. A business license will be required prior to Flavor Farms becoming operational.

Signage

Flavor Farms has not applied for any exterior wall signs and no signs are installed on the exterior of the building. Any proposed exterior wall signs would have to comply with TMC

§9-2-518(6)(ac)(iv) for commercial cannabis uses.

Finance Department

Public Benefit Amount
The Development Agreement requires a monthly public benefit payment to the City of Turlock. Section 4.2 of the Development Agreement details the public benefit amount that Flavor Farms must submit to the City on a monthly basis.

CULTIVATION

YEAR	PUBLIC BENEFIT AMOUNT PAID MONTHLY, AMORTIZED ANNUALLY
1ST	$10.00 sq/ft *
2ND	$10.00 sq/ft *
3RD	$10.00 sq/ft *
4TH	$10.00 sq/ft *
5TH	$10.00 sq/ft *

* Sq./ft. will be based on cultivation canopy. Cultivation canopy size will be the amount approved for use in the Conditional Use Permit.

MANUFACTURING

YEAR	PUBLIC BENEFIT AMOUNT PAID MONTHLY, AMORTIZED ANNUALLY
1ST	$10.00 sq/ft *
2ND	$10.00 sq/ft *
3RD	$10.00 sq/ft *
4TH	$10.00 sq/ft *
5TH	$10.00 sq/ft *

* Sq./ft. will be based on area of building set aside for manufacturing and ballistics use.

DISTRIBUTION

YEAR	PUBLIC BENEFIT AMOUNT, PAID MONTHLY AMORTIZED ANNUALLY If distribution is from cultivation or manufacturing uses not subject to a City of Turlock Public Benefit Amount	If distribution is from cultivation or manufacturing uses subject to a City of Turlock Public Benefit Amount
1ST	2.5% of gross receipts	No Public Benefit Amount owed

2ND	2.5% of gross receipts	No Public Benefit Amount owed
3RD	2.5% of gross receipts	No Public Benefit Amount owed
4TH	2.5% of gross receipts	No Public Benefit Amount owed
5TH	2.5% of gross receipts	No Public Benefit Amount owed

Finance Department
Since Flavor Farms has not started operating, they have not started depositing the public benefit amounts.

Police Department
There were no calls for service in 2023; one (1) call for service (CFS) in 2024 was for a security check. The responding officer found two (2) individuals inside the warehouse. The individuals left the premises and the officer closed the case. No arrests were made. From January 1, 2025 through October 2025, there were three (3) CFS. One (1) call was an accidental alarm by an employee, and two (2) traffic stops. One (1) of the traffic stops had expired registration and was later found the driver had an outstanding warrant. The driver was arrested. No other calls for service resulted in arrests.

To put the calls for service in perspective, from January 2023 through October 2025 there were a total of 91,830 calls for service citywide. Of those calls, 82 (0.09%) CFS were attributed to the cannabis businesses.

It is important to remember, when responding to calls for service, the location is indexed by where the incident occurred or where the officer should respond to contact the victim. If the officer responds to the Flavor Farms parking lot or in close proximity to Flavor Farms the business name will be indexed in the report. It does not mean a crime occurred at Flavor Farms or that they were the cause of the call. If no report was made, the responding officer did not find probable cause to show a crime occurred.

Flavor Farms will work with the Police Department during construction to ensure they comply with all Police Department conditions. At this time there are no violations.

Planning Commission
At the November 6, 2025 public hearing, the Planning Commission voted 5-0 with TWO (2) Commissioners absent to recommend the City Council find Flavor Farms has complied in good faith with the terms and conditions of the Development Agreement.

3. FISCAL IMPACT / BUDGET AMENDMENT:
If the City Council finds that Flavor Farms has not acted in good faith with the terms and conditions of the Development Agreement they may terminate the agreement. If the agreement is terminated Flavor Farms is no longer allowed to operate or comply with the

terms of the agreement including depositing the public benefit amount as specified in the agreement.

4. ENVIRONMENTAL DETERMINATION:

The recommended action does not constitute a project and will not create a physical impact on the environment or authorize any action that has the potential to impact the physical environment and would not make any changes in current policy or regulations; therefore, the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3)(General Rule, No Environmental Impact) of the CEQA Guidelines.

5. ATTACHMENTS:

1. Resolution Flavor Farms DA Annual Review 2025

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF THE CITY COUNCIL FINDING THAT FLAVOR FARMS HAS COMPLIED IN GOOD FAITH WITH THE TERMS AND CONDITIONS OF THE DEVELOPMENT AGREEMENT BETWEEN FLAVOR FARMS AND THE CITY OF TURLOCK FOR THE OPERATION OF A CANNABIS CULTIVATION, MANUFACTURING AND DISTRIBUTION BUSINESS AT 680 D STREET, TURLOCK, CA, COUNTY OF STANISLAUS, ASSESSOR'S PARCEL NUMBER 043-018-015	**RESOLUTION NO. 2025-**

WHEREAS, on June 13, 2023 the City adopted Ordinance No. 1305-CS approving a Development Agreement by and between the City and Flavor Farms. to operate a cannabis cultivation, manufacturing, and distribution business as defined in Turlock Municipal Code Section 5.21 in strict accordance with applicable state and local law, at 680 D Street, Turlock, California, County of Stanislaus Assessor's Parcel Number 043-018-015 (the "Project"), consistent with the General Plan, as amended; and

WHEREAS, on November 6, 2025, the Planning Commission of the City of Turlock met in accordance with Turlock Municipal Code Section 9-5-912(c); and

WHEREAS, pursuant to Section 9-5-912(c), the City Council, upon recommendation of the Planning Commission, shall determine whether the property owner has complied in good faith with the terms and conditions of the agreement during the period under review;

WHEREAS, the City Council determined the recommended action does not constitute a project and will not create a physical impact on the environment or authorize any action that has the potential to impact the physical environment and would not make any changes in current policy or regulations; therefore, the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3)(General Rule, No Environmental Impact) of the CEQA Guidelines.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby determine that Flavor Farms has complied in good faith with the terms and conditions of the Development Agreement between Flavor Farms and the City of Turlock for the operation of a cannabis cultivation, manufacturing, and distribution business at 680 D Street, Turlock, CA, County of Stanislaus, Assessor's Parcel Number 043-018-015.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:	( )
NOES:	( )
NOT PARTICIPATING:	( )

ABSENT: ( )

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

City Council Staff Report

December 9, 2025

From:	Nichole Fiez, City Clerk
Prepared by:	Nichole Fiez, City Clerk
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Rescind and Replace PFA-2013-002 and Adopt an Amended Regular Meeting Schedule for the Public Financing Authority

2. NARRATIVE:

On September 14, 2010, the Public Financing Authority (PFA) Board rescinded Resolution No. PFA-2005-001 and adopted Resolution No. PFA-2010-001, establishing a new schedule for the Authority, particularly that the "Authority shall have regular meetings at the same time and place as the Turlock City Council has regular meetings, which shall be every second and fourth Tuesday of each month at 7:00 p.m. at City Hall, 156 S. Broadway Street, Turlock, California." The action was taken as a result of SB 99, under which the approval of documents related to a bond issuance by the governing body of a Joint Powers Authority, such as the PFA, must occur at a regular meeting of the PFA.

On February 26, 2013, the City Council adopted Ordinance No. 1180-CS, changing the start time of regular City Council meetings from 7:00 p.m. to 6:00 p.m. This adjustment necessitated a corresponding change to the Public Financing Authority's meeting schedule. Accordingly, Resolution PFA 2013-002, adopted on September 24, 2013, amended the Public Financing Authority's regular meeting time to match that of the City Council.

Staff is requesting a repeal of the meeting schedule of the Public Financing Authority, reducing the frequency of its regular meetings to once annually, to occur during the last City Council meeting of the calendar year.

On average, the Public Financing Authority convenes only once a year. As a result, under the Brown Act, the remaining 21 scheduled meetings are routinely canceled. This proposed change would eliminate the need for unnecessary cancellations, streamline meeting administration, and better reflect the Agency's current meeting requirements. If additional meetings are required, they may be convened as Special Meetings.

3. FISCAL IMPACT / BUDGET AMENDMENT:

No Fiscal Impact.

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of "organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment" and therefore is not considered a project.

5. ATTACHMENTS:

1. Draft Resolution

BEFORE THE BOARD OF DIRECTORS OF THE TURLOCK PUBLIC FINANCING AUTHORITY

IN THE MATTER OF RESCINDING AND REPLACING RESOLUTION NO. PFA-2013-002 AND ADOPTING AN AMENDED REGULAR MEETING SCHEDULE FOR THE TURLOCK PUBLIC FINANCING AUTHORITY	**RESOLUTION NO. PFA-2025-XXX**

WHEREAS, the Turlock Public Financing Authority (the "Authority") is a joint powers authority duly organized and existing under and pursuant to Articles 1 through 4 (commencing with Section 6500), Chapter 5, Division 7, Title 1 of the California Government Code (the "Act") and that certain Joint Exercise of Powers Agreement, dated as of December 15, 1998, by and between the City of Turlock (the "City") and the Turlock Redevelopment Agency (the "Agency"), and is authorized pursuant to Article 4 of the Act to issue bonds for the purpose of making loans to the Agency to provide financing and refinancing for public capital improvements; and

WHEREAS, Senate Bill No. 99 which was approved by the Governor of California on October 11, 2009, added Section 6592.1 to the California Government Code effective January 1, 2010, and imposed a new requirement that approval of the issuance of bonds by a joint exercise of powers authority under the Act must occur at a regular meeting held pursuant to Section 54954 of the Government Code; and

WHEREAS, pursuant to the Authority's bylaws adopted on January 26, 1999, regular meetings of the Authority shall be held at the business office of the Authority, or at such other place as the Authority may by resolution designate, on dates and at a time as fixed by resolution of the Authority; and

WHEREAS, to facilitate the Authority's issuance of bonds authorized under the Act in keeping with Government Code Section 6592.1 and without causing inordinate delay at the time such financings are required, the Authority established a regular meeting schedule by Resolution No. PFA-2010-001, particularly that the Authority shall have regular meetings at the same time and place as the Turlock City Council has regular meetings, which shall be every second and fourth Tuesday of each month at 7:00 p.m. at City Hall, 156 S. Broadway Street, Turlock, California; and

WHEREAS, Turlock City Council Ordinance No. 1180-CS changed the hour regular City Council meetings are held, which directly corresponds to the hour regular meetings of the Turlock Public Financing Authority meetings are held.

WHEREAS, On September 24, 2013, the Authority rescinded Resolution No. PFA-2010-001, and replaced it to amend that the Authority shall have regular meetings at the same time and place at the Turlock City Council has regular meetings, which shall be every second and fourth Tuesday of each month at City Hall, 156 S. Broadway, Turlock, California.

NOW, THEREFORE, BE IT RESOLVED that the Turlock Public Financing Authority does hereby determine and order:

1. Recitals. The above recitals, and each of them, are true and correct.

2. Establishment of Regular Meetings. The Authority shall hold a regular annual meeting at City Hall, 156 S. Broadway, Turlock, California, to coincide with the Turlock City Council meeting. This meeting will take place during the Council's last meeting of the calendar year.

3. Resolution No. PFA 2013-002 is hereby superseded and replaced.

PASSED AND ADOPTED at a special meeting of the Turlock Public Financing Authority this 9th day of December, 2025, by the following vote:

AYES:	( )
NOES:	( )
NOT PARTICIPATING:	( )
ABSENT:	( )

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

City Council Staff Report

December 9, 2025

From: Isaac Moreno, Finance Director
Prepared by: Isaac Moreno, Finance Director
Agendized by: Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Approving a Recognized Obligation Payment Schedule for the fiscal period from July 1, 2026 through June 30, 2027 (ROPS 26-27) pursuant to Health and Safety Code Section 34177 and taking related actions

2. NARRATIVE:

Pursuant to California Health and Safety (HSC) Code Section 34177, the Successor Agency must prepare a Recognized Obligation Payment Schedule (ROPS) listing the anticipated payments for enforceable obligations to be made during each specified fiscal period. Beginning with fiscal year 2016-17, the Successor Agency has prepared an annual ROPS for a 12-month period (prior to 2016-17 the ROPS was prepared semi-annually for six-month time periods).

After the Successor Agency Board approves a ROPS, it is then forwarded to an Oversight Board for approval. Until July 2018, the Oversight Board was made up of representatives of taxing entities whose boundaries were within the geographical boundaries of the former Turlock Redevelopment Agency. The members of the Turlock Successor Agency Oversight Board included a representative from Turlock Unified School District, Turlock Irrigation District, Stanislaus County, Yosemite Community College District, City of Turlock, the employees of the former Turlock Redevelopment Agency, and an at-large community member.

Beginning in July 2018 and in accordance with dissolution law, the various Oversight Boards within Stanislaus County were collapsed into one county-wide Oversight Board representing all the previous individual Oversight Boards within the County. The Dissolution Law stated the make-up of this new County-wide Oversight Board. The County-wide Oversight Board will be meeting on January 2026 to consider approving the individual ROPS as submitted by each successor agency.

Assuming both the Turlock Successor Agency Board and the County-wide Oversight Board approve the ROPS 26-27, the approved ROPS will then be submitted to the California Department of Finance (DOF) for their review and approval. Health and Safety Code (HSC) Section 34177 requires the submittal to DOF and the local County Auditor-Controller no later than February 1, 2026. In addition, a copy of the Oversight Board-approved ROPS must be posted on the Successor Agency's website.

The DOF may eliminate or modify any item on the ROPS before approving it. The DOF must make its determination regarding the enforceable obligations and the amount and funding source for each enforceable obligation listed on the ROPS 26-27 no later than April 15, 2026. Within five business days of the DOF's determination, the Successor Agency may

request to “meet and confer” with the DOF on disputed items. The meet and confer period may vary, but an untimely submission of ROPS 26-27 may result in a meet and confer period of less than 30 days.

The County Auditor-Controller may object to the inclusion of any item on the ROPS that is not demonstrated to be an enforceable obligation and may object to the funding source proposed for any item. The County Auditor-Controller must provide notice of its objections to the DOF, the Successor Agency and the Oversight Board at least 60 days before disbursements from the Redevelopment Property Tax Trust Fund (“RPTTF”) are required to be made.

The County Auditor-Controller is required to make RPTTF disbursements to the Successor Agency pursuant to the DOF-approved ROPS 26-27 on June 1, 2026 (to fund enforceable obligation payments from July 1, 2026 through December 31, 2026) and January 1, 2027 (to fund enforceable obligation payments from January 1, 2027 through June 30, 2027).

3. FISCAL IMPACT / BUDGET AMENDMENT:

Preparation of a Recognized Obligation Payment Schedule will allow the Successor Agency to pay enforceable obligations of the former redevelopment agency for the period July 1, 2026 through June 30, 2027. The ROPS will also be forwarded on to the County-wide Oversight Board for their approval prior to submission to the California Department of Finance.

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of “organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” and therefore is not considered a project.

5. ATTACHMENTS:

1. Draft Resolution ROPS 26-27
2. Draft ROPS 2026-27

BEFORE THE SUCCESSOR AGENCY TO THE TURLOCK REDEVELOPMENT AGENCY

IN THE MATTER OF APPROVING A RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR THE FISCAL PERIOD FROM JULY 1, 2026 THROUGH JUNE 30, 2027 (ROPS 26-27) PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177 AND TAKING RELATED ACTIONS	}	**RESOLUTION NO. SA-RDA-2025-_____**

WHEREAS, pursuant to Health and Safety Code ("HSC") Section 34177(o), the Successor Agency to the Turlock Redevelopment Agency (the "Successor Agency") must prepare a Recognized Obligation Payment Schedule listing the anticipated payments for enforceable obligations to be made by the Successor Agency during the fiscal period from July 1, 2026 through June 30, 2027 ("ROPS 26-27") and submit ROPS 26-27 to the oversight board having jurisdiction over the Successor Agency for approval; and

WHEREAS, pursuant to HSC Section 34179(j), commencing on and after July 1, 2018, the Stanislaus Countywide Oversight Board (the "Oversight Board") has jurisdiction over the Successor Agency; and

WHEREAS, pursuant to HSC Section 34177(l)(2)(B), at the same time that the Successor Agency submits ROPS 26-27 to the Oversight Board for approval, the Successor Agency must submit a copy of such ROPS 26-27 to the State Department of Finance (the "DOF"), the County administrative officer, and the County Auditor-Controller; and

WHEREAS, pursuant to HSC Section 34177(l)(2)(C) and Section 34177(o)(1), the Successor Agency must: (i) submit the Oversight Board-approved ROPS 26-27 to the DOF, the Office of the State Controller, and the County Auditor-Controller no later than February 1, 2026, and (ii) post a copy of the Oversight Board-approved ROPS 26-27 on the Successor Agency's website;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SUCCESSOR AGENCY TO THE TURLOCK REDEVELOPMENT AGENCY HEREBY FINDS, DETERMINES, RESOLVES, AND ORDERS AS FOLLOWS:

Section 1. The above recitals are true and correct and are a substantive part of this Resolution.

Section 2. ROPS 26-27, substantially in the form attached hereto as Exhibit A, is hereby approved. The Executive Director of the Successor Agency, in consultation with the Successor Agency's legal counsel, may modify ROPS 26-27 as the Executive Director or the Successor Agency's legal counsel deems necessary or advisable.

Section 3. Staff is hereby authorized and directed to submit a copy of ROPS 26-27 to the Oversight Board for approval and, at the same time, transmit a copy of ROPS 26-27 to the DOF, the County Auditor-Controller and the County administrative officer as designated by the County.

Section 4. Staff is hereby authorized and directed to submit a copy of Oversight Board-approved ROPS 26-27 to the DOF, the Office of the State Controller, and the County Auditor-Controller. If the Oversight Board has not approved ROPS 26-27

Section 5. Staff is hereby authorized and directed to transmit ROPS 26-27 to the DOF, the Office of the State Controller, and the County Auditor-Controller by February 1, 2026, with a written notification regarding the status of the Oversight Board's review. Written notice and information regarding the action of the Oversight Board shall be provided to the DOF by electronic means and in a manner of DOF's choosing.

Section 6. Staff is hereby authorized and directed to post a copy of the Oversight Board-approved ROPS 26-27 on the Successor Agency's Internet website (being a page on the Internet website of the City of Turlock).

Section 7. The officers and the other Staff members of the Successor Agency are hereby authorized and directed, jointly and severally, to do any and all things which they may deem necessary or advisable to effectuate this Resolution, including but not limited to requesting additional review by the DOF and an opportunity to meet and confer on any disputed items, and making adjustments to ROPS 26-27 pursuant to the DOF's instructions, and any such actions previously taken are hereby ratified and confirmed.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Successor Agency to the Turlock Redevelopment Agency this 9th day of December, 2025, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

_____
Nichole Fiez, City Clerk
City of Turlock, County of Stanislaus,
State of California

EXHIBIT A

SUCCESSOR AGENCY TO THE TURLOCK REDEVELOPMENT AGENCY
RECOGNIZED OBLIGATION PAYMENT SCHEDULE
(July 1, 2026 through June 30, 2027)

Recognized Obligation Payment Schedule (ROPS 26-27) - Summary
Filed for the July 1, 2026 through June 30, 2027 Period

Successor Agency: Turlock

County: Stanislaus

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)	26-27A Total (July - December)	26-27B Total (January - June)	ROPS 26-27 Total
A Enforceable Obligations Funded as Follows (B+C+D)	**$ 1,976,128**	**$ 469,379**	**$ 2,445,507**
B Bond Proceeds	-	-	-
C Reserve Balance	1,976,128	469,379	2,445,507
D Other Funds	-	-	-
E Redevelopment Property Tax Trust Fund (RPTTF) (F+G)	**$ 48,752**	**$ 2,490,484**	**$ 2,539,236**
F RPTTF	18,846	2,460,578	2,479,424
G Administrative RPTTF	29,906	29,906	59,812
H Current Period Enforceable Obligations (A+E)	**$ 2,024,880**	**$ 2,959,863**	**$ 4,984,743**

Certification of Oversight Board Chairman:

Pursuant to Section 34177 (o) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named successor agency.

Name Title

/s/

Signature Date

Turlock
Recognized Obligation Payment Schedule (ROPS 26-27) - ROPS Detail
July 1, 2026 through June 30, 2027

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	ROPS 26-27 Total	ROPS 26-27A (Jul - Dec)					26-27A Total	ROPS 26-27B (Jan - Jun)					26-27B Total
											Fund Sources						Fund Sources					
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	
								$62,640,079		$4,984,743	$-	$1,976,128	$-	$18,846	$29,906	$2,024,880	$-	$469,379	$-	$2,460,578	$29,906	$2,959,863
32	mobile home rental subsidy	Business Incentive Agreements	04/01/ 2007	12/31/2025	JCS Properties Inc	mobile home rental subsidy - termination date is an estimate		-	N	$-	-	-	-	-	-	$-	-	-	-	-	-	$-
33	mobile home rental subsidy	Business Incentive Agreements	05/16/ 2007	12/31/2025	Magic Sands Mobile Home	mobile home rental subsidy - termination date is an estimate		-	N	$-	-	-	-	-	-	$-	-	-	-	-	-	$-
35	mobile home rental subsidy	Business Incentive Agreements	04/03/ 2007	12/31/2030	Western View Mobile Ranch	mobile home rental subsidy - termination date is an estimate		8,200	N	$8,200	-	-	-	4,100	-	$4,100	-	-	-	4,100	-	$4,100
38	Contract for admin of MHRS program	Project Management Costs	07/01/ 2013	12/31/2030	Successor Agency Staff	Staff time to collect monthly supporting documents and annual verifications - termination date is an estimate		22,692	N	$22,692	-	-	-	11,346	-	$11,346	-	-	-	11,346	-	$11,346
43	Trustee Services	Fees	03/01/ 1999	12/31/2039	U.S. Bank	trustee services for outstanding bond issuances		3,400	N	$3,400	-	-	-	3,400	-	$3,400	-	-	-	-	-	$-
45	Annual Administration	Admin Costs	07/01/ 2013	06/30/2039	City of Turlock	Includes successor agency staff (other than		59,812	N	$59,812	-	-	-	-	29,906	$29,906	-	-	-	-	29,906	$29,906

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	**ROPS 26-27 Total**	**ROPS 26-27A (Jul - Dec)**					**26-27A Total**	**ROPS 26-27B (Jan - Jun)**					**26-27B Total**
											Fund Sources						**Fund Sources**					
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	
						specific project time), supplies, meetings, utilities, vehicles, IT, advertising and non-project specific legal services.																
53	2016 Tax Increment Refunding Bonds - interest	Refunding Bonds Issued After 6/27/12	11/16/ 2016	09/01/2039	US Bank as third party trustee for bond holders	Proceeds used to 100% refund outstanding 1999, 2006 and 2011 bonds		6,630,741	N	$975,507	-	506,128	-	-	-	$506,128	-	469,379	-	-	-	$469,379
54	2016 Tax Increment Refunding Bonds - principal	Refunding Bonds Issued After 6/27/12	11/16/ 2016	09/01/2039	US Bank as third party trustee for bond holders	Proceeds used to 100% refund outstanding 1999, 2006 and 2011 bonds		25,865,000	N	$1,470,000	-	1,470,000	-	-	-	$1,470,000	-	-	-	-	-	$-
55	Reserve for 2016 Bond principal payment	Reserves	11/16/ 2016	09/01/2039	US Bank as third party trustee for bond holders	Proceeds used to 100% refund outstanding 1999, 2006 and 2011 bonds		24,395,000	N	$1,545,000	-	-	-	-	-	$-	-	-	-	1,545,000	-	$1,545,000
56	Reserve for 2016 Bond interest payment	Reserves	11/16/ 2016	09/01/2039	US Bank as third party trustee for bond holders	Proceeds used to 100% refund outstanding 1999, 2006 and 2011 bonds		5,655,234	N	$900,132	-	-	-	-	-	$-	-	-	-	900,132	-	$900,132

Turlock
Recognized Obligation Payment Schedule (ROPS 26-27) - Report of Cash Balances
July 1, 2023 through June 30, 2024
(Report Amounts in Whole Dollars)

Pursuant to Health and Safety Code section 34177 (l), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation.

A	B	C	D	E	F	G	H
	ROPS 23-24 Cash Balances (07/01/23 - 06/30/24)	**Fund Sources**					**Comments**
		Bond Proceeds		**Reserve Balance**	**Other Funds**	**RPTTF**	
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS RPTTF and Reserve Balances retained for future period(s)	Rent, grants, interest, etc.	Non-Admin and Admin	
1	**Beginning Available Cash Balance (Actual 07/01/23)** RPTTF amount should exclude "A" period distribution amount.	645,915	-	1,895,714	-		
2	**Revenue/Income (Actual 06/30/24)** RPTTF amount should tie to the ROPS 23-24 total distribution from the County Auditor-Controller	2,484,545	-			2,556,883	
3	**Expenditures for ROPS 23-24 Enforceable Obligations (Actual 06/30/24)**	2,450,757	-	1,895,714		575,026	
4	**Retention of Available Cash Balance (Actual 06/30/24)** RPTTF amount retained should only include the amounts distributed as reserve for future period(s)	679,703				1,961,643	
5	**ROPS 23-24 RPTTF Prior Period Adjustment** RPTTF amount should tie to the Agency's ROPS 23-24 PPA form submitted to the CAC		No entry required			20,214	
6	**Ending Actual Available Cash Balance (06/30/24) C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)**	**$-**	**$-**	**$-**	**$-**	**$-**	

Turlock
Recognized Obligation Payment Schedule (ROPS 26-27) - Notes
July 1, 2026 through June 30, 2027

Item #	Notes/Comments
32	
33	
35	
38	
43	
45	
53	
54	
55	
56	

City Council Staff Report

December 9, 2025

From:	Isaac Moreno, Finance Director
Prepared by:	Isaac Moreno, Finance Director
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Approving proposed administrative budgets for the six-month fiscal periods from July 1, 2026 through December 31, 2026 and from January 1, 2027 through June 30, 2027 and taking related actions

2. NARRATIVE:

The Successor Agency is required to prepare a proposed administrative budget for each six-month fiscal period, which must be submitted to the Oversight Board for approval. Each proposed administrative budget must include all of the following: (1) estimated amounts for Successor Agency administrative costs for the applicable six-month fiscal period; (2) proposed sources of payment for the administrative costs; and (3) proposals for arrangements for administrative and operations services provided by the City of Turlock (the "City") or other entity.

HSC Section 34177 is unclear regarding the required timing for the submission of the proposed administrative budgets to the Oversight Board. However, because the Successor's Agency's administrative expenditures also have to be reflected on the Successor Agency's Recognized Obligation Payment Schedules ("ROPS"), it makes sense that the administrative budget(s) is(are) presented to the Successor Agency at that same time the ROPS is presented.

Pursuant to California Health and Safety (HSC) Code Section 34177, the Successor Agency must prepare a ROPS listing the anticipated payments for enforceable obligations to be made during each specified fiscal period. The Successor Agency's administrative allowance is one of the enforceable obligations contained in the ROPS. By separate agenda item the proposed ROPS 26-27 is being presented to the Successor Agency Board for consideration and approval. Assuming SA Board approval, the administrative budget will also be presented to the Oversight Board for approval at their next meeting.

3. FISCAL IMPACT / BUDGET AMENDMENT:

Under HSC Section 34171(b), the "Administrative Cost Allowance" is the maximum amount of administrative costs that may be paid by the Successor Agency from property tax revenues allocated by the County Auditor-Controller (i.e., disbursements from Redevelopment Property Tax Trust Fund ("RPTTF")). The Successor Agency's annual administrative costs (except for administrative costs paid from bond proceeds or grant funds) must not exceed 50 percent of the total RPTTF moneys distributed to pay enforceable obligations in the preceding fiscal year (which latter amount must be reduced by the Successor Agency's Administrative Cost Allowance and loan repayments, if any, made to the City for loans re-established pursuant to HSC Section 34191.4 (the "City Loans") during the preceding fiscal year).

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of “organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” and therefore is not considered a project.

5. ATTACHMENTS:

1. Draft Resolution Successor ROPS Admin Budget 26-27

BEFORE THE SUCCESSOR AGENCY TO THE TURLOCK REDEVELOPMENT AGENCY

IN THE MATTER OF APPROVING PROPOSED ADMINISTRATIVE BUDGETS FOR THE SIX-MONTH FISCAL PERIODS FROM JULY 1, 2026 THROUGH DECEMBER 31, 2026, AND FROM JANUARY 1, 2027 THROUGH JUNE 30, 2027 AND TAKING RELATED ACTIONS	}	**RESOLUTION NO. SA-RDA-2025-_____**

WHEREAS, pursuant to Health and Safety Code ("HSC") Section 34177(j), the Successor Agency to the Turlock Redevelopment Agency (the "Successor Agency") must prepare a proposed administrative budget for each six-month fiscal period (commencing each January 1 and July 1) and submit each proposed administrative budget to the oversight board with jurisdiction over the Successor Agency (the "Oversight Board") for approval; and

WHEREAS, pursuant to HSC Section 34179(j), commencing on and after July 1, 2018, the Stanislaus Countywide Oversight Board (the "Oversight Board") has jurisdiction over the Successor Agency; and

WHEREAS, each proposed administrative budget shall include all of the following: (1) estimated amounts for Successor Agency administrative costs for the upcoming six-month fiscal period; (2) proposed sources of payment for the costs identified in (1); and (3) proposals for arrangements for administrative and operations services provided by the City of Turlock or another entity; and

WHEREAS, pursuant to HSC Section 34177(k), the Successor Agency is required to provide administrative cost estimates, from its approved administrative budget that are to be paid from property tax revenues deposited in the Redevelopment Property Tax Trust Fund, to the County Auditor-Controller for each six-month fiscal period; and

WHEREAS, there has been presented to this Board for approval, the Successor Agency's proposed administrative budgets for the six-month fiscal periods from July 1, 2026 through December 31, 2026 ("Administrative Budget 26-27A") and from January 1, 2027 through June 30, 2027 ("Administrative Budget 26-27B");

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SUCCESSOR AGENCY TO THE TURLOCK REDEVELOPMENT AGENCY HEREBY FINDS, DETERMINES, RESOLVES, AND ORDERS AS FOLLOWS:

Section 1. The above recitals are true and correct and are a substantive part of this Resolution.

Section 2. Administrative Budget 26-27A, substantially in the form attached hereto as Exhibit A, is hereby approved.

Section 3. Administrative Budget 26-27B, substantially in the form attached hereto as Exhibit A, is hereby approved.

Section 4. The Executive Director of the Successor Agency, in consultation with the Successor Agency's legal counsel, may modify the Administrative Budgets as the Executive Director or the Successor Agency's legal counsel deems necessary or advisable.

Section 5. Staff is hereby authorized and directed to submit the proposed Administrative Budgets to the Oversight Board for approval.

Section 6. The officers and other staff members of the Successor Agency are hereby authorized and directed, jointly and severally, to do any and all things which they may deem necessary or advisable to effectuate this Resolution and the Administrative Budgets and any such actions previously taken are hereby ratified and confirmed.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Successor Agency to the Turlock Redevelopment Agency this 9th day of December, 2025, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

_____
Nichole Fiez, City Clerk
City of Turlock, County of Stanislaus,
State of California

EXHIBIT A
SUCCESSOR AGENCY TO THE TURLOCK REDEVELOPMENT AGENCY
ADMINISTRATIVE BUDGET 26-27A
(July 1, 2026 through December 31, 2026)

and

ADMINISTRATIVE BUDGET 26-27B
(January 1, 2027 through June 30, 2027)

EXHIBIT A

Successor Agency to the former Turlock Redevelopment Agency
Administrative Budget for Fiscal Year 2026-27

	2026-27 A	2026-27 B	Total
Administrative Allowance			
Successor Agency Staff	$ 22,656	$ 22,656	$45,312
Audit Services	1,250	1,250	2,500
Supplies, meetings, training, advertising, IT, etc	1,500	1,500	3,000
Other Contractual Services (including legal)	4,500	4,500	$9,000
Total Administrative Allowance	$ 29,906	$ 29,906	$ 59,812

City of Turlock employees provide administrative support for the Successor Agency for the former Turlock Redevelopment Agency.

This support includes processing all financial transactions; preparing required reports for various entities including ROPS and Prior Period Adjustment Report submissions, Continuing Disclosure documents related to outstanding debt issuances, administration of the mobile home subsidy program; and responding to questions regarding any Successor Agency activities.

Administrative support also includes preparing and presenting Staff reports for the Successor Agency and/or the Oversight Board so that they can fulfill their administrative requirements related to the wind down of the former Turlock Redevelopment Agency. City Staff also supports the Successor Agency and Oversight Board members as they carry out their duties and responsibilities to their respective entity including the costs of preparing for and holding the meetings in order to carry out the dissolution process as prescribed by law.

On the related ROPS for these time periods, Staff is proposing the use of RPTTF funds for the administrative costs of the Successor Agency.

City Council Staff Report

December 9, 2025

From:	Anthony Sims, Economic Development/Communications Director
Prepared by:	Anthony Sims, Economic Development/Communications Director
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Motion: Approving payment of annual investor invoice of $50,000 for year five (5) of a five-year Memorandum of Understanding (MOU) with Stanislaus Business Alliance (Opportunity Stanislaus) Economic Development and Workforce Strategies and authorizing the City Manager approve annual payment.

2. NARRATIVE:

The City of Turlock has been a member of the Stanislaus Business Alliance, currently known as Opportunity Stanislaus; since 1994. Opportunity Stanislaus focuses on economic development activities, workforce development and training assistance to provide professional one-stop services for existing and prospective companies in Stanislaus County.

The mission of Opportunity Stanislaus is to improve the economic vitality of Stanislaus County by helping local employers grow, attracting innovative companies to the county, and helping entrepreneurs start and grow their businesses. The organization helps companies by assisting them in their workforce readiness needs, helping them to navigate through the regulatory process, introducing them to financial incentives and financing programs, and helping them locate appropriate sites and buildings to meet their needs.

Opportunity Stanislaus facilitates economic development and workforce training activities throughout the County and supports the efforts of the nine (9) Stanislaus County cities.

As part of the development of a new five-year plan for Opportunity Stanislaus, in April and May 2021, 94 interviews were held with local business leaders, elected officials and others to evaluate how Opportunity Stanislaus has been performing and what the organization should focus on moving forward. From the information and feedback gathered, Opportunity Stanislaus created a five-year plan, called “Opportunity Stanislaus Next Level Together” (Attachment A). The plan consists of the following five initiatives:

1. Improve Economic Vitality in the Community
2. Expand Volt Institute
3. Grow Local Business
4. Lead Business-Driven Talent Development
5. Drive Public Policy/Advocacy for Stronger Business Growth

Additional details on each of the five initiatives and their specific mission, objectives and outcomes can be found in the attached plan.

The five-year MOU between the City of Turlock and Opportunity Stanislaus identifies the general actions and activities that will be undertaken by both parties to work together to proactively promote economic development in Turlock, to create and preserve jobs, strengthen the City's economic base and enhance the City of Turlock's revenue base.

The purpose of the Memorandum of Understanding is to express collaboration between the City of Turlock and Opportunity Stanislaus with joint implementation of the County-wide economic development and marketing strategy and to clarify roles and responsibilities. Throughout the Memorandum of Understanding, Opportunity Stanislaus has worked closely with City of Turlock staff providing support in various areas including:

- Marketing City of Turlock employment opportunities to the regional workforce
- Providing economic development market analysis reports for retail recruitment to the City of Turlock
- Providing available Turlock property information to prospective companies interested in establishing their business in the City of Turlock

3. FISCAL IMPACT / BUDGET AMENDMENT:

Appropriate funds have been allocated during the budget process for fiscal year 2025-2026 in Fund 110 "General Fund" account 110-10-112.47243 "Stanislaus Alliance".

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of "organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment" and therefore is not considered a project.

5. ATTACHMENTS:

1. Opportunity Stanislaus Five Year Plan - Next Level Together
2. Invoice_3091.5 from Opportunity Stanislaus

Attachment 1



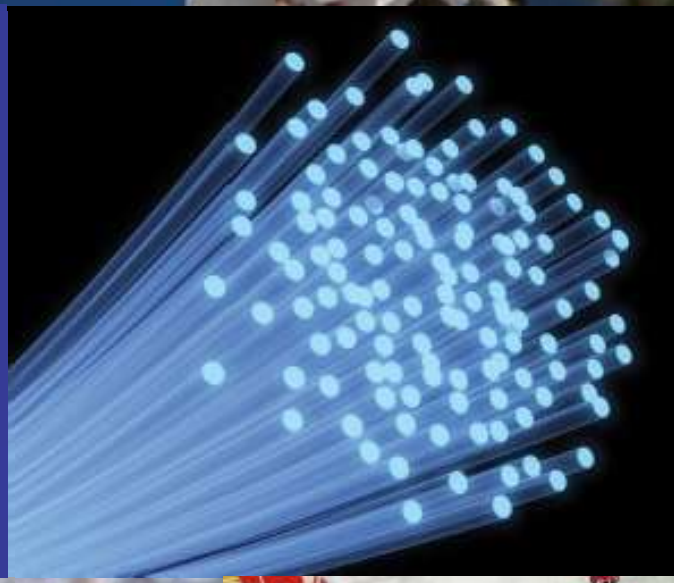




OPPORTUNITY Stanislaus

NEXT LEVEL

TOGETHER









WHAT WE'VE ACCOMPLISHED



As directed by the goals and objectives of the **Our Future Is Now** program of work, Opportunity Stanislaus has led, partnered with and/or played a critical supporting role in a number of community success stories, including:

BUSINESS ATTRACTION

- Identified and targeted good-fit companies to expand or relocate in Stanislaus County
- Partnered with the cities and the county to promote all eligible sites for new businesses

30+
New Companies Added to Diversify the Economic Base



EXISTING BUSINESS GROWTH AND EXPANSION

- Provided exceptional customized support to all businesses by helping them resolve issues pertaining to workforce, infrastructure, and community and housing services to help them grow

3000+
Jobs Added to Existing Local Industry



SMALL BUSINESS GROWTH

Provided training & professional no-cost business consulting services to local business owners in the following areas:

- Crafting a business plan
- Start up & funding assistance
- E-commerce
- Access to capital
- Financial management
- Connections to local, state, and federal resources
- Help with business expansion
- Much more

SBDC

184 New Small Business Startups





$70 Million Revenue Growth from Clients

DEMAND-DRIVEN WORKFORCE READINESS

- Initiated comprehensive programs focused on in-demand jobs such as maintenance mechanics, production technicians, industrial fabrication, and more

VOLT INSTITUTE

200+ In Hard Skill Classes

160+ in Boot Camps & Soft Skills



$2 Million Additional Capital Secured

MESSAGING

2020 BEST PLACES TO WORK
Central Valley

Program Launch 2017

40 Employer Participants



WHERE WE'RE GOING

OPPORTUNITY Stanislaus
NEXT LEVEL
TOGETHER

Building on the unprecedented success of the **Our Future Is Now** five-year plan, Opportunity Stanislaus is uniquely positioned to take its economic and community impact to **THE NEXT LEVEL TOGETHER.** Our capital campaign will enable our five primary areas of focus.

IMPROVE ECONOMIC VITALITY IN THE COMMUNITY

- Attract higher-wage companies
- Seek industries not currently part of existing mix
- Lead/launch "Game Changer" project



EXPAND VOLT INSTITUTE

- VOLT ON THE GO
- Career Inspiration Center
- VOLT physical and curriculum expansion



GROW LOCAL BUSINESS

- Create new business starts through our consulting services
- Lead outreach campaign to attract/startup minority-owned businesses
- Develop/deliver workshops focused on the recovery/ expansion of small business



LEAD BUSINESS-DRIVEN TALENT DEVELOPMENT

- HR Concierge Service
- Soft Skills Academy
- HR Fundamentals
- Rising Tides Talent Acquisition and Retention
- Work Ready Community – Build a Certified Workforce



DRIVE PUBLIC POLICY/ADVOCACY FOR STRONGER BUSINESS GROWTH

- Launch Northern San Joaquin Valley Economic Institute
- Lead/partner to secure at least one major policy win each year
- Launch CEO Roundtable



Why Opportunity Stanislaus?



Some might wonder why economic development is so important. Not only does the work of the economic developer support business and its desire to grow and succeed, but it also helps all of our local citizens have better jobs, enjoy better pay and have more resources to provide for their families.

Over the years we have attracted jobs and investment into the Northern San Joaquin Valley to provide a good quality of life for our citizens. In fact, over the past five years, we attracted more than 3,000 new jobs to the local economy. But as the global gig economy (digital platform) gains steam, we need to change and grow with that economy. We need to preserve all the good things about our local economy, but we also need to aim higher to attract the jobs of the future and create cultural and recreational assets that young professionals want. The times are changing, and younger workers have more employment opportunities now than ever before. If we want to attract talent, we need to provide the lifestyle and job opportunities that young talent demands!

As the leadership of Opportunity Stanislaus, we are pleased to introduce a new five-year program of work that will help us get to the **next level together** with our partners and friends. We are ready to take the next step to work with key stakeholders in our region to boost the quality of life and make Stanislaus County and the Northern San Joaquin Valley region a place where people want to live and raise their families.

The timing couldn't be better! A global pandemic reinforced the importance of working together. As an organization, we are ready to step forward to make an even bigger difference in achieving greater economic vitality for all. The same pandemic has created new paradigms which benefit our region. People are looking for a place with more space and affordability. Employers are searching for sites that will give them access to large California markets but at a lower price and with more room to grow.

We invite you to be part of this important plan to improve the economy of Stanislaus County and the Northern San Joaquin Valley. Together we can make this a place where people want to be, a place where companies can succeed, and a community dedicated to a wonderful quality of life for themselves, their families, and their friends. Help us get to the "next level" of a better economy for all by investing in this ***Opportunity Stanislaus – Next Level Together*** plan.

David White
Chief Executive Officer

Dillon Olvera
Chairman of the Board

Where We Started

In 2016 the board of our predecessor organization, the Stanislaus Business Alliance, made a bold move: after 30 years of operations, they changed the structure of the organization to become a private sector-led organization and gave it the name Opportunity Stanislaus. The word "opportunity" suggests opportunity for all, opportunity for a better job and a better life. That year, our board hired Strategic Solutions, a nationally-recognized strategic planning firm located in Austin, Texas to write a plan and lead a campaign to launch Opportunity Stanislaus. As a startup organization, we delved into unknown territory, creating new programs aligning with the needs expressed by investors and raised $5 million over 5 years to support those needs.

The five-year plan focused on four initiatives:

- Business Development
- Demand-Driven Workforce Readiness
- Messaging
- Entrepreneurship and Innovation

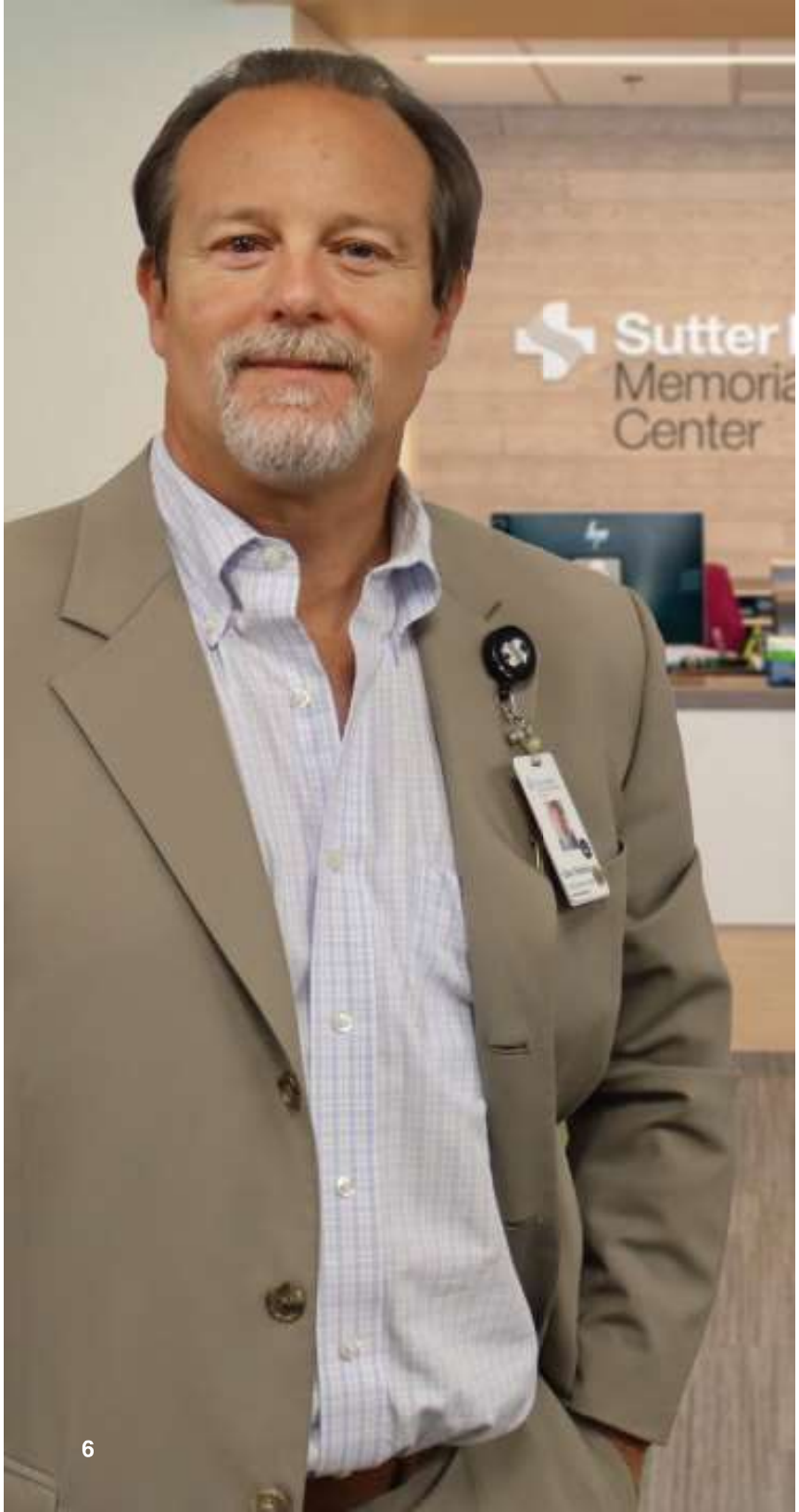


Early in the execution of our plan, additional areas of need were identified and added to our program of work. For example, at the time of our plan's creation, VOLT Institute was not even in our collective vision. Since that time, we have successfully launched VOLT Institute, an industry-led training center to help build advanced manufacturing skills, which were highly demanded by investors. We expanded VOLT to include leadership training, accessible and applicable to all industries. We started boot camps in PLC training, agile project management, and food safety.



We grew our offerings at Valley Sierra Small Business Development Center and received awards and recognition in the process. We launched talent development programs to serve the ever-growing needs of local business. Above all, we listened to your concerns and did what we could to help you as business leaders with your pressing issues.

With all that in mind, we again hired Strategic Solutions to write our plan and lead our campaign for the next five years. During April and May 2021, the Strategic Solutions team conducted 94 interviews with local business leaders, elected officials, and other important opinion leaders to get a sense of how ***Opportunity Stanislaus*** has performed, and what the organization should focus on going forward. More than 80 percent of the investor interviewees recognized either direct or indirect return on their investments. In the following pages you will find the details of our new ***Opportunity Stanislaus – Next Level Together*** plan. The plan consists of five initiatives, each with a specific mission, detailed objectives, and specific outcomes, all endorsed by top community leaders.



Message from Campaign Chair

Gino Patrizio

CEO, Memorial Medical Center (Sutter Health)

In 2018 I began calling Stanislaus County my home, and it has been both a pleasure and a privilege to experience the wonderful attributes of this county and region. Whether it has been joining the Graffiti cruise with hundreds of classic cars making their way down J Street in downtown Modesto or enjoying a dinner and glass of wine at the many fine restaurants that dot the region, I couldn't be prouder to be part of this great community. As the CEO of a major medical center, I have seen firsthand the passionate caring response of our health care workers and first responders to a global pandemic, taking little thought for themselves as they devote their time and energy to respond to a major health crisis. Some of my proudest moments have also come in witnessing the support these brave workers have received from across every segment of our community. This is a special region full of caring, committed people.

Throughout my career I have had the opportunity to work alongside others to improve the economic landscape and quality of life of the communities in which I have lived and served. One thing that became crystal clear when I came here was how easy it was to get involved in making a difference, and how welcome I felt. Having served on the board of directors of Opportunity Stanislaus for three years now, it is so inspiring to see the private sector joining the public sector to initiate positive change and increase opportunities for a better life for all our people.

Now we are embarking on a new five-year plan to take our work to a new level, collaborating with others around the region, the state, and the country to attract higher-paying jobs, to build new community assets to improve our quality of life, and to develop even more opportunities for our residents to learn quality skills in demand by current and future employers across our region. Through the Opportunity Stanislaus Next Level Together plan, we will build upon the momentum of the past five years, achieve even higher results, and bring this vision to fruition. Please join with me in supporting the important work of Opportunity Stanislaus. Getting to the ***Next Level Together*** means greater opportunity for all members of our community and a better quality of life for all.



From left to right: Gino Patrizio, Warren Kirk, Dennis Roberts, Chris Lehikainen, Dave White, Raul Mendez, Kathryn Davis, Clive Grimbleby, Dan Leonard, Tyler Richardson, Susan Hensley, Paul Van Konynenburg, Jim Vieira, Sue Zwahlen, Dillon Olvera.

Message from your Campaign Leadership

As the Leadership Council for the ***Opportunity Stanislaus — Next Level Together*** campaign, we collectively endorse this plan as the right focus for Opportunity Stanislaus for the next five years. We are pleased that Opportunity Stanislaus will continue to grow VOLT Institute as a primary employee training asset in our region. We look forward to the new high-paying jobs and cutting-edge companies that will come here as part of our economic vitality initiative. We commit to support new cultural, educational, and recreational assets which will help us attract and retain talent. We are excited to see the continued focus on local business, especially helping small businesses scale and succeed! We endorse the new focus on supporting key policy proposals that will help our communities, county and region grow. And we are happy that Opportunity Stanislaus will continue to address the talent development needs of our local businesses.

OPPORTUNITY Stanislaus
NEXT LEVEL
TOGETHER

We pledge to work with both the public and private sectors of this great region to improve our economy and quality of life. We will do that inclusively, making sure that nobody is left behind. We are after all "Opportunity Stanislaus" and that means opportunity for all.



EXPAND VOLT Institute

1

Mission

Train high-quality candidates to enter the workforce primarily in the manufacturing sector, with skills that are in demand by industries in the Northern San Joaquin Valley region. Our motto is “By Business, For Business, At the Speed of Business.”

Objectives

- Lead physical expansion of VOLT Institute to include the addition of a comprehensive, nationally -accredited, NIMS 9 Duty Area Maintenance Program. Include an advanced manufacturing Mechatronics program and an entry-level Certified Production Technician program certified by MSSC.
- Partner with SCOE to start a Career Inspiration Center to educate junior high and high school students throughout the county about the robust vocational careers available in our community. This includes a focus on both of VOLT’s key industries: manufacturing and agriculture.
- Lead VOLT ON THE GO: A program that takes the key mechanical and electrical training programs and makes them mobile, allowing VOLT to better service companies in rural or remote areas of the San Joaquin Valley.

“VOLT Institute has been part of our employee skills development program since its inception in 2017. As we continue to grow and add new types of machinery, supporting our maintenance team with training and education is mission critical. We look forward to the new offerings that VOLT is bringing online in the future and are proud to partner with Opportunity Stanislaus for the betterment of our entire community.”

— Trent Mayol, President,
Pacific Southwest Container



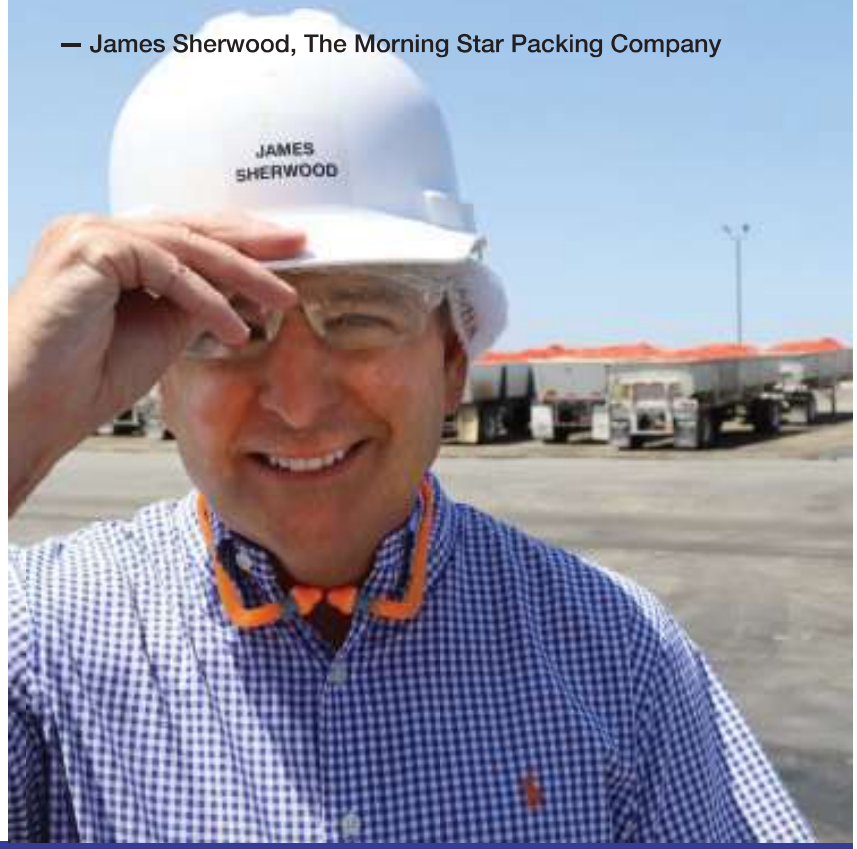
- Expand VOLT micro-trainings and boot camps to allow for training growth that services a broader array of industries. Key training content will focus on executive leadership, front line management, agile project management, advanced PLC training, and more.
- Support VOLT-mirrored trainings for other industries to support the talent development of all our existing and emerging industries in the Northern San Joaquin Valley.

Expected Outcomes

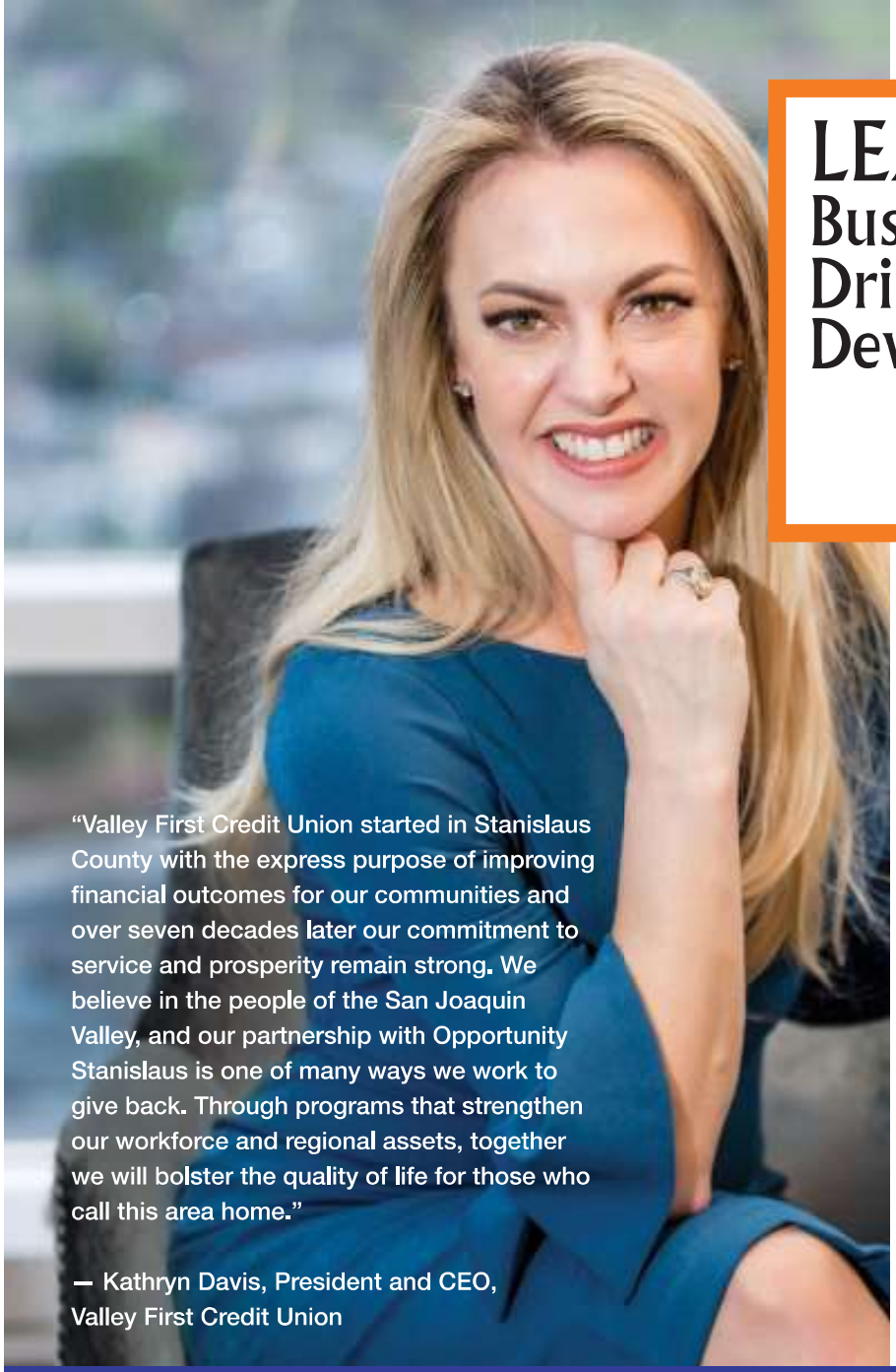
- Training and placement of at least 400 people over the next five years in our key manufacturing programs such as Maintenance, Mechatronics, Production Technician, and Wine Cellar Operations.
- Launch VOLT ON THE GO program, which provides a mobile mechanical and electrical training application for our key hands-on training. Service a minimum of 25 “remote” companies through this program - remote being defined as companies located more than 15 miles away from downtown Modesto. This expansion of VOLT capabilities will enable companies and employees from more rural locations to be trained onsite.
- Upskill an additional 500 existing workers in key areas such as executive leadership, general management, and project management by 2026.
- Partner with SCOE to launch, fill, and operate a brick-and-mortar center that 6th-12th grade students from across the county can get visual and hands-on opportunities to learn about the vocational careers available in manufacturing, agriculture, health, and technology by the end of 2022.
- Attend and actively participate in regional educational planning meetings that facilitate the growth of other industry-led training programs. New training programs in medical, software technology, and FIOSS construction are anticipated over the next five years. VOLT’s role will be to advocate for the model to be led by industry.

“As a major employer based in Merced County, we are excited to see the expansion and regional growth of VOLT Institute. The plan to offer mobile training programs in the future will have a significant impact on our ability to train and develop the talent we need for our business to thrive.”

— James Sherwood, The Morning Star Packing Company







"Valley First Credit Union started in Stanislaus County with the express purpose of improving financial outcomes for our communities and over seven decades later our commitment to service and prosperity remain strong. We believe in the people of the San Joaquin Valley, and our partnership with Opportunity Stanislaus is one of many ways we work to give back. Through programs that strengthen our workforce and regional assets, together we will bolster the quality of life for those who call this area home."

— Kathryn Davis, President and CEO, Valley First Credit Union

LEAD Business-Driven Talent Development 2

Mission

Enhance the skills of the existing regional workforce while simultaneously elevating recruitment practices to improve hiring and retention outcomes at local businesses.

Objectives

- Expand the HR Concierge Service, which provides recruiting assistance and human resources training opportunities exclusively for Opportunity Stanislaus investors. Extended services will include partnership with our staffing agency investors to capitalize on their expertise and resources.
- Launch Rising Tides, a training program that focuses on Human Resources best practices and fundamentals to ensure better hiring and retention outcomes for the region.
- Spearhead a soft skills academy for incumbents and members of the workforce resulting in a talent pool that is professional and knowledgeable in areas such as communication, employee expectations, and workplace etiquette.
- Create a customer service academy for front-line workers so that participants can learn best practices for service and better understand the



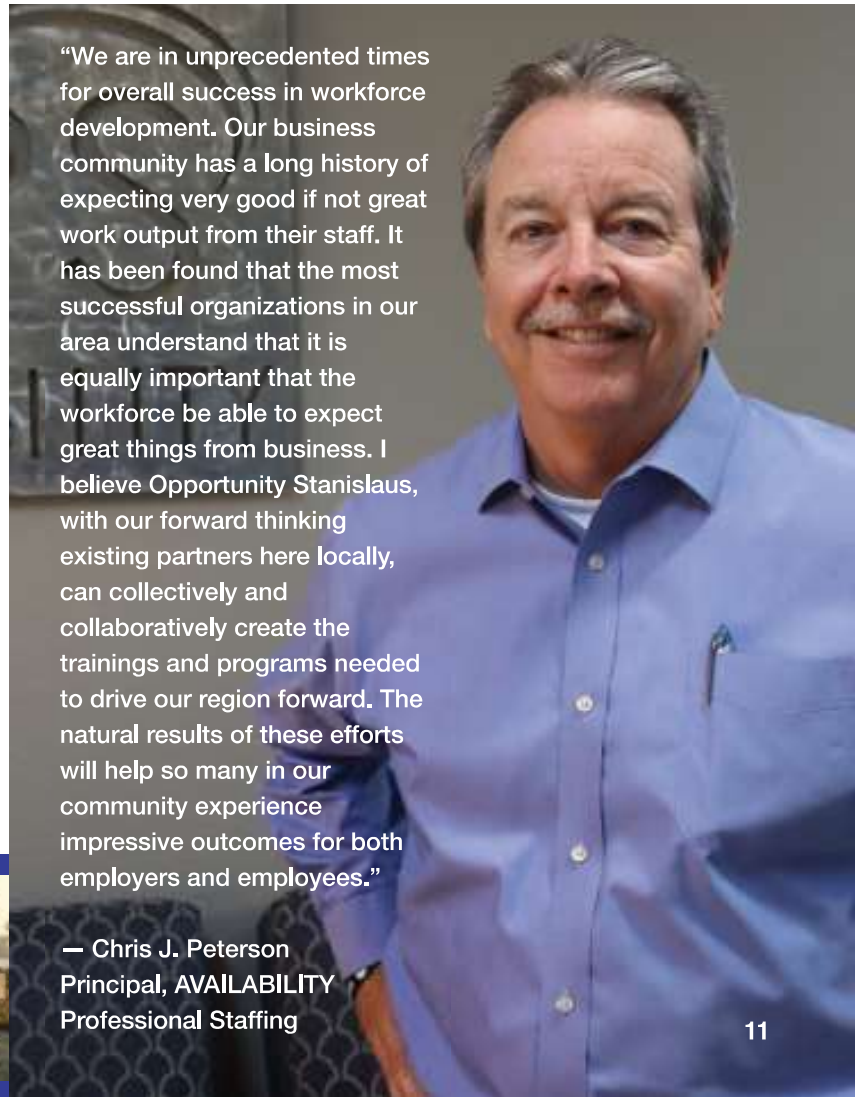
importance of their role in economic vitality, hospitality and tourism.

- Continue to drive work around sector strategies so that local youth and entry-level employees better understand the opportunities for careers in the region and the strategic steps toward progression in their jobs.
- Become known as a community that embraces the elevation of hiring outcomes for veterans through strategic partnership with business and local government.
- Grow education around the importance of employee engagement in retention outcomes by creating and disseminating research and highlighting the opportunity for participation in Best Places to Work: Central Valley.

Expected Outcomes

- Through our HR Concierge Service conduct 75 -100 employee recruitments for Opportunity Stanislaus investors to support their growth and expansion plans every year beginning in 2022, while capitalizing on the capabilities and potential inherent to working with investors in the staffing industry.
- Train 100 local Human Resources representatives in HR fundamentals including best practices for recruiting, hiring, onboarding and retention beginning in 2022 and continuing, contingent on secured funding.
- Enroll 100 participants - incumbents, students and members of the general public - in a soft skills academy, resulting in measureable improvement in efficiency and professionalism at local companies by 2026 and continue training indefinitely with secured funding.
- Partner with local tourism and hospitality interests to create and promote an online customer service academy that will train 200 regional workers annually beginning in 2023.
- Create a program that seeks to promote the hiring of veterans in at least 25 local companies which will result in special consideration (from guaranteed interviewing to hiring) of 100 veteran applicants by 2026.
- By 2026 Opportunity Stanislaus will show a 25 pecent increase in employee satisfaction within those companies engaged in Best Places to Work: Central Valley for two consecutive years as evidenced by annual employee survey data.





"We are in unprecedented times for overall success in workforce development. Our business community has a long history of expecting very good if not great work output from their staff. It has been found that the most successful organizations in our area understand that it is equally important that the workforce be able to expect great things from business. I believe Opportunity Stanislaus, with our forward thinking existing partners here locally, can collectively and collaboratively create the trainings and programs needed to drive our region forward. The natural results of these efforts will help so many in our community experience impressive outcomes for both employers and employees."

— Chris J. Peterson
Principal, AVAILABILITY
Professional Staffing



IMPROVE Economic Vitality in Our County 3

Mission

Lead efforts to attract new companies from our target market segments, grow jobs from our current high-value businesses, and look to lead or partner in a limited number of significant projects with major payoffs to Stanislaus County, leading to increased income levels and improved quality of life for all our citizens.

Objectives

- Maintain a robust local business retention and expansion program focusing on companies that attract new dollars from outside the county. Our hallmark is to support local businesses first because most of the new jobs will come from local sources.
- Focus on efforts to attract companies with higher-paying jobs, especially industries that either support our current industry base or represent a new, higher-paying industry not highly represented in the county.
- Lead one "game-changing project" that will significantly add new revenue to the county, improve the county's brand as a good place to live, work and play, and draw positive attention and interest from outside the county. A "game

"As the CEO of a major corporation based in the San Joaquin Valley, it is important for us to attract top notch performers to our company. We competitively search for talent and many are interested in our positions and opportunities, but most have options all over the country. So I am excited that Opportunity Stanislaus is focusing on attracting projects that will enhance the quality of life in our region. Having strong cultural and recreational assets will make it more attractive for prime candidates to come here."

— Dan Huber, Chief Executive Officer, Foster Farms







changer" implies a project that would create a new paradigm in the economic vitality of the county.

- Support other community development projects that will improve the quality of life in the county and make it easier for employers to attract talent to the county. These projects (currently being determined) could come from various community and/or public-based organizations and could include but are not limited to new recreation, arts or cultural attractions, transportation initiatives, and initiatives to beautify and promote the county to the outside world.
- Support the county's regional tourism and branding initiative by being an active partner, adding our ideas and potential resources and talents to the initiative.

Expected Outcomes

- Attract at least 40 companies to the county by 2026 that offer jobs that pay at least 125 percent over the county average wage.
- Attract at least 20 companies from industries not currently part of the majority industry mix within the county by 2026.
- Lead and launch at least one "game-changing" project of at least $100 million of investment by 2023. The project will be identified by 2023 with a successful decision to launch being made by 2026.
- Support at least 10 additional community development "quality of life" projects or "economic driver" projects over the course of the next five years. Supporting the project is defined by opening doors, signing letters of support, having groups make presentations to our board and investors, or providing experience and know how from our staff to the project.
- Attend meetings and act as a full participant in the county's regional tourism and branding initiative.
- Develop relationships of trust with all tradeable sector companies and investor companies, striving to visit at least 500 businesses per year. In these visits we will ask questions of business leaders to ascertain what opportunities, challenges and threats are posed to them. We will then report the aggregate data to policy makers at the local, county, state and federal level.



"I grew up in Modesto. I raised my children here. Now, as Mayor of Modesto, I want our children and grandchildren to have great jobs and stay here. I am so happy that Opportunity Stanislaus is committed to attracting high-paying jobs to our community and the region. The connection they have made to the Bay Area should prove very strategic in getting Bay Area companies to invest in our region."

— Sue Zwahlen,
Mayor of Modesto







"Opportunity Stanislaus provides the right tools and resources to help small businesses throughout our community. They've made a great difference to our growing business."

— Karina Ramirez, Co-owner/Founder, Memo's Cocina & Tequila Bar

GROW Local Business 4

Mission

Create and deliver mentoring and programming resulting in continuous improvement and innovation of small businesses in Stanislaus County by providing expert, no-cost business advising, low-cost workshops and small business trainings.

Objectives

Responding to surveys, companies/organizations in Stanislaus County/Northern San Joaquin Valley responded that new business start-ups and growth and retention of existing businesses of all sizes is "extremely or very important". The following objectives have been developed based on that input:

- Focus on underserved constituents by increasing business ownership among minority groups throughout Stanislaus and Tuolumne Counties.
- Identify and help establish businesses to expand within and beyond our region.
- Expand our outreach services to businesses in rural areas, providing access to training, business counseling and research capabilities.
- Increase networking opportunities among all stakeholders, understanding that connectivity creates growth.



- Opportunity Stanislaus will become known as the leading technical assistance resource for entrepreneurs.

Expected Outcomes

- Create at least 200 new business starts and 700 new jobs through our consulting services by 2026.
- Lead an outreach campaign to attract and startup at least 75 more minority-owned businesses in Stanislaus County by 2026.
- Beginning in 2021, hold at least six annual business workshops targeting a minimum of 200 business owners.
- Host two annual business conferences focused on minority-owned businesses beginning in 2021.
- Open three business assistance satellite offices by 2024.
- Recruit at least eight additional business advisors from outlying areas of the county by 2023.
- Host/partner on four annual **Let's Talk Business** networking events beginning in 2021 in order to create a space for new and seasoned business owners to connect and share best practices.
- Collaborate with stakeholders to provide at least eight annual training opportunities beginning in 2021 that will result in 400+ small business owners being trained in financial management and small business practices.
- Create mentorship opportunities for at least 15 emerging entrepreneurs each year beginning in 2021 in partnership with regional institutions of higher learning.
- Report at least $80 million of new revenue growth among SBDC clients over the next five years.



"Successful small businesses are essential to the growth of our community. The resources and support that Opportunity Stanislaus provide have contributed greatly to the success of our company over many years."

— Jonathan Sciabica, CEO, Sciabica Family California Olive Oil





"As the business community, we need to use our influence to encourage political decisions that will benefit our regional economy. I am excited that Opportunity Stanislaus is taking this up as an area of focus."

— Jim Vieira, President at California Mill Equipment Company and P&F Metals

DRIVE Public Policy & Advocacy for Stronger Business Growth 5

Mission

Lead the county and region in data-driven public policy initiatives to draw attention to and influence policy decisions supporting business growth and advocating for a better business climate statewide.

Objectives

- Create a regional economic research institute with the San Joaquin Partnership to produce important economic research supporting and driving public policy decisions that will spur economic growth.
- Remain a strong partner in regional and statewide business initiatives such as the Bay Area Megaregion Alliance and the New California Coalition. The purpose of these groups is to collaborate on important topics like transportation, jobs, housing, and creating a better business climate.
- Build our ability to provide data-driven research to support business growth.
- Launch and facilitate a quarterly CEO Roundtable to drive public policy initiatives. This group of CEOs will learn about important projects and initiatives impacting the regional economic vitality. They will decide if Opportunity Stanislaus







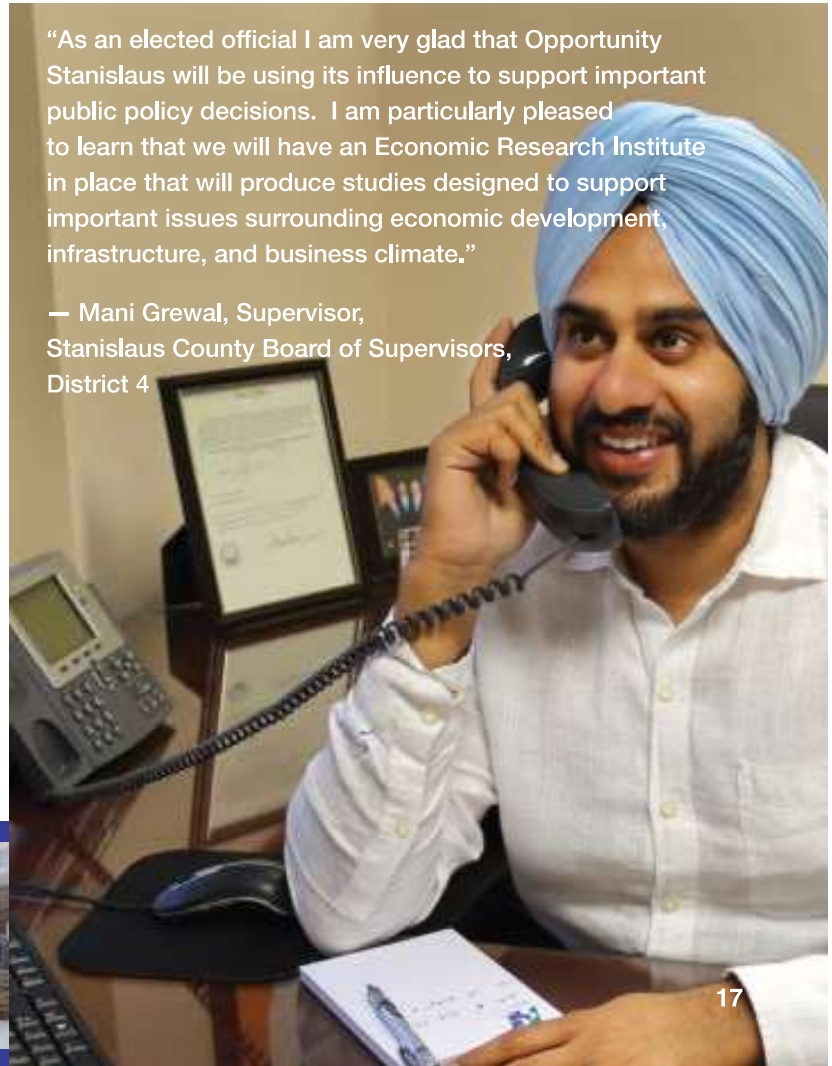
will support, oppose, or remain neutral on these initiatives and at what scale.

- Acquire robust data analytics tools enabling us to help businesses scale, attract new businesses to the area, create strategies for diversification of our industry base, provide data support for important projects, and help our cities understand which retailers and businesses to attract based on consumer trends and behaviors.
- Lead annual business delegations to Washington DC and Sacramento to influence public policy decisions that will benefit our regional economy. These delegations will focus on the Stanislaus County/Northern San Joaquin Valley region and include public and private leadership.

Expected Outcomes

- Taking the lead, or in partnership with other organizations, secure at least one major pro-business policy win each year starting in 2022.
- Taking the lead or in partnership with other organizations, starting in 2023 attract at least $2 million annually from federal or state sources to support major infrastructure or economic development initiatives.
- Launch the Northern San Joaquin Valley Economic Institute in 2022.
- Continue Opportunity Stanislaus participation in the Bay Area Megaregion Alliance and the New California Coalition. Produce at least one major public policy win per year beginning in 2022 as a result of active participation in these groups.
- Purchase stronger data analytic tools beginning in 2022 providing real time consumer data. These tools will enable us to help local businesses scale, attract new business investment, and assist local retail and entertainment venues.
- Launch a CEO Roundtable in 2021 that will meet quarterly to weigh in on important public policy initiatives. The Opportunity Stanislaus Board of Directors will select the CEOs to be invited to be part of the Roundtable. Our goal will be to investigate and take positions on at least two to four key policy initiatives each year. Effectiveness of the group will be determined via an annual CEO Roundtable survey.
- Partner with local government and other business organizations to lead an annual delegation to Washington DC and Sacramento to advocate for important regional projects beginning in 2022.



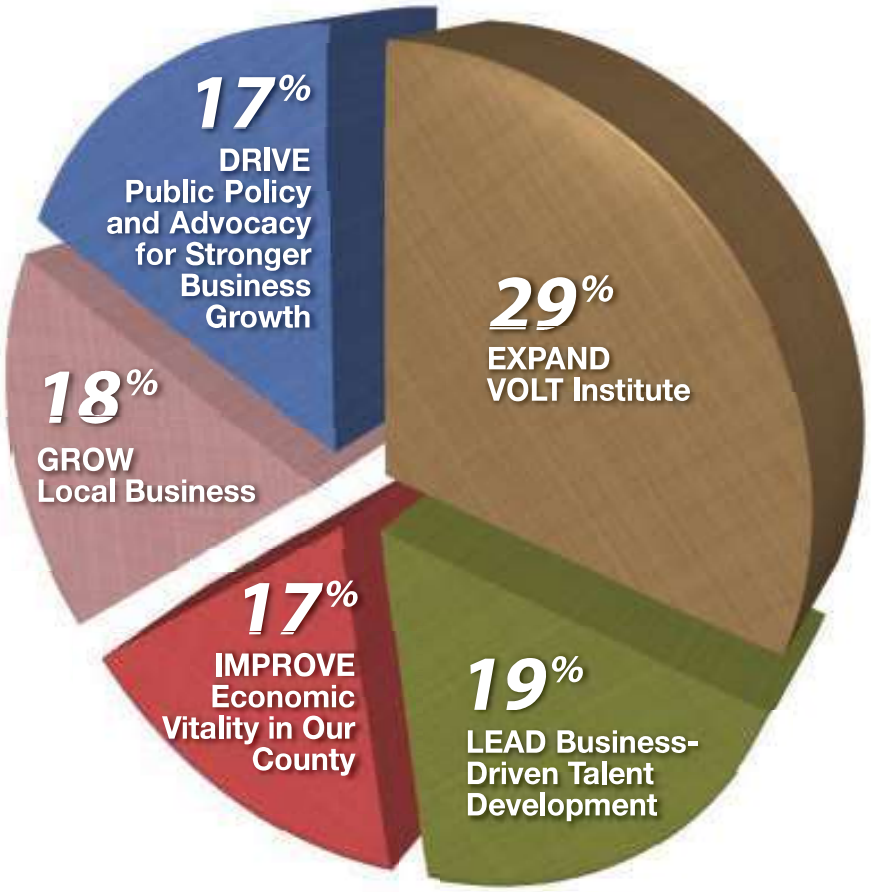


"As an elected official I am very glad that Opportunity Stanislaus will be using its influence to support important public policy decisions. I am particularly pleased to learn that we will have an Economic Research Institute in place that will produce studies designed to support important issues surrounding economic development, infrastructure, and business climate."

— Mani Grewal, Supervisor,
Stanislaus County Board of Supervisors,
District 4

Campaign Goal

How your investment dollars will be spent:



Annual Budget	**$1,800,000**
Five-Year Budget	**$9,000,000**

ANNUAL INVESTMENT LEVELS:

Game Changer	**$50,000 +**
Chairman's Circle	**$25,000 +**
President's Council	**$10,000 +**
Strategic Partner	**$5,000 +**
Growth Partner	**$2,500 +**
Community Partner	**$1,000 +**



Investor Benefits

Game Changer: $50,000 +

- Highest priority consideration for seat on Opportunity Stanislaus Board of Directors
- Membership in the Chairman's CEO Roundtable for your C suite level executive
- 60% discount on VOLT hard skill classes and boot camps
- Quarterly meeting with CEO to ensure your return on investment
- Prominent logo recognition and profile on OS website
- Other tailored benefits of specific interest to you will be developed as part of your ongoing "one-on-one" meetings with OS leadership
- HR Concierge with ten free recruitments per year
- Year-round complimentary research

Chairman's Circle: $25,000 +

- Priority consideration for seat on Opportunity Stanislaus Board of Directors
- 50% discount on VOLT hard skill classes and boot camps
- Quarterly meeting with CEO to ensure your return on investment
- Prominent logo recognition and profile on OS website
- Other tailored benefits of specific interest to you will be developed as part of your ongoing "one-on-one" meetings with OS leadership
- HR Concierge with eight free recruitments per year
- Eight research projects/year (additional research available for a fee)

President's Council: $10,000 +

- 40% discount on VOLT hard skill classes and boot camps
- Active engagement by Director of Investor Relations to ensure your return on investment
- Company logo and link on OS website
- HR Concierge with six free recruitments per year
- Six research projects/year (additional research available for a fee)

Strategic Partner: $5,000 +

- 30% discount on VOLT hard skill classes and boot camps
- Active engagement by Director of Investor Relations to ensure your return on investment
- Company logo and link on OS website
- HR Concierge with four free recruitments per year
- Four research projects/year (additional research available for a fee)

Growth Partner: $2,500 +

- 20% discount on VOLT hard skill classes and boot camps
- Active engagement by Director of Investor Relations to ensure your return on investment
- Company name and link on OS website
- HR Concierge with three free recruitments per year
- Three research projects/year (additional research available for a fee)

Community Partner: $1,000 +

- 10% discount on VOLT hard skill classes and boot camps
- Active engagement by Director of Investor Relations to ensure your return on investment
- Company name and link on OS website
- HR Concierge with two free recruitments per year
- Two research projects/year (additional research available for a fee)

Board of Directors

Chairman of the Board
Dillon Olvera
President & CEO at Beard Land and Investment Co.

Vice Chairman
Dan Leonard
Vice President & Chief Financial Officer at Bronco Wine Company

Secretary
Chris Lehikainen
Vice President of Field Operations & Plant Inputs at Stanislaus Food Products

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Kathryn Davis
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Lynn Dickerson
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Christopher Drago
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Gino Patrizio
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Edwin Rizo
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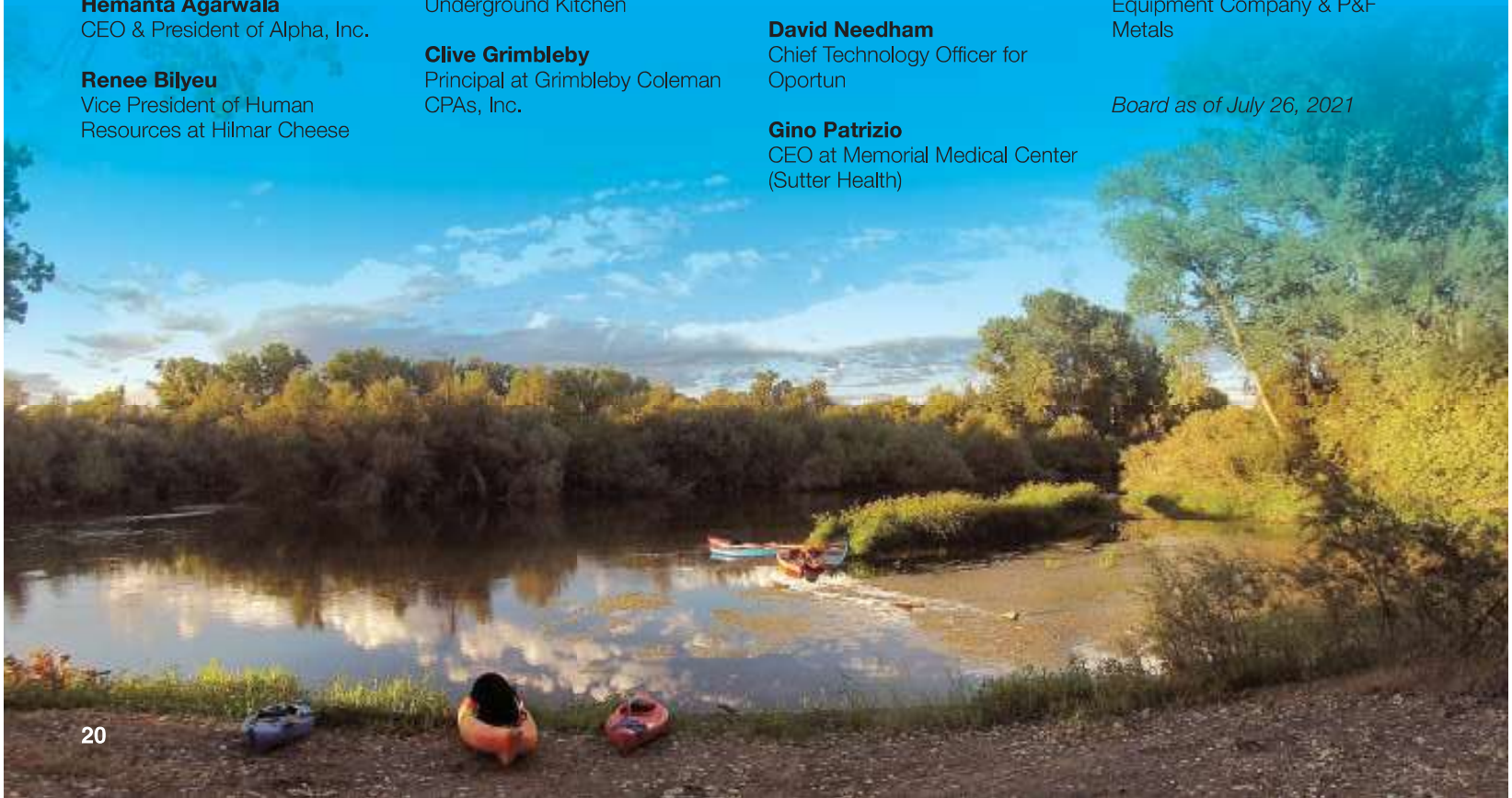
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CEO at Automation Group

Blake Steward
Senior Vice President - Human Resources at Pacific Southwest Container

Paul Van Konynenburg
Managing Partner at Britton Konynenburg Partners

Jim Vieira
President at California Mill Equipment Company & P&F Metals

Board as of July 26, 2021





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Katy Winders
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Monique Jackson
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Chief Business Services Officer
Executive Director, VOLT Institute

April Potter
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Tim Dutter
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Talent Development Intern

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Chief Innovation Officer
Director, Valley Sierra SBDC

Joseph Cordova
Assistant Director, Finance & Operations, Valley Sierra SBDC

Maisie Silva
Training & Marketing Coordinator, Valley Sierra SBDC

Opportunity Stanislaus staff as of July 26, 2021

OPPORTUNITY Stanislaus

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Modesto, CA

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7/7/2025	3091.5	Net 90

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Opportunity Stanislaus MOU - FY 2025 - 2026	50,000.00
	Total $50,000.00
	Pmt/Credit $0.00
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City Council Staff Report

December 9, 2025

From:	Jessie Dhami, Human Relations Director
Prepared by:	Darlene Ingersoll, Principal HR Analyst
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Approving the Classification Study Final Report, revised/reformatted and new job descriptions, and amend the Management Salary Schedule, Confidential Salary Schedule, Turlock City Employees Association (TCEA) Salary Schedule, Turlock Associated Police Officers (TAPO) Salary Schedule, Turlock Management Association-Public Safety (TMAPS) (Police) Salary Schedule and approve an Unrepresented Salary Schedule effective December 9, 2025.

2. NARRATIVE:

On April 11, 2023, the City of Turlock entered into a Professional Services Agreement with a Consultant, Sloan Sakai Yeung & Wong LLP, to conduct a City commissioned Compensation and Classification Study. The Compensation Study was completed and submitted to the City Council on December 12, 2023. The Classification Study kicked off on December 20, 2023, with introductory and information presentation sessions to all labor groups and department directors conducted by the Consultant and the City of Turlock Human Relations Department. The timeline of the Classification Study is as follows:

January 30, 2024 and February 6, 2024- The Consultant and the City of Turlock Human Relations Department conducted a Classification Study presentation and orientation sessions held for all employees, separately for all Supervisors and Managers. All employees were requested and encouraged to participate.

March 2024 through August 2025- Classification Study continuous work with employees, supervisors, managers, labor groups, Consultant and the City of Turlock Human Relations Department consisting of a voluminous back-and-forth dialogue process: Study involved collecting, validating and assessing job information; Revising, retitling, combining and/or creating new descriptions based on information collected; Study strategies; Written questionnaires; Interviews with employees; Communication with supervisors, managers and Human Relations; Review of job-related documents; Review drafts with management and employee groups; Revise drafts in response to review and input.

Each revised job description now includes the following standardized sections:

- Title
- Definition
- Distinguishing Characteristics
- Supervision Received and Exercised
- Essential Functions
- Qualifications
- Experience and Training Guidelines
- Working Conditions

 Physical Requirements
 FLSA Status and Bargaining Unit

October 1, 2025- The City of Turlock Human Relations Department communicated via email memo to all labor groups and department directors regarding important dates and times of upcoming sessions with Consultant and Human Relations to support continued collaboration and transparency and highlighted the revised job descriptions would be shared by the next day.

October 1-2, 2025- Draft revised job descriptions were shared by the City of Turlock Human Relations Department with all labor groups and department directors to provide any and all final comments by November 6, 2025. And meet and confer process as needed.

October 16, 2025 and October 23, 2025- The Consultant and the City of Turlock Human Relations Department conducted in-person and virtual presentation meetings with the labor groups and department directors.

The Classification Study Final Report and revised job descriptions are attached to this agenda item. Consultant began with approximately 300 job descriptions and 392 subjects (employees). Consultant has produced 203 new and/or revised job descriptions.

Subsequently, during the classification study process, Municipal Services experienced some key developments, including the City's water system, new regulatory requirements impacting analysis, duties, titling and reporting relationships in various City functions. These key developments include the following:

May 2023: Citywide chlorination began, increasing water sampling obligations.
January 2024: Integration of surface water from Stanislaus Regional Water Authority (SRWA) further increased regulatory complexity.
May 2024: Municipal Services Department Reorganization.
February 2025: A Staffing Study by a contracted agency was completed to better align the Water Quality Control, Electrical, and Utilities divisions with expectations set by the State of California. These changes support a more compliant and accountable water system structure.

As a result of these key developments, the following new job descriptions were created and require subsequent and continuing dialogue, including meet and confer with labor groups on any salary range modifications:

Collection System Maintenance Supervisor
Collection System Maintenance Worker I/II
Collection System Maintenance Worker, Sr.
Environmental Compliance Inspector I/II
Environmental Compliance Inspector, Sr.
Instrumentation and Control Supervisor
Instrumentation and Control Technician I/II
Instrumentation and Control, Sr.
Laboratory Analyst Supervisor
Maintenance Planner

Maintenance Technician I/II
Maintenance Technician, Sr.
Maintenance Technician Supervisor
SCADA Technician
Transit Analyst I/II
Wastewater Treatment Plant Manager
Wastewater Treatment Plant Supervisor
Water Distribution Operator I/II
Water Distribution Operator Supervisor
Water Distribution Operator, Sr.
Water Resources Analyst I/II
Water System Operator I/II
Water System Operator Supervisor
Water System Operator, Sr.

In addition, due to timeframes, subsequent and continuing dialogue and work continues with Turlock Firefighters Local #2434, Turlock City Employees Association (TCEA) and Turlock Management Association-Public Safety (TMAPS).

Furthermore, the information and analysis from the Classification Study provided the City an opportunity to determine whether classifications and job descriptions best fit in the current classification plan. Areas were identified where additional job descriptions are necessary to support service delivery, improve organizational efficiency, and ensure that departments are equipped to meet current and future operational demands.

At the direction of the Interim City Manager, staff is recommending, at this time, the addition of new job descriptions. Staff is bringing forward the recommendation for approval of:

- Establishment of a new job description for a Public Information Officer in the Management Group with a salary range of 29.1 effective December 9, 2025.
- Establishment of a new job description for a Management Analyst in the Management Group with a salary range of 32.1 effective December 9, 2025.

These identified positions are intended to strengthen internal capacity, address workload pressures, and align staffing levels with the operational requirements identified during the review. As with all organizational assessments, the results are not considered final; staffing needs may evolve over time and will continue to be evaluated periodically to ensure alignment with service demands and operational priorities.

Section 2-4-207 of the Turlock Municipal Code provides that the City Manager is responsible for the efficient administration of all affairs of the City which are under his control. Section 2-4-207(d) of the Turlock Municipal Code provides the City Manager with the power and duty to recommend to the City Council the reorganization of offices, positions, departments, or units under his direction as he may deem in the interest of the efficient, effective, and economical conduct of the City’s business. City Council approval is required for any new or revisions to job descriptions.

Therefore, the recommendation is to approve the Classification Study Final Report, approve

the revised/reformatted and new job descriptions, and amend the Management Salary Schedule, Confidential Salary Schedule, Turlock City Employees Association (TCEA) Salary Schedule, Turlock Associated Police Officers (TAPO) Salary Schedule, Turlock Management Association-Public Safety (TMAPS) (Police) Salary Schedule and approve an Unrepresented Salary Schedule effective December 9, 2025.

3. FISCAL IMPACT / BUDGET AMENDMENT:

The identified new job descriptions for the positions of Public Information Officer and Management Analyst have been incorporated into the Amendments to the Fiscal Year 2025-2026 Budget as a Result of the First Quarter Budget Review (Action Item 13.C.), which identifies the funding necessary to support the recommended additions.

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of “organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” and therefore is not considered a project.

5. ATTACHMENTS:

1. Draft Resolution
2. Classification Study Final Report
3. Management Salary Schedule
4. Confidential Salary Schedule
5. Turlock City Employees Association (TCEA) Salary Schedule
6. Turlock Associated Police Officers (TAPO) Salary Schedule
7. Turlock Management Association- Public Safety (TMAPS) (Police) Salary Schedule
8. Unrepresented Salary Schedule
9. Account Clerk I
10. Account Clerk II
11. Account Clerk, Sr.
12. Accountant I
13. Accountant II
14. Accountant III
15. Accountant, Principal
16. Accounting Technician
17. Accounts Payable Clerk
18. Administrative Analyst
19. Administrative Assistant, Public Safety
20. Administrative Assistant
21. Animal Control Officer, Sr.
22. Animal Control Officer, Supervisor
23. Animal Control Officer
24. Animal Control Rescue Coordinator - Part Time
25. Asset Analyst
26. Assistant Municipal Services Director
27. Background Coordinator
28. Building Inspector I
29. Building Inspector II

30. Building Inspector, Sr
31. Building Inspector, Trainee
32. Chief Building Official
33. City Attorney
34. City Clerk
35. City Engineer
36. City Manager
37. Civil Engineer, Associate
38. Civil Engineer, Principal
39. Civil Engineer, Sr.
40. Code Compliance Technician
41. Code Enforcement Officer
42. Code Enforcement Supervisor
43. Collection System Maintenance Supervisor
44. Collection System Maintenance Worker I II
45. Collection System Maintenance Worker, Sr.
46. Communications Specialist
47. Community Service Officer I II
48. Crime and Community Information Analyst
49. Crime Prevention Specialist
50. Deputy City Clerk
51. Deputy City Manager
52. Development Services Director
53. Economic Development Director
54. Electrical. Mechanical Maintenance Supervisor
55. Electrical. Mechanical Technician I
56. Electrical. Mechanical Technician II
57. Electrical. Mechanical Technician, Sr.
58. Electronic. Instrumentation Technician, Sr.
59. Electronic. Instrumentation Technician
60. Emergency Services Dispatcher I II
61. Emergency Services Dispatcher Trainee
62. Emergency Services Dispatcher, Lead
63. Engineer, Assistant
64. Engineer, Associate
65. Engineering Project Coordinator
66. Environmental Compliance Inspector I II
67. Environmental Compliance Inspector, Sr.
68. Environmental Compliance Inspector
69. Evidence and Property Specialist I II
70. Executive Administrative Assistant - Municipal Services
71. Executive Administrative Assistant. Public Safety
72. Executive Legal Assistant-Paralegal
73. Facilities Maintenance Assistant
74. Field Services Technician
75. Finance Director
76. Financial Customer Services Supervisor
77. Fire Battalion Chief
78. Fire Captain

79. Fire Chief
80. Fire Division Chief - Operations
81. Fire Division Chief
82. Fire Engineer
83. Fire Marshal
84. Fire Operations Support Analyst
85. Fire Prevention Inspector
86. Firefighter
87. Fleet Maintenance Mechanic I.II
88. Fleet Maintenance Mechanic, Sr.
89. Fleet Maintenance Supervisor
90. Fleet Services Manager
91. GIS Coordinator
92. Housing Finance Specialist I.II
93. Housing Finance Specialist Trainee
94. Housing Program Manager
95. Housing Program Specialist I.II
96. Housing Rehabilitation Specialist. Inspector I
97. Housing Rehabilitation Specialist. Inspector II
98. Housing Rehabilitation Specialist. Inspector Trainee
99. Human Relations Analyst
100. Human Relations Director
101. Human Relations Specialist
102. Information Technology Analyst I
103. Information Technology Analyst II
104. Information Technology Analyst, Sr.
105. Information Technology Director
106. Information Technology Manager
107. Information Technology Technician
108. Instrument and Control Technician, Sr.
109. Instrumentation and Control Supervisor
110. Instrumentation and Control Technician I.II
111. Instrumentation and Control Technician, Sr.
112. Investigations Unit Analyst
113. Laboratory Analyst I.II
114. Laboratory Analyst Supervisor
115. Laboratory Analyst, Sr.
116. Laboratory and Environmental Superintendent
117. Land Surveying Technician I
118. Land Surveying Technician II
119. Maintenance Planner
120. Maintenance Supervisor, Assistant
121. Maintenance Supervisor
122. Maintenance Team Leader
123. Maintenance Technician I.II
124. Maintenance Technician Supervisor
125. Maintenance Technician, Sr.
126. Maintenance Worker I II
127. Maintenance Worker, Sr.

128. Management Analyst
129. Municipal Services Director. SRWA General Manager
130. Municipal Services Director
131. Parks Streets Public Facilities Superintendent
132. Parts Clerk
133. Part-Time Grant Writer
134. Permit Technician
135. Planner, Assistant
136. Planner, Associate
137. Planner, Principal
138. Planner, Sr.
139. Planning Manager
140. Planning Technician
141. Plans Examiner I
142. Plans Examiner II
143. Plans Examiner Sr.
144. Police Business Unit Supervisor
145. Police Cadet
146. Police Captain
147. Police Chief
148. Police Detective
149. Police Lieutenant
150. Police Officer I.II
151. Police Officer Trainee
152. Police Records Supervisor
153. Police Records Technician, Sr.
154. Police Records Technician
155. Police Sergeant
156. Police Support Operations Manager
157. Principal Human Relations Analyst
158. Public Affairs Analyst
159. Public Information Officer
160. Public Safety Business Analyst
161. Public Safety Communications Assistant Supervisor
162. Public Safety Communications Supervisor
163. Public Works Construction Inspector, Senior- Roads
164. Public Works Construction Inspector, Sr.
165. Public Works Construction Inspector
166. Public Works Supervisor-City Surveyor
167. Purchasing Manager
168. Purchasing Specialist
169. Recreation Coordinator
170. Recreation Superintendent
171. Recreation Supervisor
172. Regulatory Affairs Manager
173. Risk Management Director
174. Roads Program Manager
175. SCADA Technician
176. Secretary, Sr.

177. Shipping & Receiving Inventory Specialist
178. Staff Services Analyst
179. Staff Services Assistant
180. Staff Services Technician
181. Traffic Technician, Sr.
182. Transit Analyst I.II
183. Transit Analyst
184. Transit Manager
185. Utilities Maintenance Worker I.II
186. Utilities Maintenance Worker, Sr.
187. Utilities Manager
188. Utilities Supervisor, Assistant
189. Utilities Supervisor
190. Wastewater Plant Operator I.II
191. Wastewater Plant Operator, Sr.
192. Wastewater Treatment Plant Manager
193. Wastewater Treatment Plant Operator I.II
194. Wastewater Treatment Plant Operator, Sr.
195. Wastewater Treatment Plant Supervisor
196. Water Conservation Worker
197. Water Distribution Operator I.II
198. Water Distribution Operator Supervisor
199. Water Distribution Operator, Sr.
200. Water Quality Control Division Manager
201. Water Quality Control Laboratory Supervisor
202. Water Quality Control Supervisor
203. Water Resources Analyst I.II
204. Water System Operator I II
205. Water System Operator Supervisor
206. Water System Operator, Sr.
207. Water Treatment Plant Manager
208. Water Treatment Plant Operations Supervisor
209. Water Treatment Plant Operator I
210. Water Treatment Plant Operator II
211. Water Treatment Plant Operator, Sr.

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF APPROVING THE THE CLASSIFICATION STUDY FINAL REPORT, REVISED/ REFORMATTED AND NEW JOB DESCRIPTIONS, AND AMEND THE MANAGEMENT SALARY SCHEDULE, CONFIDENTIAL SALARY SCHEDULE, TURLOCK CITY EMPLOYEES ASSOCIATION (TCEA) SALARY SCHEDULE, TURLOCK ASSOCIATED POLICE OFFICERS (TAPO) SALARY SCHEDULE, TURLOCK MANAGEMENT ASSOCIATION-PUBLIC SAFETY (TMAPS) (POLICE) SALARY SCHEDULE AND APPROVE AN UNREPRESENTED SALARY SCHEDULE EFFECTIVE DECEMBER 9, 2025	}	**RESOLUTION NO. 2025-**

WHEREAS, on April 11, 2023, the City of Turlock entered into a Professional Services Agreement with a Consultant, Sloan Sakai Yeung & Wong LLP, to conduct a City commissioned Compensation and Classification Study; and

WHEREAS, the Classification Study kicked off on December 20, 2023, with introductory and information presentation sessions to all labor groups and department directors conducted by the Consultant and the City of Turlock Human Relations Department; and

WHEREAS, the Classification Study Final Report and revised job descriptions are attached to this agenda item; and

WHEREAS, each revised job description now includes standardized sections and formatting; and

WHEREAS, the information and analysis from the Classification Study provided the City an opportunity to determine whether classifications and job descriptions best fit in the current classification plan; and

WHEREAS, subsequently, during the classification study process, Municipal Services experienced some key developments, including the City's water system, new regulatory requirements impacting analysis, duties, titling and reporting relationships in various City functions. As a result of these key developments, new job descriptions were created and require subsequent and continuing dialogue, including meet and confer with labor groups on any salary range modifications; and

WHEREAS, due to timeframes, subsequent and continuing dialogue and work continues with Turlock Firefighters Local #2434, Turlock City Employees Association (TCEA) and Turlock Management Association-Public Safety (TMAPS); and

WHEREAS, at the direction of the Interim City Manager, staff is recommending, at this time, the addition of new job descriptions for a Public Information Officer in the Management Group with a salary range of 29.1 effective December 9, 2025 and a new job description for a Management Analyst in the Management Group with a salary range of 32.1 effective December 9, 2025; and

WHEREAS, section 2-4-207 of the Turlock Municipal Code provides that the City Manager is responsible for the efficient administration of all affairs of the City which are under his control. Section 2-4-207(d) of the Turlock Municipal Code provides the City Manager with the power and duty to recommend to the City Council the reorganization of offices, positions, departments, or units under his direction as he may deem in the interest of the efficient, effective, and economical conduct of the City's business. City Council approval is required for any new or revisions to job descriptions.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby approve the Classification Study Final Report, approve the revised/reformatted and new job descriptions, and amend the Management Salary Schedule, Confidential Salary Schedule, Turlock City Employees Association (TCEA) Salary Schedule, Turlock Associated Police Officers (TAPO) Salary Schedule, Turlock Management Association-Public Safety (TMAPS) (Police) Salary Schedule and approve an Unrepresented Salary Schedule effective December 9, 2025.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

_____
Nichole Fiez, City Clerk
City of Turlock, County of Stanislaus,
State of California

City of Turlock

Classification Study Final Report

Sloan Sakai
ATTORNEYS AT LAW

Management Strategies Group

December 9, 2025

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BACKGROUND

In 2023, the City of Turlock contracted with Management Strategies Group, a division of Sloan, Sakai, Yeung & Wong LLP, to conduct a compensation and classification study for city classifications and staff. This study was driven by several factors described below.

The strategies and project tasks described in this report are typical for those used throughout the public sector, employing both best industry practices and adding several special features of Sloan Sakai, including many years of expertise working for Bay Area and Central Valley public employers. We view our role as a partner with our clients, with the common objective of ensuring equitable classification solutions.

The resulting work products have been finalized by the City of Turlock Human Relations Department and are submitted separately.

PROJECT OBJECTIVES

The goals and objectives of the classification study were as follows:

- Create a classification plan that can meet the needs of the city, especially in the areas of recruitment and compensation.
- Contemporize the current plan documents and structure
    - Document and confirm current employee duties and position allocations
    - Support compensation management with information that allows for internal equity and facilitates compensation surveys
    - Support recruitment with information that clearly describes work and working conditions as well as necessary job skills
    - Support training and development by providing key information regarding important job tasks and the behaviors necessary to perform them
- Revise classification descriptions to ensure that they conform to industry best practices
- Identify problem areas and make recommendations for plan revisions
    - Contemporize the current classification plan
        - Ensure that the classification descriptions reflect the current body of work performed by employees;
- Ensure that the qualifications provisions are current and accurately reflected necessary skills, while enhancing the city's ability to reach the largest number of qualified persons.
- Ensure that the city has a classification system that will foster long-term career service.

PURPOSE OF THE CLASSIFICATION PLAN

The classification plan serves as the foundation of public sector personnel systems. It provides a documentary basis for assigning job duties and levels of compensation to employees based on their qualifications and the duties and responsibilities which they perform.

The classification plan is the total of all of the classification documents in an organization. In some organizations this is simply an inventory of all classification descriptions. In other organizations this may also include a classification philosophy and a procedural document describing the processes, guidelines and forms used in maintaining the classification plan.

Virtually all human resource processes rely on an efficient, accurate and equitable plan design. A classification plan provides the basis for a variety of human resources functions, including:

- Recruitment - the classification plan identifies both the duties assigned to a classification, along with the skill sets needed to successfully perform those duties, facilitating the recruitment and selection of the most appropriate candidates for each vacancy in a highly efficient and discrimination free manner.

- Compensation – the classification plan provides a basis for job valuation internally and serves as the documentary basis for market comparisons, which are essential to the recruitment and retention of qualified individuals.

- Training and Development – the classification plan forms a basis for the development of job-related training plans and employee development.

- Assessment and Appraisal – the classification plan provides a basis for employee performance standards and associated training.

- Cost management – the classification plan provides a clear and rational basis for the assessment of labor costs and the evaluation of alternative models and staffing patterns.

CLASSIFICATION STUDY STEPS

For this study, the city elected to utilize an employee driven study model which involved several major areas of activity. As an informational note, ‘employee driven’ means that only those employees who wished to participate did. No employee was compelled to participate. The voluntary approach does have some issues, as it means that data may not be available for jobs in which the employee elected not to participate.

A total of approximately three hundred (300) authorized positions were studied in nearly two hundred (200) classifications. While not all employees chose to participate, every class was studied, and all revisions were reviewed by Human Relations as well as by supervisors and managers.

The study process included the following major steps which are described below.

- Clarify and confirm study objectives and processes
    - initial meetings were held with City management to clarify study scope, objectives, processes, and deliverables.

- Orientation meetings were held to which all employees participating in the study were invited to meet the consultant staff involved with the project, in order to clarify study objectives and procedures, answer questions and distribute the Position Description Questionnaires.
- Confirm a standardized template to be used for all class descriptions
- Collect of job information from incumbents, supervisors and managers
    - Obtain detailed information regarding each position through a variety of techniques, including written Position Description Questionnaires (PDQ) and interviews with employees, supervisors, and management;
    - After the Position Description Questionnaires were completed and reviewed by supervisors and consultant staff, interviews were conducted with employees, supervisors, and management.
- Analysis of collected information
- Create draft descriptions based on reported and confirmed information
    - Following the analysis of the classification information gathered, draft class concepts, specifications, and position allocations were developed for management, supervisory, employee, and labor review. The draft descriptions
        - Document the work orientation and level of complexity of work for the various classes and positions;
        - Create a basis for evaluating employee performance during probationary and continuing periods of employment;
        - Provide a job-related basis for recruiting, and selecting employees; and
        - Provide a rational basis for establishing compensation rates clearly related to the nature of the work performed.
- Provide sufficient documentation to allow the City to maintain the classification plan on an ongoing basis.
- Review, revise and obtain final approval
    - After resolution of issues, including additional contacts with employees and management to gain details and clarification, appropriate modifications were made to the draft specifications and allocations and this final report was prepared.

PROJECT ACTIVITY TIMELINE

The Classification Study kicked off on December 20, 2023, with introductory and information presentation sessions to all labor groups and department directors conducted by the Consultant and the City of Turlock Human Relations Department.

January 30, 2024 and February 6, 2024- presentation and orientation sessions held for all employees, separately for all Supervisors and Managers. All employees were requested and encouraged to participate.

March 2024 through August 2025- continuous work with employees, supervisors, managers, labor groups, consultant and Human Relations consisting of a voluminous back and forth dialogue process: Study involved collecting, validating and assessing job information; Revising, retitling, combining and/or creating new descriptions based on information collected; Study strategies; Written questionnaires; Interviews with employees; Communication with supervisors, managers and Human Relations; Review of job-related documents; Review drafts with management and employee groups; Revise drafts in response to review and input.

October 1, 2025- The City of Turlock Human Relations Department communicated via email memo to all labor groups and department directors regarding important dates and times of

upcoming sessions with consultant and Human Relations to support continued collaboration and transparency and highlighted the revised job descriptions would be shared by the next day.

October 1-2, 2025- Draft revised classification descriptions were shared with all labor groups and department directors to provide any and all final comments by November 6, 2025. And meet and confer process as needed.

October 16, 2025 and October 23, 2025- Human Relations conducted in-person and virtual presentation meetings with the consultant, labor groups and department directors.

PROJECT DATA

In the course of the study, nearly four hundred (400) employees and their classifications were reviewed, including reviewing completed position questionnaires from about one third of the employee population along with extensive communications with supervisors and managers.

At the outset, the study reviewed approximately three hundred (300) existing city job classifications, many of which proved to be out of date or out of use. The consultants received and evaluated one hundred and five (105) completed employee position questionnaires. The study also involved the retitling and substantial revision of twenty-three (23) class descriptions which were adopted during the study, and the creation of sixty-three (63) new classes, with the majority located in the newly reorganized Municipal Services Department. After the removal of unused classes and the consolidation of others into 'I/II' configurations, the consultants produced a total of two hundred and twelve (212) classification descriptions.

POSITION ALLOCATION

Many classification studies result in the reallocation of a large number of the study positions. In this study such major reclassification is not proposed. In many classification studies the primary purpose of the study is reclassification. In this study, the primary emphasis was standardizing and updating the plan so that it is as current as possible. The class descriptions have been updated in a manner that ensures that duties reported by study subjects, supervisors and managers are included. The proposed descriptions, to the extent that job information was provided, now reflect actual duties and requirements. At minimum, this will not only improve recruitment efforts, but should also increase the efficiency of compensation surveys, job development, and employee assessment. The consultants have worked with the HR staff to recommend the reclassification of several positions for which the city expressed particular interest. Additionally, the large-scale development of new classes at the Municipal Services Department is likely to result in substantial reclassification of existing staff.

MAJOR ORGANIZATIONAL CHANGES

During the study two major events took place which impacted both the study timetable and deliverables.

First, the city reorganized several existing agencies into a new Municipal Services Department, which impacted reporting relationships, functions and the assignment of work. These changes are reflected in both updated class documents as well as in new proposed classes.

Secondly, there have been recent upgrades to the City's water system have been impacted by new regulatory requirements and operational changes which impacted several key classifications Key events included:

- May 2023: Citywide chlorination began, increasing water sampling obligations.
- January 2024: Integration of surface water from SRWA further increased regulatory complexity.
- 2025: A Staffing Study by a contracted agency was completed to better align the Water Quality Control, Electrical, and Utilities divisions with expectations set by the State of California. These changes support a more compliant and accountable water system structure.

COMMUNICATIONS WITH LABOR, MANAGEMENT AND EMPLOYEES

As described above, the consultants employed an extensive input and communication process for labor and employees through the use of

- Orientations
    - Several orientation sessions were conducted prior to the beginning of the study to review study purposes, steps and likely outcomes.
    - Several orientations were conducted at the conclusion of the study to review what had taken place and the work products, including an opportunity for comments by management and labor.
- Interviews
    - Dozens of interviews were conducted with
    - Employees, to expand on information provided by questionnaire
    - Supervisors and managers, to obtain further information, and validate reported information
- Ongoing discussions
    - The consultants were involved in continuing communication with
        - HR
        - Managers and Supervisors
        - Employees
        - Labor Organization
- Review of draft work products
        - HR
        - Managers
        - Labor Organizations

CLASSIFICATION STRATEGY

In conducting this study, consultants relied on an industry best practice known as the "whole job" method. The whole job focuses on the analysis and documentation of four major work and worker characteristics, including

- Expertise required to perform job duties, as expressed in the
    - Training
    - Experience
- Decision Making as documented in job level and typical duties
    - Type
    - Independence
- Working Relationships as documented in typical duties
    - Level
    - Purpose
- Working Conditions as provided in the description
    - Difficulty
    - Pleasantness

In both our audit of study positions and documentation of our findings we attempt to ensure that there is information related to each of these factors.

STRUCTURE OF THE CLASSIFICATION PLAN

The following guidance was used by the consultants in revising and/or creating new classifications descriptions. It forms the basis for the classification plan and can be employed in plan maintenance activity.

Class Levels

The following generally defines the class levels in the City of Turlock.

Class levels are reflected in a class series. A class series is a group of two or more classes similar with respect to the duties performed but different in terms of the scope and level of responsibility assumed by each job classification in the series. Distinctions between class levels are expressed in terms of the level of responsibilities and job scope assigned to each class level. For each position it is possible to generally categorize each classification according to the following levels:

Trainee/Intern/Aide
Entry
Journey
Senior/Advanced Journey/Lead
First line Supervisor
Second line Supervisor
Manager
Senior Manager

Within each job series or family, there may exist a classification at every level or only at selected levels. The levels within a job series reflect the organization of the City of Turlock and are tailored to the City's needs and priorities. There are not classes at every level. But there are almost always, entry, journey and supervisory levels.

Trainee/Intern/Aide: Classes are designed to provide job-related experience to an employee who is still in school or is in the process of changing careers and is exploring job options. This employee has little or no direct work experience and is learning basic duties and responsibilities of a position. They normally receive direct supervision.

Entry level: Classes are designed to provide an on-the-job training opportunity to an employee

who has limited related work experience and is not yet prepared to perform the full range of work assigned to the journey level class. Assignments are generally limited in scope and are performed within an established procedural framework. They normally receive immediate supervision and as experience is acquired, supervision may become less immediate. They may include in their classification title an "I" or "Assistant" designation.

Journey level: Classes are designed to recognize those positions which require the employee to be fully trained to perform a broad range of tasks within the scope of the class usually under general supervision. Assignments are performed within a framework of established procedures and incumbents are expected to perform the full range of duties with only occasional instruction or assistance. Work is normally reviewed only on completion and for overall results. They may include in their classification title a "II", or "Associate" as a designation.

Senior, advanced journey or lead level: Classes possess a specialized technical, or functional expertise. They typically are assigned significant responsibilities requiring specialized knowledge, abilities, skills and experience and exercise independent judgement in the performance of their duties. They work under direction of their supervisor and may provide technical or functional supervision over lower-level positions. They may include in their classification title a "III" or "Senior" as a designation.

First-line Supervisor level: Classes recognize full, first-line supervisory positions that, plan, assign, and evaluate the work of paid subordinates and are responsible for a program area within a work unit or section of a department. They work under direction of their supervisor and may include in their classification title "Coordinator," "Supervisor", or "Supervising" as a designation.

Second-line Supervisor level: Classes recognize full, second-line supervisory positions that plan, assign, and evaluate the work of first-line supervisors and are responsible for a program area within a section or division of a department. They work under general direction of their supervisor and may include in their classification title "Senior Supervisor" or "Senior Manager" as a designation.

Exceptions to Class Level Guidelines
At times, a classification title has been recommended that uses terminology that may appear inconsistent with the standard level designation terminology described above. In these instances, the recommended title conforms with standards used in the respective industry, trade, or profession or past classification history within the City.

Levels of Supervision

The amount of supervision received and exercised is also utilized in creating class levels. The following terms are used to denote the level of supervision received and exercised in the class plan in the City of Turlock:

Direct Supervision
Immediate Supervision
General Supervision
Direction
General Direction
Administrative Direction
Policy Direction

Direct Supervision: The basic characteristics of direct supervision are the assignment of tasks; the observance, review and evaluation or performance; the administration of line personnel functions such as selection, discipline, grievances and privileges; and responsibility for the worker as well as

the work. This type of supervision is generally exercised over trainee's, interns or aides. In the City of Turlock gradations of direct supervision are described below in terms of the supervision received by the employee.

Immediate Supervision: The employee works in the presence of his/her supervisor or in a situation of close control and easy reference. Work assignments are given with explicit constructions or are so routinized that few, if any, deviations from established procedural practice are made without checking with the supervisor. This normally applies to entry level positions.

General Supervision: Assigned duties require that judgement be exercised or a choice among possible actions, sometimes without clear precedents, and with a concern for the consequence of action he utilized. This type of supervision typically pertains to the journey and advanced journey/lead levels in the clerical and maintenance series and the entry level in the professional series.

Direction: The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. This type or supervision typically pertains to journey or advanced Journey/lead level professional positions or first-line supervisors.

General Direction: The employee is responsible for program or function(s) and is expected to carry out necessary activities without direction except as new or unusual circumstances require. This category is usually reserved for second-line supervisory positions.

Administrative Direction: The employee has broad management responsibility for a division of a City Department or a set of related functions. Administrative direction is usually received in terms of goals and review is received in terms of results. This type of supervision is usually reserved for managers and deputy directors.

Policy Direction: The employee has broad administrative responsibility for a City department. Policy direction is usually received in terms of City Manager and City Council priorities and budgetary limitations and review is received in terms of meeting departmental goals.

In the City of Turlock another type of supervision is often paired with direct supervision, called indirect supervision or lead supervision where an employee has authority over the work of another employee but is not responsible for the employee.

Indirect Supervision: Indirect supervision is characterized by some form of authority over the work of the employee but not for the worker. The direct supervisor maintains the administration of line personnel functions such as selection, discipline, evaluation of performance, grievances and privileges while the indirect supervisor offers technical or functional expertise to the employee. The following describes the responsibilities for positions exercising indirect supervision:

Technical Supervision: The "Supervisor" is responsible for prescribing procedures, methods, materials, and formats as technical expert in a specialty. He/she may produce or approve specifications, guides, lists, or directions. He/she may give direction to employees on "how" and "why" but does not conduct performance evaluations or assign tasks. "Technical Supervision" is related to an occupation specialty or function--not to a specific employee.

Functional Supervision: The "Supervisor" is responsible for a project or recurrent activities which involve tasks performed by persons over who he/she has authority to give direction in regard to that project, even though they are under the direct supervision of someone else. "Functional supervision" may include "technical supervision", but goes beyond in that the supervisor schedules and assigns tasks, monitors progress, reviews results, provides input to employee

performance evaluations and is the person responsible for the completed work product. Functional supervision is related to a function or set of activities.

MAINTAINING THE PLAN

As noted from the extent of the study processes and outcomes, it can be extremely time consuming and costly to conduct large organizational studies once in twenty or thirty years. The cost also impacts labor relations, and can contribute to overall organizational and human resource inefficiencies. However, the class plan can be maintained based on a few simple strategies.

1. Adopt and utilize clear and easily communicated standards – it is essential to have a set of principles that guide the classification plan, including nomenclature, levels, allocation standards, document formats and content, etc. Without well documented standards there is a tendency for each new classification analyst to write and review descriptions according to their experience and preferences. In reviewing the plan documents at the study outset, there were a variety of styles and approaches apparent. The consultants have offered a set of standards for levels of complexity and supervision above.
2. Revise the plan when new information is acquired- there are two major sources of new information including input from departments seeking updates and changes, and from job analysis conducted when preparing recruitment plans.
3. Review key parts of the plan to ensure conformance with legal requirements- two parts of the class plan are particularly vulnerable to legal challenges including the FLSA determinations and the minimum qualifications. Reviewing these on a continuing basis can help minimize costly risk.
4. Review the plan from time to time to ensure that organizational strategies are consistent with the plan structure – often plans are considered fixed and static in nature. The plans are simply the documentation of what workers do. As duties and work structure change, the plan may also change to reflect those changes.
5. Communicate plan information to employees and managers regularly – the plan is a series of living documents which can have a profound bearing on the work lives of employees and the efficiency of the organization. It is essential that all stakeholders know what is in the plan and how to make changes when needed.

MANAGEMENT MONTHLY SALARY SCHEDULE EFFECTIVE FY 2025-2026

	Range	Step 1	Step 2	Step 3	Step 4	Step 5
ADMINISTRATIVE ANALYST	29.1	8203	8613	9044	9496	9971
PUBLIC INFORMATION OFFICER	29.1	8203	8613	9044	9496	9971
LABORATORY & ENVIRONMENTAL SUPERINTENDENT	32.1	9496	9971	10469	10993	11542
MANAGEMENT ANALYST	32.1	9496	9971	10469	10993	11542
PRINCIPAL HUMAN RELATIONS ANALYST	32.1	9496	9971	10469	10993	11542
~~PARKS/STREETS & PUBLIC FACILITIES SUPERINTENDENT~~	32.1	9496	9971	10469	10993	11542
PARKS, STREETS AND PUBLIC FACILITIES SUPERINTENDENT	32.1	9496	9971	10469	10993	11542
PURCHASING MANAGER	32.1	9496	9971	10469	10993	11542
RECREATION SUPERINTENDENT	32.1	9496	9971	10469	10993	11542
FLEET SERVICES MANAGER	34.1	10469	10993	11542	12119	12725
PUBLIC WORKS SUPERVISOR / CITY SURVEYOR	34.1	10469	10993	11542	12119	12725
PLANNING MANAGER	34.1	10469	10993	11542	12119	12725
~~REGULATORY AFFAIRS MGR~~	34.1	10469	10993	11542	12119	12725
REGULATORY AFFAIRS MANAGER	34.1	10469	10993	11542	12119	12725
ROADS PROGRAM MANAGER	34.1	10469	10993	11542	12119	12725
UTILITIES MANAGER	34.1	10469	10993	11542	12119	12725
~~WQC DIVISION MGR~~	34.1	10469	10993	11542	12119	12725
WATER QUALITY CONTROL DIVISION MANAGER	34.1	10469	10993	11542	12119	12725
HOUSING PROGRAM MANAGER	34.1	10469	10993	11542	12119	12725
ACCOUNTANT, PRINCIPAL	35.1	10993	11542	12119	12725	13361
CIVIL ENGINEER, PRINCIPAL	35.1	10993	11542	12119	12725	13361
~~EXECUTIVE ASST TO CM/CITY CLERK~~	~~35.1~~	~~10993~~	~~11542~~	~~12119~~	~~12725~~	~~13361~~
TRANSIT MANAGER	35.1	10993	11542	12119	12725	13361
~~INFO TECH MANAGER~~	35.8	11384	11952	12550	13178	13835
INFORMATION TECHNOLOGY MANAGER	35.8	11384	11952	12550	13178	13835
~~BUILDING OFFICIAL, CHIEF~~	36.1	11542	12119	12725	13361	14030
CHIEF BUILDING OFFICIAL	36.1	11542	12119	12725	13361	14030
CITY CLERK	36.1	11542	12119	12725	13361	14030
WATER TREATMENT PLANT MANAGER	36.1	11542	12119	12725	13361	14030
ASSISTANT MUNICIPAL SERVICES DIRECTOR	38.1	12725	13361	14030	14731	15468
POLICE SUPPORT OPERATIONS MANAGER	38.1	12725	13361	14030	14731	15468
CITY ENGINEER	39.1	13361	14030	14731	15468	16242
HUMAN RELATIONS DIRECTOR	39.1	13361	14030	14731	15468	16242
~~DEV SERV DIRECTOR~~	39.1	13361	14030	14731	15468	16242
DEVELOPMENT SERVICES DIRECTOR	39.1	13361	14030	14731	15468	16242
FINANCE DIRECTOR	39.1	13361	14030	14731	15468	16242
~~MUNICIPAL SERVICES DIR~~	39.1	13361	14030	14731	15468	16242
MUNICIPAL SERVICES DIRECTOR	39.1	13361	14030	14731	15468	16242
~~ECONOMIC DEVELOPMENT DIRECTOR / COMMUNICATIONS OFFICER~~	39.1	13361	14030	14731	15468	16242
ECONOMIC DEVELOPMENT DIRECTOR	39.1	13361	14030	14731	15468	16242
INFORMATION TECHNOLOGY DIRECTOR	39.1	13361	14030	14731	15468	16242
PUBLIC WORKS DIRECTOR	39.1	13361	14030	14731	15468	16242
RISK MANAGEMENT DIRECTOR	39.1	13361	14030	14731	15468	16242
MUNICIPAL SERVICES DIRECTOR / SRWA GENERAL MANAGER	40.1	14030	14731	15468	16242	17054
FIRE CHIEF	41.1	14731	15468	16242	17054	17906
DEPUTY CITY MANAGER	42.5	15780	16569	17398	18267	19180
POLICE CHIEF	43.6	16652	17485	18358	19276	20240
CITY MANAGER	45.7	18450	19372	20341	21358	22425
CITY ATTORNEY	47.4	20039	21041	22092	23197	24357

CONFIDENTIAL SALARY SCHEDULE FY 2025-2026

	Range	Step 1	Step 2	Step 3	Step 4	Step 5
			Monthly			
OFFICE ASSISTANT I	14.3	3410	3581	3760	3947	4144
OFFICE ASSISTANT II	16.3	3760	3947	4144	4351	4569
ACCOUNT TECH	21.2	4773	5011	5261	5523	5800
COMMUNICATIONS SPECIALIST	21.2	4773	5011	5261	5523	5800
~~SECRETARY, SR~~	21.6	4869	5111	5367	5635	5916
SECRETARY, SR.	21.6	4869	5111	5367	5635	5916
~~SECRETARY/DEPUTY CITY CLERK~~	~~23.2~~	~~5261~~	~~5523~~	~~5800~~	~~6089~~	~~6394~~
SECRETARY, SUPERVISING	23.6	5367	5635	5916	6212	6522
HUMAN RELATIONS SPECIALIST	24.2	5523	5800	6089	6394	6713
BACKGROUND COORDINATOR	26.2	6089	6394	6713	7049	7402
~~EXEC ADMIN ASST/DEPUTY CITY CLERK~~	~~26.2~~	~~6089~~	~~6394~~	~~6713~~	~~7049~~	~~7402~~
POLICE BUSINESS UNIT SUPERVISOR	27.4	6458	6781	7119	7476	7849
PUBLIC AFFAIRS ANALYST	28.0	6647	6979	7328	7694	8079
~~EXEC ADMIN ASSIST/CITY MANAGER~~	~~29.2~~	~~7049~~	~~7402~~	~~7771~~	~~8160~~	~~8568~~
~~EXEC ADMIN ASSIST/CM OFF/DEP CITY CLK~~	~~29.2~~	~~7049~~	~~7402~~	~~7771~~	~~8160~~	~~8568~~
DEPUTY CITY CLERK	29.2	7049	7402	7771	8160	8568
~~EXEC ADMIN ASSIST/PUBLIC SAFETY~~	29.2	7049	7402	7771	8160	8568
EXECUTIVE ADMINISTRATIVE ASSISTANT / PUBLIC SAFETY	29.2	7049	7402	7771	8160	8568
~~EXEC ADMIN ASST/MUNI SERV~~	29.2	7049	7402	7771	8160	8568
EXECUTIVE ADMINISTRATIVE ASSISTANT / MUNICIPAL SERVICES	29.2	7049	7402	7771	8160	8568
EXEC ADMIN ASST/PUBLIC WORKS	29.2	7049	7402	7771	8160	8568
HUMAN RELATIONS ANALYST	29.2	7049	7402	7771	8160	8568
~~EXEC ASST TO CM/CITY CLERK TRAINEE~~	~~31.2~~	~~7771~~	~~8160~~	~~8568~~	~~8997~~	~~9446~~
EXECUTIVE LEGAL ASSISTANT-PARALEGAL	31.2	7771	8160	8568	8997	9446

ADOPTED 9/10/24
EFFECTIVE 07/01/25
REVISED 12/9/25

TCEA MONTHLY SALARY SCHEDULE
EFFECTIVE 7/1/25

	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
OFFICE ASST I	13.9	3477	3651	3834	4026	4227
~~FACILITIES MAINT. ASST~~	15.2	3702	3888	4082	4286	4500
FACILITIES MAINTENANCE ASSISTANT	15.2	3702	3888	4082	4286	4500
ACCOUNT CLERK I	15.2	3702	3888	4082	4286	4500
OFFICE ASST II	15.9	3834	4026	4227	4438	4660
TRAFFIC TECHNICIAN TRAINEE	16.6	3966	4164	4372	4591	4821
ACCOUNT CLERK II	17.2	4082	4286	4500	4725	4962
FIELD SERVICES TECHNICIAN	17.2	4082	4286	4500	4725	4962
~~MAINTENANCE WKR I~~	17.2	4082	4286	4500	4725	4962
MAINTENANCE WORKER I	17.2	4082	4286	4500	4725	4962
~~SHIPPING & RECEV INV SPEC~~	17.2	4082	4286	4500	4725	4962
SHIPPING & RECEIVING INVENTORY SPECIALIST	17.2	4082	4286	4500	4725	4962
FLEET MAINT SERVICE WKR	17.9	4227	4438	4660	4893	5138
COMMUNITY SERV COORDINATOR	18.0	4243	4456	4678	4912	5158
PARTS CLERK	18.2	4286	4500	4725	4962	5210
ACCOUNTS PAYABLE CLERK	19.2	4500	4725	4962	5210	5470
~~ACCOUNT CLERK, SR~~	19.2	4500	4725	4962	5210	5470
ACCOUNT CLERK, SR.	19.2	4500	4725	4962	5210	5470
~~MAINTENANCE WKR II~~	19.2	4500	4725	4962	5210	5470
MAINTENANCE WORKER II	19.2	4500	4725	4962	5210	5470
CODE COMPLIANCE TECHNICIAN	19.2	4500	4725	4962	5210	5470
PLANNING ASSISTANT	19.2	4500	4725	4962	5210	5470
SECRETARY	19.2	4500	4725	4962	5210	5470
~~UTILITY MAINT WKR I~~	19.4	4545	4773	5011	5262	5525
UTILITIES MAINTENANCE WORKER I	19.4	4545	4773	5011	5262	5525
WATER CONSERVATION WORKER	19.4	4545	4773	5011	5262	5525
TRAFFIC TECHNICIAN I	19.6	4591	4821	5062	5315	5580
CODE ENFORCEMENT OFFICER	20.2	4725	4962	5210	5470	5744
~~BUILDING INSPECTOR, TRNEE~~	20.8	4869	5112	5368	5636	5918
BUILDING INSPECTOR, TRAINEE	20.8	4869	5112	5368	5636	5918
~~FLEET MAINT. MECHANIC I~~	20.9	4893	5138	5395	5664	5948
FLEET MAINTENANCE MECHANIC I	20.9	4893	5138	5395	5664	5948
NEIGHBORHOOD SERVICES TEC	21.0	4912	5158	5416	5687	5971
~~POLICE RECORDS TECH~~	21.0	4912	5158	5416	5687	5971
POLICE RECORDS TECHNICIAN	21.0	4912	5158	5416	5687	5971
STAFF SERVICES ASSISTANT	21.0	4912	5158	5416	5687	5971
LABORATORY ANALYST I	21.1	4937	5184	5443	5715	6001
ACCOUNTING TECHNICIAN	21.2	4962	5210	5470	5744	6031
~~MAINTENANCE WKR, SR.~~	21.2	4962	5210	5470	5744	6031
MAINTENANCE WORKER, SR.	21.2	4962	5210	5470	5744	6031
SECRETARY, SR.	21.2	4962	5210	5470	5744	6031
COMMUNITY DEV-SERVICE TEC	21.3	4986	5236	5497	5772	6061
~~UTILITY MAINT WKR II~~	21.4	5011	5262	5525	5801	6091
UTILITIES MAINTENANCE WORKER II	21.4	5011	5262	5525	5801	6091
~~WASTEWATER PLT OPR I~~	21.9	5138	5395	5664	5948	6245
WASTEWATER PLANT OPERATOR I	21.9	5138	5395	5664	5948	6245
WATER TREATMENT PLANT OPERATOR I	21.9	5138	5395	5664	5948	6245
~~ADMIN ASST, PUBLIC SAFETY~~	22.0	5158	5416	5687	5971	6269
ADMINISTRATIVE ASSISTANT, PUBLIC SAFETY	22.0	5158	5416	5687	5971	6269
ADMINISTRATIVE ASSISTANT	22.0	5158	5416	5687	5971	6269
PERMIT TECHNICIAN	22.5	5288	5553	5830	6122	6428
~~FLEET MAINT. MECHANIC II~~	22.9	5395	5664	5948	6245	6557
FLEET MAINTENANCE MECHANIC II	22.9	5395	5664	5948	6245	6557

	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PLANNING TECHNICIAN	23.0	5416	5687	5971	6269	6583
PURCHASING SPECIALIST	23.0	5416	5687	5971	6269	6583
RECREATION COORDINATOR	23.0	5416	5687	5971	6269	6583
STAFF SERVICES TECHNICIAN	23.0	5416	5687	5971	6269	6583
~~CRIME & COMMUNITY INFO ANALYST~~	23.2	5470	5744	6031	6332	6649
CRIME AND COMMUNITY INFORMATION ANALYST	23.2	5470	5744	6031	6332	6649
~~PUBLIC SAFETY BUSINESS ANALYST - POLICE~~	23.2	5470	5744	6031	6332	6649
~~PUBLIC SAFETY BUSINESS ANALYST - FIRE~~	23.2	5470	5744	6031	6332	6649
PUBLIC SAFETY BUSINESS ANALYST	23.2	5470	5744	6031	6332	6649
SECRETARY, SUPERVISING	23.2	5470	5744	6031	6332	6649
~~PUB FAC MAINT - TEAM LEADER~~	23.2	5470	5744	6031	6332	6649
MAINTENANCE TEAM LEADER	23.2	5470	5744	6031	6332	6649
~~UTILITY MAINT WKR, SR~~	23.4	5525	5801	6091	6396	6716
UTILITIES MAINTENANCE WORKER, SR.	23.4	5525	5801	6091	6396	6716
~~LAND SURVEYING TECH I~~	23.6	5580	5859	6152	6460	6783
LAND SURVEYING TECHNICIAN I	23.6	5580	5859	6152	6460	6783
~~POLICE RECORDS TECH, SR~~	23.6	5580	5859	6152	6460	6783
POLICE RECORDS TECHNICIAN, SR.	23.6	5580	5859	6152	6460	6783
TRAFFIC TECHNICIAN II	23.6	5580	5859	6152	6460	6783
~~WASTEWATER PLT OPR II~~	23.9	5664	5948	6245	6557	6885
WASTEWATER PLANT OPERATOR II	23.9	5664	5948	6245	6557	6885
BUILDING INSPECTOR I	24.1	5715	6001	6301	6616	6947
~~FIRE PREVENTION INSP~~	24.1	5715	6001	6301	6616	6947
FIRE PREVENTION INSPECTOR	24.1	5715	6001	6301	6616	6947
LABORATORY ANALYST II	24.1	5715	6001	6301	6616	6947
ACCOUNTANT I	24.2	5744	6031	6332	6649	6981
PLANNER, ASSISTANT	24.3	5772	6061	6364	6682	7016
HOUSING FINANCE SPECIALIST, TRAINEE	24.3	5772	6061	6364	6682	7016
~~FLEET MAINT. MECHANIC, SR~~	24.9	5948	6245	6557	6885	7229
FLEET MAINTENANCE MECHANIC, SR.	24.9	5948	6245	6557	6885	7229
~~ELECTRICAL MECH TECH I~~	25.0	5971	6269	6583	6912	7258
ELECTRICAL/MECHANICAL TECHNICIAN I	25.0	5971	6269	6583	6912	7258
~~INFORMATION TECHNOLOGY TECH~~	25.2	6031	6332	6649	6981	7330
INFORMATION TECHNOLOGY TECHNICIAN	25.2	6031	6332	6649	6981	7330
~~HOUSING FINANCE SPEC I~~	25.3	6061	6364	6682	7016	7367
HOUSING FINANCE SPECIALIST I	25.3	6061	6364	6682	7016	7367
HOUSING REHABIL. SPEC I	25.3	6061	6364	6682	7016	7367
HOUSING REHABILITATION SPECIALIST / INSPECTOR TRAINEE	25.3	6061	6364	6682	7016	7367
~~HOUSING PROGRAM SPEC I~~	25.3	6061	6364	6682	7016	7367
HOUSING PROGRAM SPECIALIST I	25.3	6061	6364	6682	7016	7367
FIRE OPERATIONS SUPPORT ANALYST	25.6	6152	6460	6783	7122	7478
PLANS EXAMINER I	25.6	6152	6460	6783	7122	7478
PURCHASING COORDINATOR	25.6	6152	6460	6783	7122	7478
TRAFFIC TECHNICIAN, SR.	25.6	6152	6460	6783	7122	7478
~~WASTEWATER PLT OPR, SR~~	25.9	6245	6557	6885	7229	7591
WASTEWATER PLANT OPERATOR, SR.	25.9	6245	6557	6885	7229	7591
~~LABORATORY ANALYST, SR~~	26.1	6301	6616	6947	7294	7659
LABORATORY ANALYST, SR.	26.1	6301	6616	6947	7294	7659
ACCOUNTANT II	26.2	6332	6649	6981	7330	7697
HOUSING REHABIL. SPEC II	26.3	6364	6682	7016	7367	7735
~~HOUSING FINANCE SPEC II~~	26.3	6364	6682	7016	7367	7735
HOUSING FINANCE SPECIALIST II	26.3	6364	6682	7016	7367	7735
~~HOUSING PROGRAM SPEC II~~	26.3	6364	6682	7016	7367	7735

	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOUSING PROGRAM SPECIALIST II	26.3	6364	6682	7016	7367	7735
~~UTILITIES SUPERVISOR, ASST~~	26.4	6396	6716	7051	7404	7774
UTILITIES SUPERVISOR, ASSISTANT	26.4	6396	6716	7051	7404	7774
~~PUB FACIL MAINT SUPV, ASST~~	26.4	6396	6716	7051	7404	7774
MAINTENANCE SUPERVISOR, ASSISTANT	26.4	6396	6716	7051	7404	7774
~~ELECT/INSTRUMENT TECH~~	27.0	6583	6912	7258	7621	8002
ELECTRONIC/INSTRUMENTATION TECHNICIAN	27.0	6583	6912	7258	7621	8002
~~ELECTRICAL MECH TECH II~~	27.0	6583	6912	7258	7621	8002
ELECTRICAL/MECHANICAL TECHNICIAN II	27.0	6583	6912	7258	7621	8002
WATER TREATMENT PLANT OPERATOR II	27.0	6583	6912	7258	7621	8002
MAINTENANCE TECHNICIAN II	27.0	6583	6912	7258	7621	8002
BUILDING INSPECTOR II	27.1	6616	6947	7294	7659	8042
HOUSING REHABILITATION SPECIALIST / INSPECTOR I	27.1	6616	6947	7294	7659	8042
~~PUBLIC WORKS CONST INSP~~	27.1	6616	6947	7294	7659	8042
PUBLIC WORKS CONSTRUCTION INSPECTOR	27.1	6616	6947	7294	7659	8042
~~INFO TECH ANALYST I~~	27.2	6649	6981	7330	7697	8082
INFORMATION TECHNOLOGY ANALYST I	27.2	6649	6981	7330	7697	8082
PLANNER, ASSOCIATE	27.3	6682	7016	7367	7735	8122
REDEV/ECON DEV ANALYST	27.3	6682	7016	7367	7735	8122
TRANSIT PLANNER	27.3	6682	7016	7367	7735	8122
~~ENVIRONMENTAL COMPL INSP~~	27.4	6716	7051	7404	7774	8163
ENVIRONMENTAL COMPLIANCE INSPECTOR	27.4	6716	7051	7404	7774	8163
ENGINEERING PROJECT COORDINATOR	27.6	6783	7122	7478	7852	8245
COORDINATOR FOR UNSHELTERED/HOMELESS PROGRAMS	27.6	6783	7122	7478	7852	8245
~~LAND SURVEYING TECH II~~	27.6	6783	7122	7478	7852	8245
LAND SURVEYING TECHNICIAN II	27.6	6783	7122	7478	7852	8245
PLANT OPERATOR, LEAD	27.9	6885	7229	7591	7970	8369
PARKS,REC & PUB FAC SUPERVISOR	27.9	6885	7229	7591	7970	8369
RECREATION SUPERVISOR	27.9	6885	7229	7591	7970	8369
STAFF SERVICES ANALYST	28.0	6912	7258	7621	8002	8402
~~FLEET MAINT. SUPVERVISOR~~	28.5	7087	7441	7813	8204	8614
FLEET MAINTENANCE SUPERVISOR	28.5	7087	7441	7813	8204	8614
PLANS EXAMINER II	28.6	7122	7478	7852	8245	8657
~~ELECT/INSTRUMENT TECH, SR~~	29.0	7258	7621	8002	8402	8822
ELECTRONIC/INSTRUMENTATION TECHNICIAN, SR.	29.0	7258	7621	8002	8402	8822
~~ELECTRICAL MECH TECH, SR~~	29.0	7258	7621	8002	8402	8822
ELECTRICAL/MECHANICAL TECHNICIAN, SR.	29.0	7258	7621	8002	8402	8822
~~INSTRUMENT AND CONTROL TECHNICIAN, SR~~	29.0	7258	7621	8002	8402	8822
INSTRUMENT AND CONTROL TECHNICIAN, SR.	29.0	7258	7621	8002	8402	8822
~~MAINTENANCE TECHNICIAN, SR~~	29.0	7258	7621	8002	8402	8822
MAINTENANCE TECHNICIAN, SR.	29.0	7258	7621	8002	8402	8822
~~WATER TREATMENT PLANT OPERATOR, SR~~	29.0	7258	7621	8002	8402	8822
WATER TREATMENT PLANT OPERATOR, SR.	29.0	7258	7621	8002	8402	8822
HOUSING REHABILITATION SPECIALIST / INSPECTOR II	29.2	7330	7697	8082	8486	8910
~~INFO TECH ANALYST, II~~	29.2	7330	7697	8082	8486	8910
INFORMATION TECHNOLOGY ANALYST II	29.2	7330	7697	8082	8486	8910
ENGINEER, ASSISTANT	29.6	7478	7852	8245	8657	9090
ELECT/MECH MAINTENANCE SUPV, ASST	30.0	7621	8002	8402	8822	9263
~~BUILDING INSPECTOR, SR~~	30.1	7659	8042	8444	8866	9309
BUILDING INSPECTOR, SR.	30.1	7659	8042	8444	8866	9309
~~PUBLIC WORKS CONS INSP SR~~	30.1	7659	8042	8444	8866	9309
PUBLIC WORKS CONSTRUCTION INSPECTOR, SR.	30.1	7659	8042	8444	8866	9309
ASSET ANALYST	30.3	7735	8122	8528	8955	9403

	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
~~PLANNER, SENIOR~~	30.3	7735	8122	8528	8955	9403
PLANNER, SR.	30.3	7735	8122	8528	8955	9403
TRANSIT ANALYST	30.3	7735	8122	8528	8955	9403
UTILITIES SUPERVISOR	30.4	7774	8163	8571	9000	9450
POLICE RECORDS SUPERVISOR	30.4	7774	8163	8571	9000	9450
~~WQC LABORATORY SUPERVISOR~~	30.4	7774	8163	8571	9000	9450
WATER QUALITY CONTROL LABORATORY SUPERVISOR	30.4	7774	8163	8571	9000	9450
~~WQC SUPERVISOR~~	30.4	7774	8163	8571	9000	9450
WATER QUALITY CONTROL SUPERVISOR	30.4	7774	8163	8571	9000	9450
~~FIN CUSTOMER SERVICE SUPV~~	30.4	7774	8163	8571	9000	9450
FINANCIAL CUSTOMER SERVICES SUPERVISOR	30.4	7774	8163	8571	9000	9450
PURCHASING SUPERVISOR	30.4	7774	8163	8571	9000	9450
ACCOUNTANT III	31.2	8082	8486	8910	9356	9824
~~PLANS EXAMINER, SR~~	31.6	8245	8657	9090	9544	10021
PLANS EXAMINER, SR.	31.6	8245	8657	9090	9544	10021
ENGINEER, ASSOCIATE	31.6	8245	8657	9090	9544	10021
LAND SURVEYOR, ASST	31.6	8245	8657	9090	9544	10021
PUBLIC WORKS CONSTRUCTION INSPECTOR, SENIOR - ROADS	32.1	8444	8866	9309	9775	10263
~~ELECT/MECH MAINTENANCE SUPV~~	33.0	8822	9263	9726	10212	10723
ELECTRICAL/MECHANICAL MAINTENANCE SUPERVISOR	33.0	8822	9263	9726	10212	10723
~~PUBLIC MAINT SUPERVISOR~~	33.0	8822	9263	9726	10212	10723
MAINTENANCE SUPERVISOR	33.0	8822	9263	9726	10212	10723
~~WATER TREATMENT PLANT SUPERVISOR~~	33.0	8822	9263	9726	10212	10723
WATER TREATMENT PLANT OPERATIONS SUPERVISOR	33.0	8822	9263	9726	10212	10723
PLANNER, PRINCIPAL	33.6	9090	9544	10021	10523	11049
~~CIVIL ENGINEER, ASSOC~~	33.6	9090	9544	10021	10523	11049
CIVIL ENGINEER, ASSOCIATE	33.6	9090	9544	10021	10523	11049
LAND SURVEYOR	33.6	9090	9544	10021	10523	11049
~~INFO TECH ANALYST, SR~~	34.2	9356	9824	10315	10830	11372
INFORMATION TECHNOLOGY ANALYST, SR.	34.2	9356	9824	10315	10830	11372
GIS COORDINATOR	34.2	9356	9824	10315	10830	11372
~~CIVIL ENGINEER, SR~~	35.6	10021	10523	11049	11601	12181
CIVIL ENGINEER, SR.	35.6	10021	10523	11049	11601	12181
INFO TECH COORDINATOR	36.2	10315	10830	11372	11941	12538

TAPO
Monthly Salary Schedule

FISCAL YEAR 2025 - 2026

	Range	Step 1	Step 2	Step 3	Step 4	Step 5
~~ANIMAL SERVICES OFFICER~~	20.7	4799	5039	5291	5554	5832
ANIMAL CONTROL OFFICER	20.7	4799	5039	5291	5554	5832
~~COMMUNITY SERVICE OFF. I~~	20.7	4799	5039	5291	5554	5832
COMMUNITY SERVICE OFFICER I	20.7	4799	5039	5291	5554	5832
~~EVIDENCE & PROPERTY SPEC I~~	20.7	4799	5039	5291	5554	5832
EVIDENCE AND PROPERTY SPECIALIST I	20.7	4799	5039	5291	5554	5832
~~ANIMAL SERVICES OFFICER, SR~~	21.2	4914	5161	5418	5688	5974
ANIMAL CONTROL OFFICER, SR.	21.2	4914	5161	5418	5688	5974
~~COMMUNITY SERVICE OFF. II~~	21.2	4914	5161	5418	5688	5974
COMMUNITY SERVICE OFFICER II	21.2	4914	5161	5418	5688	5974
CRIME PREVENTION SPECIALIST	21.2	4914	5161	5418	5688	5974
~~EVIDENCE & PROPERTY SPEC II~~	21.2	4914	5161	5418	5688	5974
EVIDENCE AND PROPERTY SPECIALIST II	21.2	4914	5161	5418	5688	5974
~~ANIMAL SERVICES SUPV.~~	25.7	6124	6431	6753	7090	7444
ANIMAL CONTROL SUPERVISOR	25.7	6124	6431	6753	7090	7444
CODE ENFORCEMENT SUPERVISOR	25.7	6124	6431	6753	7090	7444
INVESTIGATIONS UNIT ANALYST	26.7	6431	6753	7090	7444	7817

FISCAL YEAR 2025 - 2026

	Range	Step 1	Step 2	Step 3	Step 4	Step 5
EMERGENCY SERVICES DISPATCHER TRAINEE	22.3	5517	5795	6083	6388	6707
EMERGENCY SERVICES DISPATCHER I	24.0	5993	6293	6608	6938	7285
EMERGENCY SERVICES DISPATCHER II	24.5	6144	6452	6775	7113	7469
EMERGENCY SERVICES DISPATCHER, LEAD	26.0	6608	6938	7285	7649	8031
~~PUBLIC SAFETY COMM. ASST. SUPV.~~	27.6	7149	7506	7881	8275	8689
PUBLIC SAFETY COMMUNICATIONS ASSISTANT SUPERVISOR	27.6	7149	7506	7881	8275	8689
~~PUBLIC SAFETY COMM. SUPV.~~	31.3	8560	8988	9438	9910	10406
PUBLIC SAFETY COMMUNICATIONS SUPERVISOR	31.3	8560	8988	9438	9910	10406

FISCAL YEAR 2025 - 2026

	Range	Step 1	Step 2	Step 3	Step 4	Step 5
POLICE OFFICER I	23.7	6558	6886	7231	7593	7972
POLICE OFFICER II	26.7	7593	7972	8371	8790	9229
POLICE DETECTIVE	28.1	8124	8530	8957	9405	9875
~~POLICE SGT.~~	31.1	9405	9875	10369	10887	11432
POLICE SERGEANT	31.1	9405	9875	10369	10887	11432

REVISED AND
EFFECTIVE 12/9/25

TMAPS - POLICE
MONTHLY SALARY SCHEDULE
7/1/2024

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
36.1	11484	12058	12661	13294	13958	~~POLICE LT~~
36.1	11484	12058	12661	13294	13958	POLICE LIEUTENANT
38.1	12661	13294	13958	14656	15389	POLICE CAPTAIN

ADOPTED 2/11/2025
EFFECTIVE 7/1/2024
REVISED 12/9/25

Unrepresented
Monthly Salary Schedule

FISCAL YEAR 2025 - 2026

	Range	Step 1	Step 2	Step 3	Step 4	Step 5
POLICE OFFICER TRAINEE	22.7	4454	4677	4910	5158	5416

REVISED AND
EFFECTIVE 12/9/25

City of Turlock

ACCOUNT CLERK I

DEFINITION
Under immediate supervision, to perform responsible account clerical work involving the processing and maintenance of financial or statistical records in an accounting system.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
Work is performed under close and continuous supervision and involves a group of closely related duties within established procedures. While a variety of tasks may be assigned, each usually fits a familiar pattern and changes in procedure or exceptions to rules are explained in detail as they arise.

Account Clerk I may be used as a training class for advancement to the Account Clerk II level.

SUPERVISION RECEIVED AND EXERCISED
Immediate supervision is provided by higher level accounting or supervisory positions.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Participate in the preparation of accounts payable and accounts receivable, as well as control and account verification of an accounting system.
- Open and close accounts; maintain various ledgers, registers, and journals according to established account classifications.
- Audit invoices against purchase orders; verify encumbrances; research discrepancies; approve for payment and post to the proper account.
- Prepare billings and related correspondence for accounts receivable.
- Post bond payments; prepare monthly revenue reports; and reconcile checking accounts.
- May operate cash register and related office equipment in receiving and processing utility bill payments and other City funds; process warrants and City payroll checks, prepare cash balances.
- Audit various claims for payment including those for telephone invoices; prepare for check writing and input to data processing.
- Accept and process applications and payments for utility service and various licenses, permits and fees, including new service and changes in services; explain billing and other regulatory policies and procedures to customers.
- Prepare a variety of financial statements and costs and statistical reports.
- Interpret computer reports.
- Perform various routine clerical duties such as typing and filing.
- Perform data input.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern office practices and procedures.
- Business arithmetic and basic accounting record keeping.
- Common word processing, spreadsheet, and database software.

Ability to:
- Operate a personal computer, typewriter, calculator, and other common office machines
- Learn to operate a cash register.
- Keep financial and statistical records.
- Perform basic word processing duties.
- Perform varied clerical work.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
One year of clerical experience including some financial and statistical record keeping.
Training:
Possession of a High School diploma or G.E.D Certificate.
Licenses:
Possession of a valid California Drivers License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver's License is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to view and work with computer screen for extended periods, read fine print; hear well enough to converse on the telephone in assisting the public with emergency and non-emergency situations; use of hands and fingers for use of answering telephones, computer keyboard, writing and filing.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ACCOUNT CLERK II

DEFINITION
Under general supervision, to perform journey level account and financial record keeping activities involving the preparation, processing and auditing of the City's accounting system, including accounts payable, accounts receivable, utility billing, cashiering, and business licensing, and revenue recovery; and to perform a variety of general clerical activities and work in support of both internal and external customers.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
Work is performed within a framework of established procedures and with only occasional instruction or assistance. The Account Clerk II classification is distinguished from the Senior Account Clerk in that the Senior Account Clerk is assigned more complex assignments with a greater level of independence.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by higher level accounting or supervisory positions.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Process accounts payable, and accounts receivable transactions, and run, audit and post transactions of the accounting system. Open and close accounts; maintain various ledgers, registers, and journals according to established account procedures and practices.
- Review and audit financial transactions in accounting system; verify encumbrances; research discrepancies; approve for payment and post to the proper account.
- Prepare, verify, audit, and process invoices and related correspondence for accounts receivable.
- Respond to and resolve account inquiries.
- Operate standard office equipment, including computers, cash register and copiers in processing accounts payable and receivable transactions, receiving and processing utility bill payments and other City funds.
- Audit various claims for payment; make adjustments to accounts, process return fees, and correspond with customers.
- Accept and process applications and payments for utility service and various licenses, permits and fees, including new service and changes in service; explain billing and other regulatory policies and procedures to customers.
- Monitor, update and input rate changes and codes in accounting system.
- Assist in the input and processing of payroll and preparation of related payroll data reports.
- Interpret customer data.
- Perform various routine clerical duties such as data entry and filing.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

• Modern office practices and procedures.
• Business arithmetic and basic accounting record keeping.
• Principles and practices of financial record keeping.
• Municipal accounting system requirements and procedures.
• Common word processing, spreadsheet, and database software.
• Principles and practices of customer service.

Ability to:
• Operate a typewriter, calculator, and other common office machines.
• Operate a personal computer, typewriter, calculator, cash register, and other common office machines.
• Maintain financial and statistical records.
• Perform varied clerical work.
• Communicate clearly and concisely, both orally and in writing.
• Understand and carry out oral and written instructions.
• Establish and maintain effective working relationships with those contacted in the course of work.
• Work independently in the absence of supervision.
• Understand and interpret City ordinances, contracts, and legal documents in the course of enforcing established City policies and procedures.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
One year of clerical accounting experience performing fiscal or accounting work in an office environment; or one year as an Account Clerk I with the City of Turlock.
Training:
Possession of a High School diploma or G.E.D Certificate.
Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver's License is a condition of continued employment.

ADDITIONAL INFORMATION:

WORKING CONDITIONS
Environmental Conditions:
Office environment; works with computers.
Physical Conditions:
Maintain the following physical abilities: see well enough to view and work with computer screen for extended periods, read fine print; hear well enough to converse on the telephone in assisting the public with emergency and non-emergency situations; use of hands and fingers for use of answering telephones, computer keyboard, writing and filing.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ACCOUNT CLERK, SR.

DEFINITION
Under general supervision, to perform advanced journey level clerical accounting and financial record keeping activities involving the preparation, processing and maintenance of the City's accounts payable and to prepare and maintain appropriate accounts involving posting and balancing, related general ledger work and other duties as directed.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Senior Account Clerk position is distinguished from the Account Clerk II in that the Senior Account Clerk is assigned more complex assignments carried out with a greater level of independence.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by higher level accounting or supervisory positions. May exercise occasional technical supervision over entry and journey level staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Receives, distributes and balances statements.
- Audits invoices against purchase orders and demands, initiated on a City-wide basis; verify encumbrances, research discrepancies, prepare payment requests, verify account numbers and payee, prepare warrant list for presentation to City Council.
- Researches and answers vendor, employee and department questions regarding the status of accounts and payments.
- Responds to questions from departments regarding account numbers, balances and correction of posting errors.
- Prepares reports on revenues and expenditures.
- Prepares information for 1099's forms and Use Tax Reports.
- Performs payroll-related functions including the reconciling of payroll and attendance reports and various payroll contributions report records.
- Performs special account clerical assignments/ projects independently.
- Performs technical supervision or lead work as required.
- Keys in a produce payroll registers and checks. Perform various routine clerical duties such as sorting and distributing mail, typing and filing.
- Coordinates telecommunication system service and billing requirements including: All telephone installations and needed repair, review and evaluate new technology in telephone use and date/voice transmission.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of financial recording keeping.

- Record keeping and reporting procedures.
- Basic accounting principles.
- Journey level knowledge and application of spreadsheet and data processing functions.
- Modern office methods, practices, procedures and equipment.

Ability to:

- Accurately maintains records and files and prepares financial reports.
- Analyzes data and draws logical conclusions.
- Operates a computer terminal, typewriter, calculator and other common office machines.
- Establishes and maintains cooperative working relationships with those contacted in the course of work.
- Communicates clearly and concisely, both orally and in writing.

Experience and Training Guidelines

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

Experience:

Three years of experience as an Account Clerk in a position comparable to an Account Clerk II with the City of Turlock.

Training:

Six college units or CEU's in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language etc.) and three college units or CEU's in Supervision or Management for a total of nine units or CEU's.

Licenses:

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver's License is a condition of continued employment.

ADDITIONAL INFORMATION:

Environmental Conditions:

Office environment; works with computers.

Physical Conditions:

Maintain the following physical abilities: see well enough to view and work with computer screen for extended periods, read fine print; hear well enough to converse on the telephone in assisting the public with emergency and non-emergency situations; use of hands and fingers for use of answering telephones, computer keyboard, writing and filing.

NOTE: In addition to the requirements above, promotion to the Senior Account Clerk classification will require a test process to validate ability to perform higher level tasks.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ACCOUNTANT I

DEFINITION
Under general supervision performs professional accounting work; record and report financial transactions in accordance with generally accepted accounting principles (GAAP); review accounting records for accuracy; prepare financial reports, statements and special financial analyses for both internal and external customers; and review accounting transactions for accuracy.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the entry level class in the professional accounting series. Work performed is under ongoing supervision by higher level positions in the professional accounting series.

SUPERVISION RECEIVED AND EXERCISED
The position will receive direction from the Accountant II and Accountant III and general supervision from the Principal Accountant and/or the Finance Director.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist in the performance of a variety of accounting duties related to the operation and maintenance of City-wide and multi department accounting records.
- Assist in the reconciliation of various general ledger and subsidiary accounts. Prepare related journal entries to be reviewed and posted by Accountant II, Accountant III or Principal Accountant.
- Assist in the reconciliation of the City's cash accounts on a monthly basis. Prepare related journal entries to be reviewed and posted by Accountant II, Accountant III or Principal Accountant.
- Assist in the preparation of work papers and other reports for other governmental agencies.
- Assist Accountant II or Accountant III in the maintenance and reconciliation of the City's fixed asset records. Prepare related journal entries to be reviewed and posted by Accountant II, Accountant III or Principal Accountant.
- Provide assistance and information to outside auditors as requested.
- Under the guidance of the Accountant II, Accountant III or Principal Accountant, assist other City Departments with the financial aspects of special projects.
- Recommend changes in accounting and auditing systems, policies and procedures.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Generally accepted accounting principles (GAAP) and governmental accounting principles and standards.
- Theories, principles and practices of governmental budgeting and finance.
- Computer software applications used in the accounting office environment.
- Modern office practices, procedures, methods and equipment.
- Statistical concepts and methods.

- Perform related duties as assigned.

Ability to:
- Examine and verify financial documents and reports.
- Prepare a variety of financial statements, reports and analyses.
- Use computer and software programs effectively.
- Maintain cooperative relationships with those contacted during the course of work.
- Organize and manage time to effectively complete assigned projects.
- Present ideas effectively orally and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
None required. One year of accounting related experience is preferred, and
Training:
Possession of a bachelor's degree from an accredited college or university with major course work in accounting, business administration, economics or a related field;
or
Possession of an associate's degree from an accredited college with major course work in accounting, business administration, economics or a related field and two years of full-time professional accounting experience.
Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard and mouse, adding machine, copy machine, filing, writing, drive vehicles and answer telephone.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ACCOUNTANT II

DEFINITION
Under general supervision, performs professional accounting work; record and report financial transactions in accordance with generally accepted accounting principles (GAAP); review accounting records for accuracy; prepare financial reports, statements, and special financial analyses for both internal and external customers; and review accounting transactions for accuracy.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the journey level class in the professional accounting series. Incumbents are expected to independently perform the full range of accounting duties and responsibilities with minimal supervision. Successful performance requires a thorough knowledge of governmental accounting policies and procedures and the ability to exercise sound independent judgment within established guidelines.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Accountant III, Principal Accountant and the Finance Director.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Perform a variety of accounting duties related to the operation and maintenance of City-wide and multi department accounting records.
- Participate in the posting, balancing and reconciliation of the General Ledger and subsidiary accounts; perform interest allocation accounting.
- Prepare work papers, financial statements and various reports for federal, state and county agencies to include, but not limited to, grant reporting.
- Provide assistance and information to outside auditors as required.
- Recommend or implement changes in accounting systems and procedures.
- Maintain fixed asset records; analyze expenditures for capitalization in accordance with City policies and calculate depreciation expense.
- Assist other City departments with the financial aspects of special projects.
- Assist in monitoring various accounts and classification of expenditures; research and analyze transactions to resolve problems.
- Recommend changes in accounting and auditing systems, policies and procedures.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Generally accepted accounting principles (GAAP) and governmental accounting principles and standards.
- Theories, principles and practices of governmental budgeting and finance.
- Computer software applications used in the accounting office environment.
- Modern office practices, procedures, methods and equipment.
- Statistical concepts and methods.

- City policies and procedures.

Ability to:
- Examine and verify financial documents and reports.
- Prepare a variety of financial statements, reports and analyses.
- Maintain cooperative relationships with those contacted during the course of work.
- Interpret and apply accounting and financial management laws, rules, regulations, policies and guidelines.
- Present ideas effectively orally and in writing.
- Use computer and software programs effectively.
- Organize, analyze, manage and implement a variety of programs.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
One year of increasingly responsible professional accounting experience similar to that of the Accountant I in the City of Turlock that would have provided the opportunity to develop the required skills, knowledge and abilities, and
Training:
Possession of a bachelor's degree from an accredited college or university with major course work in accounting, business administration, economics or a related field.
or
Possession of an associate's degree from an accredited college with major course work in accounting, business administration, economics or a related field and two years of full-time professional accounting experience.
Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard and mouse, adding machine, copy machine, filing, writing, drive vehicles and answer telephone.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ACCOUNTANT III

DEFINITION
Under direction performs professional accounting work; record and report financial transactions in accordance with generally accepted accounting principles (GAAP); review accounting records for accuracy; prepare financial reports, statements, and special financial analyses for both internal and external customers; and review accounting transactions for accuracy.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the working lead/advanced journey-level class in the professional accounting series. Incumbents are expected to independently accomplish more complex accounting duties and responsibilities. Successful performance requires considerable knowledge of governmental accounting policies and procedures, as well as the ability to exercise sound independent judgment within established guidelines.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by the Principal Accountant and the Finance Director.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Perform a variety of complex accounting duties related to the operation and maintenance of City-wide and multi department accounting records.
- Coordinate, assign, and review the work of others; participate in the selection, training, and evaluation of assigned staff; may provide input to the Principal Accountant on performance and discipline issues.
- Participate in the posting, balancing, and reconciliation of the General Ledger and subsidiary accounts; perform interest allocation accounting.
- Prepare work papers, financial statements, and various reports for federal, state and county agencies related to a variety of reporting requirements including, but not limited to, grant reporting to various agencies as well as reporting to the State Controller's office.
- Provide assistance and information to outside auditors as required.
- Recommend or implement changes in accounting systems and procedures.
- Maintain fixed asset records; analyze expenditures for capitalization in accordance with City policy and calculate depreciation expense.
- Assist other City Departments with the financial aspects of special projects.
- Assist in monitoring various accounts and classification of expenditures; research and analyze transactions to resolve problems.
- Recommend changes in accounting and auditing systems, policies and procedures.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

• Basic leadership principles and practices.
• Generally accepted accounting principles and governmental accounting principles and standards.
• Theories, principles and practices of governmental budgeting and finance.
• Computer software applications used in the accounting office environment.
• Modern office practices, procedures, methods, and equipment.
• Federal and state grant regulations and guidelines.
• Statistical concepts and methods.
• City policies and procedures.

Ability to:

• Plan, direct, and review the work of assigned professional and support staff.
• Train others in work procedures.
• Examine and verify complex financial documents and reports.
• Prepare a variety of complex financial statements, reports, and analyses.
• Maintain cooperative relationships with those contacted during the course of work.
• Interpret and apply accounting and financial management laws, rules, regulations, policies, and guidelines.
• Present ideas effectively orally and in writing.
• Use computer and software programs effectively.
• Organize, analyze, manage, and implement a variety of programs.

Experience and Training Guidelines

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

Experience:

Two years of professional journey level accounting experience similar to that of the Accountant II in the City of Turlock that would have provided the opportunity to develop the required skills, knowledge and abilities.

Training:

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

Licenses:

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

WORKING CONDITIONS

Physical Conditions:

Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard and mouse, adding machine, copy machine, filing, writing, drive vehicles and answer telephone.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ACCOUNTANT, PRINCIPAL

DEFINITION
Under direction, performs a variety of complex and difficult accounting and financial analysis involving the development and maintenance of accounting systems affecting City-wide and/or multi departments; supervises and directs the work of accounting support staff and performs other job related work as required.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a first level supervisory professional accounting class in a discrete sub-divisional organizational component involving the budget and accounting programs/functional areas affecting City-wide financial operations. Positions in this class have responsibility for assigning, supervising, and directing the work of staff assigned to the City-wide accounting and budgetary functions. Duties and responsibilities are performed in accordance with law, ordinance, and City policy.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by the Finance Director. The Principal Accountant may supervise lower-level accounting professional, technician and office support staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversee and perform a variety of accounting duties related to the operation and maintenance of City-wide and multi department accounting records.
- Coordinate and oversee the development and administration of the City-wide budget.
- Establish and maintain a variety of special accounts and systems related to grant and other special funding accounts.
- Assist in the planning, development and implementation of accounting and financial management programs.
- Provide assistance to City Departments and employees on accounting and financial systems management problems, the interpretation of accounting and financial management policies and procedures and in resolving accounting and financial systems problems.
- Provide professional and technical advice and recommendations on accounting pronouncements, standards, policies and procedures.
- Facilitate fiscal controls and compliance with generally accepted accounting principles (GAAP) by the City and its related entities.
- Prepare a variety of financial reports including periodic reports, year-end closing and reconciliation, and budgetary documents.
- Supervise and direct the work of staff with accounting support responsibilities including provision of timely performance evaluations; recommend and implement approved discipline; provide staff development; and maintain high standards necessary for efficient, professional operations.
- Participate in recruitment and selection activities; make recommendations for appointment of new staff; assist with staff orientation and training.

- Supervise the activities of subordinates including employee selection, training, instruction, task assignment, work review, performance evaluation and administration of progressive discipline as needed.
- Assist outside auditors and coordinate reviews of City accounting and financial systems.
- Assist in the development, implementation and evaluation of fiscal policies, procedures and practices.
- Review and approve accounting transactions for input to the various financial systems of the City and its related entities and departments.
- Direct and participate in complex fiscal, financial, and accounting problem resolution in areas impacting the City's financial condition and operation.
- Prepare highly complex and technical reports; document policies and procedures; perform research.
- Make and assist with presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Answer questions; provide information to the public; recommend corrective actions; investigate, reports, documents and resolve complaints.
- Build and maintain respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provide effective conflict resolution, as needed.
- Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; comply with and support City policies and procedures, labor laws, and MOU provisions.
- Conduct internal audits as required.
- Utilize computer software financial and spreadsheet programs on personal computer and mainframe platforms.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Governmental finance and administration
- Generally accepted accounting principles and governmental accounting principles and standards.
- Theories, principles, and practices of governmental budgeting and finance.
- Current information technology principles and applications for fiscal and financial systems.
- Public agency administration.
- Federal, State and local laws and regulations relating to fiscal management.
- Budget preparation, program analysis, and revenue forecasting.
- Principles of organization and management.
- Statistical concepts and methods.
- Career development planning techniques and methods.
- Principles of employee supervision, career development and training.
- The concepts of word processing, micro-computer and mainframe computer applications.
- Modern methods of records management
- Principles and practices of supervision, staff selection, training and personnel management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.
- Public debt financing instruments.

Ability to:

- Plan, organize, direct, review and supervise the work of a small technical and office support staff.
- Delegate authority and responsibility effectively.

- Perform professional, technical financial management analysis including the preparation of complex analytical reports and documents.
- Interpret and apply accounting and financial management laws, rules, regulations, policies and guidelines.
- Prepare complex and comprehensive fiscal analyses and reports.
- Develop and administer City-wide budgets
- Conduct revenue forecasting.
- Establish and maintain cooperative working relationships with elected officials, administration, other employees, and the general public.
- Present ideas effectively orally and in writing.
- Read, comprehend and apply complex laws and regulations.
- Lead, supervise, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives.
- Use computers and needed programs effectively.
- Organize, analyze, manage and implement a variety of programs.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Four years of professional journey level municipal accounting experience, to include at least two years in a lead capacity, similar to that of the Accountant III in the City of Turlock that would have provided the opportunity to develop the required skills, knowledge, and abilities.
Training:
Possession of a bachelor's degree from an accredited college or university with major course work in accounting, business administration, economics, or a related field.
Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

Possession of Certified Public Accountant (CPA) Certificate is desirable.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard, copy machine, filing, writing, drive vehicles and answer telephone.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ACCOUNTING TECHNICIAN

DEFINITION
Under general supervision provides technical, financial, statistical and other analytical support; performs research and special project management; supervises sensitive, confidential specialized record maintenance; oversees and ensures legal compliance and budgetary expenditures; supervises staff; and may fulfill other assignments in functional areas such as supervising various other administrative, accounting or technical functions. The incumbent may be required to assist in public activities or meetings, and coordinate with other service areas, agencies, committees, boards, and commissions.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a journey level class, fully competent to perform a variety of responsible fiscal, accounting and financial record keeping support duties.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from Financial Customer Service Supervisor. May, on assignment, provide supervision of Account Clerk staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Process business license and permit applications, including identifying the request type, reviewing application, computation of fees and issuance of license or permit. Research inquiries and process discrepancies to resolution.
- Assist in other responsible accounting functions such as payroll, utility billing and general record keeping.
- Maintain computerized record keeping of completed and issued business licenses, permits, and payroll as assigned.
- Process various record updating and maintenance activities, including mailing notices and receiving payments and documents.
- Research and verify accuracy of records/documents related to job assignments. May require verification through inspection or other public documents.
- May coordinate the issuing of licenses/permits with appropriate agencies, City offices and enforcement organizations.
- Compose official correspondence and other public information documents for the department.
- As assigned, supervise, evaluate and train account clerical staff.
- Provide information in person or by telephone when judgement, common knowledge and interpretation of departmental and City policies and regulations are necessary; provide customer and public assistance.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of bookkeeping.
- Modern office practices, procedures, methods and equipment.
- Computer systems and applications

Ability to:

- Understand and interpret the policies and procedures related to area of assignment.
- Work on several assignments at one time.
- Perform complex accounting clerical research.
- Learn municipal, state and county codes.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective work relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Five years of progressively responsible technical clerical, accounting, or business experience with an emphasis on communication and public contact of which one must be at the advanced journey level. Supervisory experience preferred.

Training:

Equivalent to an Associate of Arts Degree (approximately 60 semester units) in Accounting, Business Administration or related field.

Licenses:

Possession of a valid California Driver's License at time of appointment, to be maintained as a condition of employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to view and work with computer screen for extended periods, read fine print; hear well enough to converse on the telephone in assisting the public with emergency and non-emergency situations; use of hands and fingers for use of answering telephones, computer keyboard, writing and filing.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ACCOUNTS PAYABLE CLERK

DEFINITION
Under general supervision performs advanced level clerical accounting and financial record keeping activities involving the preparation, processing and maintenance of the City's accounts payable; prepare and maintain appropriate accounts involving posting and balancing, related general ledger work and other duties as assigned.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a senior level sub-professional level accounting class performing advanced level duties.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by higher level accounting or supervisory positions.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Receives, distributes and balances statements.
- Operates personal computer, word processing software, spreadsheets, light database functions and performs Accounts Payable and Payroll functions on mainframe computer.
- Audits invoices against purchase orders and demands, initiated on a City-wide basis; verifies encumbrances, research discrepancies, prepare payment requests, verify account numbers and payee, prepare warrant list for presentation to City Council.
- Research and answer vendor, employee and department questions regarding the status of accounts and payments.
- Respond to questions from departments regarding account numbers, balances and correction of posting errors.
- Prepare information for Sales and Use Tax Reports.
- As assigned, performs payroll-related functions including the reconciling of payroll and attendance reports and various payroll report records.
- As assigned, perform various routine clerical duties such as sorting and distributing mail, typing and filing.
- Coordinate telecommunication system service and billing requirements including: All telephone installations and needed repair, review and evaluate new technology in telephone use and data/voice transmission.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:
• Principles and practices of financial recording keeping
• Record keeping and reporting procedures
• Basic accounting principles
• Basic knowledge of spreadsheet applications
• Basic computerized data processing principles
• Modern office methods, practices, procedures and equipment.

Ability to:
• Accurately maintain records and files and prepare financial reports.
• Analyze data and draw logical conclusions.
• Operate a personal computer, mainframe computer terminal, typewriter, calculator and other common office machines.
• Establish and maintain cooperative working relationships with those contacted in the course of work.
• Communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Two years of increasingly responsible experience in the maintenance of financial related statistical records.
Training:
Possession of a High School diploma or G.E.D. Certificate. Additional specialized training and/or college level coursework in accounting or a related field is desirable.
Licensing:
Possession of a valid California Driver License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver License is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to view and work with computer screen for extended periods, read fine print; hear well enough to converse on the telephone in assisting the public with emergency and non-emergency situations; use of hands and fingers for use of answering telephones, computer keyboard, writing and filing.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ADMINISTRATIVE ANALYST

DEFINITION
Under the general direction of the Department Director, the Administrative Analyst is responsible to provide advanced administrative support by performing research, statistical and other analytical work including assisting in budgets, contracts, purchase order and invoice processing; perform advanced support to departmental operations including staff reports, special reports, confidential and complex duties, The Administrative Analyst may be required to represent the department in public activities, meetings and facilitate positive relationships with other service areas, agencies or organizations.

This position is assigned to the Management Bargaining Unit for labor relations purposes and is considered exempt under FLSA.

SUPERVISION RECEIVED AND EXERCISED
General direction is provided from the Department Director. The incumbent in this classification is expected to work with minimal direct supervision or assistance in new or when unusual situations arise.

DISTINGUISHING CHARACTERISTICS
The incumbent is expected to demonstrate technical competence while working as a team member and be capable of exercising independent judgement and initiative in a number of confidential and sensitive assignments. The incumbent will, as part of their assignment, supervise others.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist in preparation and review of all division(s) operating budgets.
- Review and reconcile the department's monthly expenses accounts.
- Investigate, analyze, develop and prepare special studies or projects as requested.
- Research special issues, problems, and procedures; prepare various written and oral reports for the Department Director regarding special projects, problems and requests.
- Compose, develop and submit reports and recommendations for effective adjustment and implementation including staff reports, resolutions and contract management.
- Supervise technical or clerical staff.
- Models appropriate professional supervisory conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principals and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Statistical methods and methods of graphic presentation.
- Principles and practices of budgeting accounting in a municipal government.

- Modern office procedures, methods and computer equipment and word processing and software applications.
- Principles and procedures of financial record keeping and reporting.
- Technical report writing procedures and grant proposal development.

Ability to:
- Learn the process and structure of the City of Turlock.
- Learn pertinent federal, state and local laws, codes and regulations.
- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze facts and make sound recommendations.
- Prepare completed staff work for oral and written communications.
- Work with and control sensitive, confidential information.
- Estimate and project revenues and expenditures.
- Plan, initiate and complete work assignments with a minimum of direction.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative-working relationships in a team environment and with those contracted in the course work.
- Utilize word processing, spreadsheet and presentation computer software in an effective and efficient manner.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three (3) years of increasingly responsible technical, administrative or analytical experience in a public agency.
Training:
Possession of an Associate's degree from an accredited college or university with major course work in Business Administration, Accounting, Public Administration, Economics or a closely related field.
License:
Possession of and the ability to maintain an appropriate, valid California Drivers License as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person, assist customers and program supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; tolerate extreme fluctuation in temperature while performing essential functions and be able to lift equipment as necessary.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

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Date

City of Turlock

ADMINISTRATIVE ASSISTANT, PUBLIC SAFETY

DEFINITION
Under general supervision, to perform a wide variety of complex, responsible, administrative, and confidential duties in support of the public safety functions.

DISTINGUISHING CHARACTERISTICS
This is the journey level class in the administrative assistant series and is distinguished from the Executive Administrative Assistant, Public Safety classification in that the latter is assigned more complex duties with a greater level of independence.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Executive Administrative Assistant, Public Safety. May be assigned to exercise lead duties over technical and clerical staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Perform coordination, technical and advanced clerical support to departmental operations;
- Provide input and technical assistance to the Service Director and Management Staff, including, personnel records management, purchasing activities, and any other complex clerical duties as assigned;
- Coordinate office activities of the department, monitor workflow, organize administrative support programs and projects.
- Assist with the Coordination and implementation of personnel records keeping functions and purchasing activities for the department.
- Respond to inquiries from the public, other City departments, and outside agencies; process and track public records requests.
- Assist in the preparation and routing of reports for the City Council and other Boards or Commissions.
- Assist in the onboarding, training, and offboarding departmental staff.
- Plan and coordinate departmental and community activities and events.
- Compile materials/information and prepare reports, manuals, memoranda, and department correspondence.
- Provide assistance as public/staff contact person in the Executive Administrative Assistant's absence. Maintain personnel records, confidential investigations, and records security in accordance with State law and City policy.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures, administrative practices, business correspondence, filing systems and complex record keeping methods.

- Principles of maintaining confidential documents, conversations, investigations, and personnel matters.
- Dictation and transcription, correct English usage, spelling, grammar, and punctuation.
- Basic mathematics.
- Advanced word processing, spreadsheet, database, electronic mail, publishing, and other business-related computer software applications.
- Modern office equipment, personal computers, bookkeeping, and record keeping procedures and methods.
- City government organization, functions, policies, rules and regulations.

Ability to:
- Perform complex administrative and clerical work involving independent judgment knowledge of city and department functions, policies, and procedures.
- Collect and process data.
- Understand basic computer operations and related software applications.
- Work independently, exercise common sense and sound judgement when performing assigned duties.
- Effectively communicate in a clear and concise manner, both orally and in writing
- Prepare clear and concise reports, speeches, articles and correspondence, for both internal use and external publication.
- Record and distribute meeting notes.
- Type 45 words per minute (net corrected).
- Comprehend and apply Federal, State, and local policies, procedures, laws and regulations.
- Establish and maintain effective and cooperative working relationships with those contacted in the performance of duties.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Two years in a clerical position.
Training:
Possession of an associate degree with course work in business administration, public administration, or related field; OR
A minimum of twenty (20) accredited college units and at time of appointment be enrolled in a two-year accredited college and obtain an associate degree with course work in business administration, public administration, or related field within 36 months of date of appointment.
Licenses:
Possession of a valid California Driver's License, Class C, at the time of appointment, to be maintained as a condition of continued employment.
Possession of a current Typing Certificate (dated within 1 year of closing date)
{Type 45 words per minute (net corrected)}

ADDITIONAL INFORMATION:

Physical Conditions:
Vision to operate vehicles, read instructions and follow directions; hear well enough to distinguish various noises, to converse on the radio, telephone and in person; use of hands and fingers for writing, typing, drafting, and other computer related functions. Office environment; works with computers.

FLSA Status: Non-exempt

Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

ADMINISTRATIVE ASSISTANT

DEFINITION
Under general direction to perform responsible coordination, technical and advanced clerical support to departmental operations; provide input and technical assistance to the Service Director and management staff, including financial and budget administration, personnel records management and purchasing activities; provide assistance as public/staff contact person in the Service Director's absence.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a journey level position in the administrative assistant series.

SUPERVISION RECEIVED AND EXERCISED
General direction is provided by the Executive Administrative Assistant. May exercise lead activities with other technical and clerical staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Formulates, prepares and implements budget for Service Area, authorizes and monitors expenditures, participates in the forecast of expenditures and revenues needed for staffing, equipment, materials, and supplies, coordinates and prepares budget status reports.
- Plans, organizes and coordinates the activities of the Administrative office.
- Coordinates the office activities of the department, determines priorities, monitors work flow, plans, organizes and directs organizational administrative programs and projects.
- Coordinates and implements the personnel records keeping functions, purchasing activities records and payroll records systems for the department.
- Represents the department to other city service areas, citizens, community groups and outside agencies, make reports and presentations to the City Council.
- Assists in the development of department goals, objectives, policies and priorities.
- Plans, assigns and coordinates the activities of personnel in providing technical and support services for departmental operations.
- Assists in the planning for growth and future service needs, advises the Service Director and management staff regarding activities and needs of the department.
- Selects, trains and participates in the evaluation of assigned staff; has input in employee performance evaluations.
- Reviews current and devises new service delivery methods to assure efficient and effective use of resources.
- Compiles materials/information and prepares reports, manuals, publications and news releases.
- Provides lead review of daily performance of assigned personnel and ensures that appropriate rules and policies are followed.
- Maintains personnel records, confidential investigations and records security in accordance with State law and City policy.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern management principles, practices, and techniques of office administration, organization and operation.
- Principles, methods and procedures utilized in the preparation and management of a department budget.
- Principles, methods and procedures utilized in the purchase of departmental supplies and equipment.
- Advanced computer skills, including word processing, graphics and spreadsheet applications.
- Modern office efficiency, office equipment, bookkeeping and record keeping procedures and methods.
- Principles of training and performance review and correction.
- Effective communication techniques, including public speaking and program presentation.

Ability to:

- Type 45 words per minute (net corrected).
- Administer a wide variety of programs and projects, including administrative and budgetary activities, as well as internal assignments.
- Collect and understand data, analyze it objectively, present it clearly and concisely, and prepare logical and accurate reports with conclusions and recommendations.
- Understand computers and related software.
- Work independently, exercise common sense and sound judgement when performing assigned duties.
- Prepare clear and concise reports, speeches, articles and correspondence, for both internal use and external publication.
- Comprehend and apply Federal, State and local policies, procedures, laws and regulations.
- Establish and maintain effective and cooperative working relationships with those contacted in the performance of duties.

Experience and Training Guidelines

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

Experience:

Four years of responsible professional experience in administrative or technical clerical work.

Training:

Equivalent to an Associate's Degree (sixty semester units of completed college course work) in business or a related field.

Possession of a valid California Driver's License, Class C, at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions: Maintain the following physical abilities: See well enough to operate vehicles, read instructions and follow directions; hear well enough to distinguish various noises, to converse on the radio, telephone and in person; use of hands and fingers for writing, typing, drafting, and other computer related functions.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

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Date

City of Turlock

ANIMAL CONTROL OFFICER, SR.

DEFINITION
Under general supervision performs routine day-to-day activity of field services and operation of Animal Control facility, responding to complaints, completing all related forms and reports, disposing of impounded animals as appropriate, conducting investigations into violations of state and local ordinances in an environment, which involves considerable personal contact with the general public.

This classification is assigned to the Turlock Associated Police Officers bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the journey level in the Animal Control Officer series. Positions in this classification are flexibly staffed and are filled by advancement from the Animal Control Officer classification. Appointment to the Senior Animal Control Officer classification requires that the employee perform the full range of technical duties, lead work responsibilities and meet the qualification standards for the classification. All positions in this classification require the ability to work independently and exercise judgment and initiative.

SUPERVISION RECEIVED AND EXERCISED
The Animal Control Officer receives general supervision from a Turlock Police Services Division Manager, or as assigned by the Chief of Police. May exercise general supervision of other division support staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Recommend and assist in implementing goals and objectives; established schedules and methods for effective shelter and field operations; implement policies and procedures.
- Monitor and control expenditures as they pertain to shelter and field operations.
- Attend meetings and respond to related questions and complaints; provide public education regarding animal control.
- Receive and respond to complaints and concerns of the public.
- Investigate all animal bites, quarantine animals as necessary and plan/coordinate the daily activity of the City's license enforcement program.
- Investigate reports or complaints of dogs, cats or other animals creating nuisances and take appropriate action;
- Investigate reports of animal abuse.
- Capture animals by use of snaring equipment, tranquilizer guns and other means of capturing animals as deemed necessary, in accordance with proper safety procedures.
- Monitor the conditions of animals held in the shelter and the facility itself to ensure the health and safety of the animals;
- Feed and care of animals impounded in the Animal Control Shelter.
- Inventory and purchase animal foods, supplies and equipment.
- Enforce City and State animal control laws.
- Issue citations for violations of animal control ordinances.

- Check dogs for licenses and issue dog licenses to the public.
- Explain ordinances to the public relating to the care and keeping of animals.
- Patrol City streets and roads in an animal control vehicle; search for stray dogs and other domestic animals and livestock.
- Issue quarantine orders and monitor compliance of the same.
- Impound and quarantine animals as appropriate.
- Euthanize and dispose of animals as appropriate.
- Process rabid animals for the County Health Department.
- Coordinate and participate in the annual rabies clinics.
- Prepare and maintain a variety of records and reports.
- Appear as court witness.
- Coordinate, supervise and participate in city wide license enforcement canvassing program.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Various breeds of dogs, cats, and other domestic animals, including livestock.
- Procedures and techniques for dealing with the public in a tactful but firm manner.
- Basic methods of animal collection and impoundment.
- Routine care and feeding of domestic animals.
- Investigative techniques and report writing.

Ability to:

- Implement the enforcement of animal regulations and supervise division support staff associated with shelter and field operations
- rations and license enforcement.
- Interpret and apply laws and regulations of the City and state related to animal control.
- Recognize the common symptoms of animal disease.
- Be sensitive to matters related to the care, control and treatment of animals.
- Communicate clearly and concisely, both orally and in writing.
- Interpret the laws concerning the collection, impound and disposal of stray animals and the control of animal nuisances.
- Prepare written reports and maintain an efficient record-keeping system.
- Learn appropriate methods to euthanize domestic animals.
- Establish and maintain effective working relationships with those contacted during work.
- Provide training, mentoring, leadership and act as a lead worker to new and/or subordinate animal control and office staff.
- Prepare division payroll.

Experience and Training Guidelines

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

Experience:

Twenty-four months of experience as an Animal Control Officer similar to that of the City of Turlock. In addition to experience, promotion to the Animal Control Officer, Sr. classification may require a practical test process to demonstrate the ability to perform the full range of technical duties at the journey level.

Training:

High school diploma or equivalent, supplemented by a minimum of six (6) semester units of college course work in animal science, business administration, criminal justice, or a related field.

Licenses:

Possession of a valid California Driver's license at the time of appointment.
Possession of a valid Penal Code 832 Certificate (Arrest and Firearms) within six months from date of employment as an Animal Control Officer.
Certificate in Euthanasia within six months from date of employment as an Animal Control Officer.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate vehicles, animal control related equipment and snare tools; hear well enough to converse on the radio, telephone and in person; ability to distinguish odors and colors for identification purposes; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform manual labor for extended periods; ability to lift necessary equipment, sacks of animal food, and lift and carry animals weighing up to 80 pounds; ability to tolerate extreme fluctuations in temperature while performing essential functions of the job.

This class is subject to on-call, standby and call-out assignments, rotating shifts, weekend and holiday assignments.

FLSA Status: Non-exempt
Bargaining Unit: TAPO

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ANIMAL CONTROL OFFICER, SUPERVISOR

DEFINITION
Under direction plans, organizes, directs, and supervises the activities of the Animal Control Unit and Animal Shelter.

This classification is assigned to the Turlock Associated Police Officers bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Animal Control Officer, Supervisor is a working supervisor class. The Animal Control Officer, Supervisor must exhibit a high degree of compassion and concern for the animals in their charge with considerable work involving personal contact with the general public.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Police Special Operations Division Commander. The incumbent provides direct supervision to subordinate level staff, Alternative Work Program trustees and volunteers within the assigned service area.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans, coordinates, schedules and supervises the daily work activity of an Animal Control Officer; Animal Control Officer, Senior; Kennel Attendants and Clerical staff.
- Administers vaccines and euthanasia solutions to impounded animals, as necessary;
- Maintains logs, records, related forms, annual activity reports and statistical data;
- Examines impounded animals to determine age, sex, and overall condition;
- Maintains inventories and supplies of food, medications, drugs and completes necessary order forms;
- Investigates reports of animal cruelty or abuse, prepares reports of investigations, issues Notices to Appear in Court;
- Conducts periodic inspections of pet shops and kennels to insure compliance with local ordinances;
- Provides information to the general public regarding proper animal care and treatment;
- Conducts educational seminars and presentations, trains and conducts seminars for fellow employees, the general public and interested groups;
- Trains department personnel relative to animal handling, control techniques, tranquilizing, behavior, and common disease;
- Trains department personnel in humane behavior, handling stress, crisis intervention, and report writing;
- Oversees general clean up and maintenance at the Animal Shelter as required;
- Interviews and conducts animal adoption sessions with potential adopters;
- Coordinates daily activities of Alternative Work Program trustees and/or volunteers at the Animal Shelter;
- Completes performance evaluations;

- Assists subordinate personnel in matters involving more complicated issues;
- Conducts animal bite investigations and places bite suspects under quarantine;
- Maintains time reports and payroll records;
- Reviews work productivity of subordinate personnel for accuracy and completeness;
- Determines health and releases from quarantine or destroys and submits specimens to laboratory for analysis;
- Orders or purchases and distributes or assigns materials, equipment or supplies; maintains related records and inventories;
- Assists in preparation of specialized budgets related to assigned activities; assists in budget implementation; participates in budget forecasts; alerts manager of problems detected in budget related to planned programs, projects or expenditures.
- Provides information to the general public regarding policies and procedures used at the Animal Shelter;
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic supervisory methods and techniques;
- Animal behavior, common diseases, sanitation practices, animal anatomy, first aid, animal capture and handling techniques;
- Basic methods of record keeping;
- State and local ordinances relating to animal care, control, welfare and rabies control; and
- Various breeds of dogs and species of animals, including native wildlife and domestic animal behavior.

Ability to:

- Plan, coordinate, schedule and supervise work activity of subordinate staff, Alternative
- Work Program trustees, and/or volunteers;
- Administer vaccines to dogs, cats, and other domestic species;
- Administer humane euthanasia to animals;
- Maintain neat and accurate logs, records, and related forms;
- Maintain inventories of food and supplies, medications and drugs;
- Examine impounded animals to determine age, sex, and overall condition;
- Communicate effectively with fellow employees;
- Interact with the public displaying a high degree of courtesy, tact, compassion and poise;
- Understand problems of the general public and furnish clear and satisfactory explanations regarding policies and practices used in the Animal Services Unit;
- Complete employee performance evaluations; and
- Provide expertise investigating more complex problems such as animal abuse or cruelty cases.
- Promote positive working relationships with rescue groups and animal advocacy groups.
- Prepare division payroll.

Experience and Training Guidelines

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

Experience:

Three years of increasingly responsible experience in a governmental animal control agency or humane society performing animal control responsibilities. One of the three years of experience shall be in a senior or supervisory capacity.

Training:

High school diploma or equivalent, supplemented by a minimum of sixty (60) semester units of college course work in animal science, business administration, criminal justice, or a related field.

Licenses:

Possession of a valid California Driver's License at the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.
Possession of a valid Penal Code 832 Certificate (Arrest and Firearms).
Possession of a Certificate in Euthanasia as an Animal Control Officer.
Completion of the National Animal Control Association Level 1 Training Academy or equivalent course.

ADDITIONAL INFORMATION:

Physical Conditions:

Duties require handling both live and dead animals requiring a great deal of physical exertion. Maintain the following physical abilities: See well enough to read, write and make observations, operate vehicles, animal control related equipment and snare tools; hear well enough to converse on the radio, telephone and in person; ability to distinguish odors and colors for identification purposes; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time; operate assigned equipment and vehicles and perform manual labor for extended periods; ability to lift necessary equipment, sacks of animal food, and lift and carry animals weighing up to 80 pounds; ability to tolerate extreme fluctuations in temperature while performing essential functions of the job.

This position is subject to weekend, holiday, standby and callback assignments.

FLSA Status: Non-exempt
Bargaining Unit: TAPO

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

ANIMAL CONTROL OFFICER

DEFINITION
Under general supervision, performs routine day-to-day activity of field services and operation of Animal Control facility, responding to complaints, completing all related forms and reports, disposing of impounded animals as appropriate, conducting investigations into violations of state and local ordinances in an environment, which involves considerable personal contact with the general public.

This classification is assigned to the Turlock Associated Police Officers bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the entry level of the Animal Control Officer series. Positions in this classification perform routine duties required to enforce animal regulations and laws. Compared to the Senior Animal Control Officer, employees in this class are not expected to function at the same skill level and will usually exercise less independent discretion and judgment on matters related to work procedures and methods.

SUPERVISION RECEIVED AND EXERCISED
The Animal Control Officer receives general supervision from a Turlock Police Services Division Manager, or as assigned by the Chief of Police. May exercise general supervision of other division support staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Recommend and assist in implementing goals and objectives; established schedules and methods for effective shelter and field operations; implement policies and procedures.
- Monitor and control expenditures as they pertain to shelter and field operations.
- Attend meetings and respond to related questions and complaints; provide public education regarding animal control.
- Receive and respond to complaints and concerns of the public.
- Investigate all animal bites, quarantine animals as necessary and plan/coordinate the daily activity of the City's license enforcement program.
- Investigate reports or complaints of dogs, cats or other animals creating nuisances and take appropriate action;
- Investigate reports of animal abuse.
- Capture animals by use of snaring equipment, tranquilizer guns and other means of capturing animals as deemed necessary, in accordance with proper safety procedures.
- Monitor the conditions of animals held in the shelter and the facility itself to ensure the health and safety of the animals;
- Feed and care of animals impounded in the Animal Control Shelter.
- Inventory and purchase animal foods, supplies and equipment.
- Enforce City and State animal control laws.
- Issue citations for violations of animal control ordinances.
- Check dogs for licenses and issue dog licenses to the public.
- Explain ordinances to the public relating to the care and keeping of animals.

- Patrol City streets and roads in an animal control vehicle; search for stray dogs and other domestic animals and livestock.
- Issue quarantine orders and monitor compliance of the same.
- Impound and quarantine animals as appropriate.
- Euthanize and dispose of animals as appropriate.
- Process rabid animals for the County Health Department.
- Coordinate and participate in the annual rabies clinics.
- Prepare and maintain a variety of records and reports.
- Appear as court witness.
- Coordinate, supervise and participate in city wide license enforcement canvassing program.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Various breeds of dogs, cats, and other domestic animals, including livestock.
- Procedures and techniques for dealing with the public in a tactful but firm manner.
- Basic methods of animal collection and impoundment.
- Routine care and feeding of domestic animals.
- Investigative techniques and report writing.

Ability to:

- Implement the enforcement of animal regulations and supervise division support staff associated with shelter and field operations and license enforcement.
- Interpret and apply laws and regulations of the City and state related to animal control.
- Recognize the common symptoms of animal disease.
- Perform a variety of animal control activities.
- Communicate clearly and concisely, both orally and in writing.
- Interpret the laws concerning the collection, impound and disposal of stray animals and the control of animal nuisances.
- Prepare written reports and maintain an efficient record keeping system.
- Learn appropriate methods to euthanize domestic animals.
- Establish and maintain effective working relationships with those contacted during work.

Experience and Training Guidelines

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

Experience:

Six months (one year is desired) of experience handling animals in a professional work environment (animal shelter or veterinary clinic), working with the public and heavy community involvement. Knowledge of geography of the City of Turlock, including the location and layout of City streets desirable.

Training:

High School Diploma or equivalent.

Licenses:

Possession of a valid California Driver's license at the time of appointment.
Possession of a valid Penal Code 832 Certificate (Arrest and Firearms) within six months from date of employment as an Animal Control Officer.
Certificate in Euthanasia within six months from date of employment as an Animal Control Officer.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate vehicles, animal control related equipment and snare tools; hear well enough to converse on the radio, telephone and in person; ability to distinguish odors and colors for identification purposes; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform manual labor for extended periods; ability to lift necessary equipment, sacks of animal food, and lift and carry animals weighing up to 80 pounds; ability to tolerate extreme fluctuations in temperature while performing essential functions of the job.

This classification is subject to on-call, standby and call-out assignments, rotating shifts, weekend and holiday assignments.

FLSA Status: Non-exempt
Bargaining Unit: TAPO

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

ANIMAL CONTROL
RESCUE COORDINATOR – PART TIME

DEFINITION
Under general supervision, assists with posting eligible animals and information on our social media pages, establishing and maintaining professional relationships with surrounding rescue organizations including coordinating transportation and placement of selected animals within the City's Animal Shelter.

This classification is Unrepresented for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This part-time position is responsible for developing, implementing and coordinating relationships with non-profit organizations for animals to be placed in rescue.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from designee at Animal Control.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assists in identifying animals from the shelter suitable for transfer to rescue groups.
- Serves as point of contact for rescue organizations working with the shelter.
- Oversees and arranges transport of rescue animals.
- Oversees recruitment of active and qualified rescue groups, including verifying rescue group references and maintaining a list of these groups.
- Communicates information and rescue requests to groups via social media, phone or email.
- Ensures all written liability forms are completed between the shelter and rescue groups and all records of the contracts are kept up to date.
- Communicates with shelter staff regarding any medical requirements, health certificates and identification paperwork required for animals going to rescue groups.
- Communicates with shelter staff regarding foster care of rescue animals awaiting transport.
- Consults and collaborates with other shelter staff to ensure proper animal selection for rescue.
- Provides monthly reports of all animals going to rescue groups.
- Maintains files and records for the rescue groups.
- Maintains list of active rescue groups and coordinates which animals will go to which rescue.
- Works to provide resources to owners who want to surrender their animals in an effort to keep the animals in their homes.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- General animal care and behavior.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Local community resources regarding animal rescue efforts.

- Exercising good judgment when working with the public, volunteers, employees, animal-related concerns, and confidential information.
- Coordinating projects, setting priorities and adapting to changing priorities.
- Operating a computer and sending photos and videos through social media.
- Keeping accurate and detailed records.
- Social Media functionality.

Ability to:
- Identify various breeds of dogs, cats, other domestic animals and livestock.
- Interact effectively with the public.
- Apply basic methods of animal collection and impoundment.
- Provide routine care and feeding of domestic animals.
- Perform basic computer and cashiering skills.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with City staff, vendors, and the public.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Prior experience working with animals in an animal shelter, veterinary clinic or related field environment is required. Previous experience coordinating rescue, foster and/or adoption for an animal shelter or clinic is desirable and preferred.
Training:
Possession of a high school diploma or G.E.D. Certificate is required.
Licenses:
Possession of a valid California Driver's License issued by the Department of Motor Vehicles at the time of appointment and the ability to maintain it as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read, write and make observations, operate vehicles, animal control related equipment and snare tools; hear well enough to converse on the radio, telephone and in person; ability to distinguish odors and colors for identification purposes; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time; operate assigned equipment and vehicles and perform manual labor for extended periods; ability to lift necessary equipment, sacks of animal food, and lift and carry animals weighing up to 50 pounds; ability to tolerate extreme fluctuations in temperature while performing essential functions of the job.

Working conditions are in a kennel environment with frequent exposure to conditions including hazardous materials, unfavorable fumes and odors, working with animal body fluids, infectious diseases and loud noises.

FLSA Status: Non-exempt
Bargaining Unit: Unrepresented

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

_____
Date

City of Turlock

ASSET ANALYST

DEFINITION
Under general direction, plans, organizes and conducts the activities of asset administration in all divisions of Municipal Services and various City areas. This includes responsibility for ongoing development, practices, recommendations, strategies and implementation. Collects, analyzes and reports on data used to support complex risk-based decision making using accepted asset administration principles and practices including asset maintenance, rehabilitation and replacement of infrastructure assets. Develops and coordinates data collection programs. Supports strategic planning, prioritization and utilizes specialized software Computerized Maintenance Management System (CMMS) for data collection, reporting and work orders. Documents business processes, adoption and use of continuous improvement processes.

This position is assigned to the Turlock City Employees Association (TCEA) bargaining unit for labor relations purposes and is subject to overtime.

SUPERVISION EXERCISED AND RECEIVED
General supervision is provided by the Municipal Services Director or designee(s).

DISTINGUISHING CHARACTERISTICS
The incumbent is expected to work with minimal supervision, exercising initiative in a number of complex and sensitive areas.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Develops and implements an asset program which incorporates a comprehensive computerized work system. Schedules and prioritizes work activities; makes necessary arrangements for technical resources, procedures, manuals, supplies and equipment.
- Coordinates, analyzes, documents, tracks and reports on a wide variety of infrastructure condition assessments, including establishing data collection schedules, standards and methods for use in supporting complex risk-based decisions using accepted asset principles and practices.
- Coordinates with staff in City Departments to identify, develop, and implement customer service level goals and performance measures.
- Collaborates, supports and participates in the development of engineering standards and long-range comprehensive planning for all City infrastructure, including 5-year and long-term street, water, sewer, storm, utilities, fleet and facilities master plans.
- Develops and recommends asset policy and strategy to minimize total cost of ownership, increase reliability and meet performance standards throughout the organization; assists in implementation of department and division asset goals and objectives.
- Analyzes program data; recognizes issues and trends; identifies options, consequences and develops conclusions and recommendations; prepares complex statistical reports and drafts presentations.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the City's Assets.
- Develops recommendations on prioritized strategic maintenance and capital project programs for City infrastructure using historical, current use, condition, replacement costs, maintenance costs and other data consistent with asset principles and best practices.

- Organizes and recommends the operation and maintenance of the computerized work management system to meet business needs and facilitate long range strategic planning. Includes planning, scheduling and coordinating the material, equipment and personnel requirements for system implementation, optimization and maintenance.
- Coordinates utilities asset activities and communications; collaborates with Engineering, Development Services and other City Departments regarding the preventative maintenance, rehabilitation, repair or replacement of City of Turlock's assets.
- Assist in contracts, consultant selection and project management for contracted work.
- Perform other related work as required.

QUALIFICATIONS

Knowledge of:

- Excellent knowledge of multiple software application packages supported by Municipal Services such as Computerized Maintenance Management Software, Enterprise Financial Systems, permit management, Pavement Management, MS Word, MS Excel, MS Access, ARC GIS and general database software.
- Business practices, construction/installation standards and maintenance practices for streets, traffic, water, sanitary and storm sewers, equipment, warehouse, facilities, fleet, natural resources, engineering, and finance.
- Knowledge of asset administration principles.
- Mechanical drawings, electrical schematics, blueprints, and process control documents.
- Preventative maintenance and repair procedures of industrial equipment associated with water and wastewater treatment facilities, systems and equipment.
- Program driven maintenance practices associated with water and wastewater treatment facilities, systems, and equipment.
- Best practice maintenance strategies (i.e., Reliability Centered Maintenance, Maintenance Excellence, Condition Based Maintenance, etc.)., equipment and maintenance requirements.
- Methods, materials, tools, equipment, and procedures used in the installation, maintenance, repair, alteration, replacement, fabrication and repair of industrial mechanical and electrical/electronic equipment.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of program administration.
- Pertinent federal, state, and local laws, codes and regulations.

Ability to:

- Effective communication in both written and oral communication skills for working with a diversity of personnel, public officials, and citizens.
- Effectively promote principles of asset activities to city staff with wide and diverse backgrounds and skill sets to maintain effective relationships.
- Read, use, and understand information in multiple formats such as Geographical Information System (GIS), Global Positioning System (GPS), utility mapping, surveys, construction plans and specifications, and record drawings.
- Plan and work with minimal supervision.
- Ability and willingness to maintain the confidentiality of sensitive files, data, and materials accessed, discussed, or observed; strong system security knowledge and skills.
- Learn and adapt to new technology, keeping personal and technical skills up-to-date.
- Use appropriate judgement and initiative in making recommendations.
- Participate in the development and administration of division goals, objectives and procedures.
- Prepare clear and concise administrative and financial reports.
- Research, analyze and evaluate new service delivery methods and techniques.

- Ensure adherence to established safety rules, regulations and guidelines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal, state and local policies, laws and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet and database applications.
- Respond to requests and inquiries from the general public.
- Establish and maintain cooperative working relationships with employees, other City departments, City officials, civic organizations, and the public.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three (3) years of experience in asset administration, preferably in a municipality or experience in a private facility that contained water distribution, water/wastewater collection and treatment, facility systems that include maintenance of low and medium voltage electrical systems, including proficiency using a computerized maintenance management system; or three years of skilled experience planning and scheduling in fields such as electric utilities, property management, chemical manufacturing, large-scale manufacturing and high-tech manufacturing or other industrial setting.
Training:
An Associate's degree in a business administration, urban planning, geographic information systems (GIS), civil or mechanical engineering, computer sciences or a related field.
Licenses:
Possession of a valid California Driver's License issued by the Department of Motor Vehicles at the time of appointment and the ability to maintain it as a condition of continued employment.
Desirable Qualifications:
Possession of the following certifications:
- Institute of Asset Management (IAM) Diploma level certification.
- Certified Reliability leader (CRL) from Asset Management Professionals (AMP).
- Project Management Institute (PMI) Risk Management Professional (RMP) certificate.

Considerable experience and knowledge in governmental asset administration.

ADDITIONAL INFORMATION:

Physical Conditions:
While performing the essential duties of the position, the employee is regularly required to stand; sit; walk; use hands; move fingers to feel objects or controls and operate tools; and reach with hands and arms. The employee is required to see well enough to read, write and make observations and hear well enough to converse on the radio, telephone and in person. The employee is required to have sufficient bodily mobility to walk, bend, stand, crouch or climb for extended periods of time. The employee is required to operate assigned equipment and vehicles and may need to perform manual labor for short to moderate periods of time. The employee must occasionally lift and move equipment as necessary, as well as tolerate fluctuations in temperature while performing essential functions. Be able to lift equipment on a frequent basis 25 lbs., and on an occasional basis 50 lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

_____
Date

City of Turlock

ASSISTANT MUNICIPAL SERVICES DIRECTOR

DEFINITION
Under the general direction of the Municipal Services Director, responsible for planning, directing, organizing and managing the assigned divisions/areas of:

Regulatory Affairs, Water Quality Control, Utility Maintenance, Fleet, Transit, Assets.

OR

Facilities Maintenance, Recreation and Airport.

Responsible for management and administration of complex technical, financial, statistical and analytical work of the assigned department divisions. The incumbent may assist the Director and/or represent/present in public activities or meetings and oversees coordination of other service areas as directed. Represents the Department in the absence of the Director.

This position is assigned to the Management Bargaining Unit for labor relations purposes and is considered exempt under FLSA.

SUPERVISION RECEIVED AND EXERCISED
General direction is provided by the Municipal Services Director. The job incumbent provides general supervision to subordinate level professional/technical and clerical staff in the department administrative area. At the discretion of the Department Director, may also be required to provide supervision to other divisions of the department.

DISTINGUISHING CHARACTERISTICS
This is a mid-management classification responsible for the supervision of discrete sub-departmental organizational component(s) and programs/functions within a department as determined by the Department Director, City Manager and City Council. Demonstrates professional and technical competence while working as a team member in the development of projects, implementation of projects and departmental goals and objectives. Exercise independent judgment in a number of confidential and sensitive assignments. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal and state law and related regulating entities.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Prepares staff reports and other appropriate analysis to the City Council on issues relevant to the Department and goals and objectives of the City.
- Plan, organize, and direct assigned divisional activities, including planning, directing, supervising, and coordinating operations and maintenance activities of assigned divisions.
- Assist in the development, planning, and implementation of department goals, objectives, policies and procedures.

- Direct, oversee, and participate in the development of the assigned divisional work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Prepare assigned division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Assist the Municipal Services Director in managing and directing the functions of the Municipal Services Department.
- Establish and implement short and long-range plans and goals, including strategic planning.
- Research, prepare, and present technical and administrative reports; prepare written correspondence.
- Serves as technical advisor to the City Council, City Manager, Department Manager and Planning Commission on a broad range of projects and issues; prepares and submits reports and recommendations for management consideration.
- Oversees the state-mandated environmental review duties of the division, including preparation of the core complex California Environmental Quality Act (CEQA) documents.
- Oversees and monitors projects through all phases and assures compliance with regulations of various local, state and federal agencies.
- Ensures timely and compliant completion of projects, aligning with local, state and federal regulations.
- Develops and monitors compliance with divisional policies and procedures.
- Consults and coordinates with City departments, citizens and officials regarding conflicts and issues related to contract and regulatory compliance.
- Prepares multiple specialized budgets related to assigned activities; oversees budget implementation; determines budget forecasts; cost saving measures; administers the approved budget.
- Makes presentations before various groups, including City Council, commissions, boards, committees, task forces as needed.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Manages the activities of consultants, including selection, evaluation, and contract administration.
- Answers questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; consortium, participates in teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Mentoring and preparing staff for leadership roles to ensure long-term sustainability and growth of the division.
- Performs other duties, as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices and theories of Municipal Services areas with emphasis on water related areas.
- Principals, practices and theories of asset management, construction and maintenance best practices.
- California state laws affecting Municipal Services and related water, solid waste and related infrastructures.
- Statistical methods and principles.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training and personnel management.
- Principles of effective file management and time management
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.
- Provisions, principles and practices of municipal structure and organization

Ability to:

- Understand and interpret complex state and federal regulations, laws, codes, policies and solutions in the area of municipal services, environmental, and related areas.
- Understand City processes and procedures and specific requirements of assigned program area.
- Understand and interpret public contract principles.
- Work with and control sensitive and confidential information.
- Plan, initiate, manage and complete complex and multiple simultaneous work assignments with a minimum of direction;
- Set priorities and organize work to meet deadlines.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives.
- Make presentations before groups and represent the City in public forums.
- Use computer and needed programs in a highly effective manner.
- Organize, analyze, manage and implement a variety of programs.
- Prepare, forecast and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

Experience and Training Guidelines

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

Experience:

Four years of increasingly responsible professional experience with a public agency in municipal services related administration, regulatory affairs, water quality control, utility maintenance, water treatment, engineering, transit, facilities maintenance and recreation or a related field, which includes two years of progressively responsible administrative and supervisory experience, or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with course work in the areas of public administration, engineering, planning, transportation, civil engineering, urban studies or related fields.

Licenses:

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required as the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

FLSA Status: Exempt
Bargaining Unit: Management

Established: February 11, 2025 (Resolution 2025-025)

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

_____
Date

City of Turlock

BACKGROUND COORDINATOR

DEFINITION
Under general supervision, the Background Coordinator conducts background investigations of potential employees of the Turlock Police Department; ensures the legal requirements for all hiring processes have been met according to the Peace Officer Standards and Training (POST)and the California Department of Justice.

This classification is assigned to the Confidential bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This class conducts background procedures for potential Turlock Police Department employees. Provides technical, statistical, administrative, and other analytical support and compliance with Senate Bill 2 (SB2) and its requirements including decertification.
Exercises policy interpretation and application for assigned program/functional area.

SUPERVISION RECEIVED AND EXERCISED
General supervision is received from a Police Chief or other Police Department command-level position.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Interviews candidates for employment regarding information provided to the Turlock Police Department in the Personal History Statement.
- Interviews employers, co-workers, neighbors, law enforcement officials, military personnel, members of the candidate's family and personal references; prepare reports on findings; travel to and from various locations for the investigation;
- Obtains other documents from the candidate to verify the suitability for employment, including a credit history report and criminal history report; provides a narrative interpretation of the report.
- Obtains copies of all pertinent accident and police reports from law enforcement agencies, and any other documents as required for the background investigation.
- Prepares background reports on candidates for employment consistent with Peace Officer Standards and Training (POST) guidelines and Turlock Police Department policy.
- Interviews both cooperative and reluctant references.
- Keeps detailed and comprehensive notes on assigned investigations.
- Prepares reports that articulate the correlation between qualifying/disqualifying information and the job dimensions as recognized by POST.
- Performs office duties in accordance with approved internal policies and procedures.
- Interacts with other law enforcement agencies and members of the public
- May assist in public activities or meetings, and coordinate with other service areas, agencies, committees, boards, and commissions.
- May provide technical, administrative, clerical and investigative support to the Professional Standards Unit in a wide range of areas including assisting with conducting permit investigations and coordinating with members of the public and collateral agencies.
- Performs related duties as assigned.

QUALIFICATIONS: performs other similar duties, as assigned

Knowledge of:

- Confidentiality laws related to personnel records, handling requests for information on candidates from other departments, agencies, public or media
- Rationales for confidentiality sufficient to ensure the integrity and personal privacy of candidate background investigation files and all information contained therein
- Principles and practices of confidentiality sufficient to recognize actions that may compromise the integrity of investigation or investigation file documents
- POST policies and procedures as they pertain to departmental policy
- SB2 compliance regulations
- Various technical specialists available to assist in an investigation and when to request such assistance
- Objective symptoms of use of alcohol and commonly used controlled substances, sufficient to recognize when a person may be under the influence
- Required training and certification requirements related to assigned program area
- A variety of automated and manual law enforcement systems
- Police department procedures and policies and Personnel Rules and Regulations
- Laws, codes, and regulations relevant to police operations and confidentiality
- Principles and practices of supervision
- Technical and operational aspects of assigned function or program area
- Statistical methods and principles
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods
- Principles and practices of supervision, staff selection, training and personnel management
- Principles of effective record, file and archival management related to area of assignment
- Principles of effective time management
- Safe work practices and related regulations
- Principles of conflict resolution and excellent customer service
- Provisions, principles and practices of department structure and organization
- Applicable federal, state and local laws, regulations and guidelines
- Modern techniques for proper maintenance and destruction of police records and other documents
- Requirements and processes for Live Scan Fingerprint Program
- Stays current with laws related to POST policy, regulation and SB2 compliance
- English usage, spelling, grammar, punctuation and written communication skills.
- Customer service skills

Ability to:

- Apply Turlock Police Department policies, procedures, practices, roles and responsibilities, and guidelines related to office administration.
- Use department operations and legal terminology
- Interpret laws, regulations, and procedures and to ensure compliance in all areas and responsibilities.
- Read, comprehend and interpret detailed, complex written material
- Prepare clear, concise written reports
- Analyze complex ideas or activities into smaller parts; simultaneously consider numerous acts, perceive patterns and relationships; develop theories about past occurrences based on numerous small bits of information or evidence; compare and interpret information; recognize and examine discrepancies; and draw logical conclusion

- Manage time sufficient to prioritize and combine investigations when practicable to ensure timely completion
- Handle several cases at the same time
- Utilize appropriate investigative techniques for administrative investigation to frame a reflective image of the candidate's background
- Communicate and deal tactfully, persuasively and effectively with co-workers, supervisors, management and public
- Demonstrate sensitivity through tact and courtesy when dealing with individuals from various social, cultural, racial, and economic backgrounds
- Work cooperatively as a part of a team
- Remain calm and focused when interviewing distraught or angry persons
- Demonstrate effective interpersonal skills required to discuss matters that are of a sensitive and sometimes inflammatory nature with candidates, supervisors, and managers
- Listen, in-person and on the telephone, as required to pay close attention to what is being said and ask follow-up questions
- Develop pertinent questions for interviews, perceive when the person being interviewed has not understood, rephrase or clarify questions, follow-up on unanswered questions or conflicting statements and keep the interview focused on the material to be covered
- Understand processes and procedures and specific requirements of assigned program area
- Work with and control sensitive and confidential information and assure security for assigned program area
- Create and maintain accurate and detailed record keeping systems
- Facilitate and coordinate meetings or training
- Develop and implement policies and procedures
- Plan, initiate, manage and complete complex and multiple simultaneous work assignments or projects with a minimum of direction
- Learn to operate computers and various law enforcement software programs typically used in the position
- Organize, analyze, manage and implement a variety of programs
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work
- Communicate effectively, orally, electronically and in writing
- Compile information for statistical reports.
- Provide lead supervision
- Handle multiple priorities, organize workload and meet strict deadlines
- Diagnose, troubleshoot and resolve complex problems, make effective decisions, and take appropriate action.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three years of law enforcement experience where duties consist of investigation, report taking, or other relevant law enforcement research experience. Prior experience as a Law Enforcement Background Investigator; notary public desirable.
Training:
Possession of an Associate's Degree from an accredited college or university with significant course work in the areas of Public Administration, Criminal Justice, Administration of Justice or related field; Bachelor's Degree preferred.

Licenses:

Possession of a valid California Driver's License, minimum Class C, at time of application and proof of automobile liability insurance; to be maintained as a condition of continued employment.
Successful completion of a Peace Officer Standards and Training (POST) Background Investigators course or training program.
Successful completion of Peace Officer Standards and Training (POST) SB2 training program within the six (6) months of employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

FLSA Status: Non-exempt
Bargaining Unit: Confidential

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

_____
Date

City of Turlock

BUILDING INSPECTOR I

DEFINITION
Under immediate supervision, to inspect routine and complex structure and building systems at various stages of construction, alteration, and repair; to assist in the review of building plans and specifications; and to investigate and secure compliance with applicable laws, ordinances, codes, standards, plans and specifications.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the entry level in the professional Building Inspector series. Positions assigned to this class perform the more routine and standardized tasks in the Building & Safety Division within the framework established by higher level employees fully utilizing existing skills required for the position. It is expected that the knowledge and skills of the incumbent will be enhanced through a comprehensive orientation program, which leads to performing increasingly responsible building inspection staff work with minimal direct supervision.

Incumbents are eligible to promote to Building Inspector II after completing two years of experience with satisfactory or above performance in the Inspector I classification and possession of an ICBO certificate.

SUPERVISION RECEIVED AND EXERCISED
Immediate supervision is provided by the Chief Building Official or designee. Technical or functional supervision may be provided by higher level building inspections personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Accept, review, and process a wide variety of permit applications relating to construction and development-related activities regulated by the City.
- Review site plans, architectural drawings, and structural calculations submitted with development permit applications to ensure completeness and conformance with the department's submittal requirements.
- Calculate and collect required mitigation and development fees for construction permit applications.
- Provide information at the public counter regarding the City's development regulations including occupancies, structures, fire life safety issues, accessibility, energy conservation and public improvements.
- Perform counter plan check of fences, walls, small room additions, patios, decks, garages, photovoltaic systems, and other small construction projects.
- Make field inspections of industrial, commercial, and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes and regulations of the City, County, State and federal agencies.
- Check building plans for sufficiency and code compliance; route plans to other affected departments and distribute plan check submittals to builders/contractors for corrections.

- Inspect foundation, cement, framing, plastering, plumbing, mechanical and electrical installations, and many other complex and routine building system elements.
- Inspect stud, joist, rafter spacing and other structural member factors.
- Examine grade, quality and treatment of lumber, cement, lath, wire and composition.
- Coordinate inspection activities with other city departments and public agencies.
- Assist in conducting investigations of zoning, land use and construction code enforcement and abatement issues.
- Determine compliance with California Building, Plumbing, and Mechanical Codes, California Electric Code, and pertinent provisions of state and County health and environmental ordinances.
- Confer with architects, contractors, builders and general public in the field and office to resolve complaints and answer questions regarding plan check correction lists, conditions of permit approvals, and use of alternative methods or materials.
- Maintain permit records and field notes as applicable and prepare reports.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Accepted safety standards and methods of building construction.
- Building related codes and ordinances enforceable by the City, specifically, the California Building Code.
- Principles and techniques of building inspection work.
- Customer service principles, practices and techniques.

Ability to:

- Apply technical knowledge and follow proper inspection techniques to examine work quality and materials, and detect deviations from plans, regulations, and standard construction practices.
- Learn to perform journey level inspection skills in a variety of specialty trade areas and to perform competent and efficient work.
- Learn to enforce a variety of zoning, general land use and related City codes.
- Determine that construction systems conform to City Code requirements.
- Read and interpret building plans, specifications and building codes.
- Advise on standard construction methods and requirements.
- Make arithmetical computations rapidly and accurately.
- Enforce necessary regulations with firmness and tact.
- Establish and maintain an effective working relationship with those contacted during the course of work.
- Communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines

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

Experience:

Four (4) years of construction experience equivalent to journey level construction work in the building trades involving work done in conformance with standard building, electrical, mechanical systems and plumbing codes

OR

One year of inspection experience with a public agency similar to City of Turlock Building Inspector Trainee

OR

Completion of 30 college units with major course work in Building Inspection Technology, Construction Management, or a related field.

Training:
High school diploma, GED or equivalent,
Certificates:
Possession of a Building Inspector Certification issued by the International Code Council at the time of appointment and possess a second Building Inspector Certification by the International Code Council within one (1) year appointment for a total of two (2) certifications.
Licenses:
Possession of a valid California Driver's License at the time of appointment and must be maintained thereafter as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write, make observations, view computer screen, read gauges and other instrumentation as well as operate a motor vehicle; hear well enough to converse on the radio, telephone, and in person; use hands and fingers well enough to use computer keyboard, write, file and answer telephones; bodily mobility to walk on uneven surfaces or sloped surfaces such as construction sites and roofs, bend, stand, climb on scaffolding and ladders, and be able to tolerate extreme fluctuations in temperatures while performing inspections or other duties;

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

BUILDING INSPECTOR II

DEFINITION
Under general supervision, to inspect routine and complex structure and building systems at various stages of construction, alteration, and repair; to assist in the review of building plans and specifications; and to investigate and secure compliance with applicable laws, ordinances, codes, standards, plans and specifications.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the journey level class in the Building Inspector series. A Building Inspector II is expected to perform the entire range of moderately difficult inspections (building, electrical, fire, plumbing and mechanical) for a variety of residential, commercial, and industrial construction and be able to plan check most routine (non-structural) building systems.

Positions in this class are normally filled by advancement from the lower class of Building Inspector I. Appointment to the higher class requires that the employee be performing the full range of duties requiring a complete knowledge of department policies and procedures and meet the qualification standards for the class.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Chief Building Official or designee. The Building Inspector II may lead and train lower-level building division staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Perform field inspections of industrial, commercial, and residential buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations of the City, County, state and federal agencies.
- Perform complex inspection duties in several trade specialties such as plumbing, electrical and mechanical, structural and finish trade areas.
- Check building plans for sufficiency and code compliance; route plans to other affected departments and distribute plan check submittal to builders/contractors for correction.
- Issue permits for work to be performed.
- Inspect foundation, cement, framing, plastering, plumbing, heating and electrical installations, and many other complex and routine building system elements.
- Assist in the checking of building plans and perform field review of plans and specifications.
- Check stud, joist, rafter spacing and other structural member factors.
- Examine grade, quality and treatment of lumber, cement, lath, wire and composition including conducting research of new and/or alternative material reports from ICBO and other testing labs.
- Assure proper and safe installations of routine and complex building systems.
- Coordinate inspection activities with other City departments and public agencies.
- Assist in conducting investigations of zoning, land use and construction code enforcement and abatement issues.

- Determine compliance with California Building, Plumbing, and Mechanical Codes, California Electric Code, and pertinent provisions of state and County health and environmental ordinances.
- Confer with architects, contractors, builders and the public in the field and office to resolve complaints and answer questions regarding plan check correction lists, conditions of permit approval, and use of alternative methods or materials.
- Maintain records and prepare reports.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Accepted safety standards and methods of building construction.
- Building related codes and ordinances enforceable by the City including the California Building, Mechanical, Plumbing and Housing Codes, the California Electric Code, and the municipal zoning and sign ordinances.
- Principles and techniques of building inspection work.
- Complex building, electrical, fire, plumbing and mechanical code enforcement.

Ability to:

- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations, and standard construction practices.
- Perform journey level inspection skills in a variety of specialty trade areas and to perform competent and efficient work as a Building Inspector.
- Enforce a variety of zoning, general land use and related City codes.
- Read and interpret building plans, specifications and building codes and determine that construction systems conform to City Code requirements.
- Advise on standard construction methods and requirements.
- Make arithmetical computations rapidly and accurately.
- Enforce necessary regulations with firmness and tact.
- Establish and maintain an effective working relationship with those contacted during work.
- Apply City codes and policies regarding zoning, environmental matters and other regulations to field situations.
- Perform entire range of inspections, including building, electrical, fire, plumbing and mechanical for residential, commercial, and industrial construction.
- Communicate clearly and concisely, both orally and in writing.
- Work independently without supervision.

Experience and Training Guidelines

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

Experience:

Four (4) years of inspection experience similar to the City of Turlock Building Inspector I and at least 2 ICC Certificates in the building trades or a related field.

OR

Six (6) years of responsible construction experience equivalent to journey level construction work in more than one trade or as a Job/Project superintendent, involving work done in conformance with standard building, electrical, mechanical systems, and plumbing codes.

AND

Possession of at least one (1) ICC Certification in building trades or related filed and obtain a second (2nd) certification within a year.

Training:

High school diploma, GED or equivalent.

Licenses:

Possession of a valid California Driver's License at the time of appointment and must be maintained thereafter as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read, write, make observations, view computer screen, read gauges and other instrumentation as well as operate a motor vehicle; hear well enough to converse on the radio, telephone, and in person; use hands and fingers well enough to use computer keyboard, write, file and answer telephones; bodily mobility to walk on uneven surfaces or sloped surfaces such as construction sites and roofs, bend, stand, climb on scaffolding and ladders, and be able to tolerate extreme fluctuations in temperatures while performing inspections or other duties;

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

BUILDING INSPECTOR, SR.

DEFINITION
Under direction, acts as Chief Structural, Electrical, or Plumbing Inspector of industrial and commercial structures at various stages of construction, alteration and repair; to inspect single and multiple family dwellings; to oversee plan checking and permit issuance activities; to provide lead supervision to other inspectors and to enforce a variety of building codes, ordinances and regulations.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level and specialized class in the Building Inspector series. The incumbent in this class performs the most complex structural building inspection work requiring the use of considerable independent judgment and initiative, as well as leads, assigns, and evaluates the work of other Building Inspectors.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by the Chief Building Official or designee. May lead other Senior Building Inspectors as assigned. The Building Inspector, Sr. may supervise and train Building Division personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Conduct field inspections of complex commercial, industrial, single and multiple family buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations of the city, state and federal agencies.
- Perform complex inspection duties in one of several trade specialties such as plumbing, electrical, mechanical, structural and finish trade areas.
- Inspect foundation, cement, framing, plastering, plumbing, heating or electrical installations and many other complex and routine building system elements.
- Perform engineering calculations in checking complex residential and commercial plans for structural, electrical, plumbing, mechanical or energy requirements.
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- .
- Research and monitor trends in quality of building materials related to construction systems including alternative techniques or materials testing from independent labs.
- Coordinate plan check, permit review and inspection activities with other City departments and public agencies.
- Prioritize, assign and monitor daily workload of subordinate staff members involving all aspects of municipal building and safety inspection.
- Provide training, mentoring and leadership to subordinate building inspection staff

- Conduct and/or direct the comprehensive investigation and enforcement of alleged violations of building and construction laws including coordinating with the City Attorney and other departments as appropriate.
- Ascertain conformance to California Building, Plumbing & Mechanical Codes, the California Electric Code, the Code of Building Conservation, the Historic Building Codes, and pertinent provisions of other State, County and City ordinances and codes relevant to the job needs.
- Confer and correspond with the public, owner-builders, architects, contractors, builders, engineers and other city staff members in the field and office on permits, plans, building requirements or inspections.
- Work with staff, other departments and agencies and the public in explaining, interpreting and enforcing requirements or inspections.
- Monitor department plan check and inspection fee revenues and department expenditures in relationship with annual budget revenue estimates and authorized appropriations.
- Coordinate with the Building Official and other lead personnel in preparing the budget, administrative policies and directives, and personnel actions relating to division and department activities.
- Maintain and monitor building activity and trends and prepare reports for staff, department managers, and policy makers as necessary.
- May represent the Department in the Chief Building Official's absence for day-to-day activities and before civic groups and public meetings.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- California Building, Mechanical, Fire, Plumbing, Electrical and related City codes.
- Titles 19, 24 and 25 of the California Administrative Code.
- Accepted safety standards and methods of building construction including materials applications.
- Best construction techniques and practices including stud, joist, rafter spacing and other structural member factors and examine grade, quality, and treatment of lumber, cement, lath, wire and composition
- Principles of management, team leadership, effective communication, and customer service.
- Principles and techniques of municipal building inspection and safety enforcement work.
- Mathematics necessary for engineering calculations.
- Blueprints, technical code interpretation and plan reading.

Ability to:

- Perform complex inspections in a variety of specialty trade areas in a fully competent and efficient manner.
- Apply technical knowledge of construction codes and use proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
- Act as a team leader and mentor to effectively direct division staff capabilities in performing a range of entry and journey level inspection work and office clerical work necessary to accomplish city goals.
- Work independently without direct supervision on a wide range of projects and assignments related to building and safety responsibilities.
- Enforce a variety of City codes to determine sufficiency with thoroughness, tact, diplomacy seeking constructive solutions.
- Read and interpret building plans and specifications for the full range of structures and intended uses with the ability to apply necessary judgement to achieve compliance with relevant health and life safety building codes.
- Advise others on standard construction methods and requirements.

- Train and evaluate the performance of division staff and other team members in a wide range of activities and assignments related to division objectives.
- Make arithmetical computations rapidly and accurately.
- Maintain cooperative working relationships and resolve problems with staff, other City departments, builders, contractors and the general public.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible journey level experience in inspection of commercial, industrial and residential construction, of which at least three years should be as a Building Inspector II with the City of Turlock or similar jurisdiction.
OR
Three years similar to a Building Inspector II, of which at least two years must be in a lead capacity.
Training:
High school, GED or equivalent. Supervision training and the equivalent to completion of an Associate Degree highly desirable.
Licenses:
Possession of the four (4) International Code Council Inspection Certifications issued by the International Code Conference.
Possession of an appropriate, valid, California Driver's License at the time of appointment and must be maintained thereafter as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write, make observations, view computer screen, read gauges and other instrumentation as well as operate a motor vehicle; hear well enough to converse on the radio, telephone, and in person; use hands and fingers well enough to use computer keyboard, write, file and answer telephones; bodily mobility to walk on uneven surfaces or sloped surfaces such as construction sites and roofs, bend, stand, climb on scaffolding and ladders, and be able to tolerate extreme fluctuations in temperatures while performing inspections or other duties;

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

BUILDING INSPECTOR TRAINEE

DEFINITION
Under immediate supervision, to assist in inspecting buildings and structures in all stages of construction, alteration and repair; reviewing building plans and specifications; enforcing building, plumbing, electrical and zoning codes and laws; issuing permits and collect fees; and to perform related work as required.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a trainee level position in the Building Inspector series. Positions assigned to the trainee class perform more routine and standardized tasks.

Trainee is a probationary class. The Building Inspector Trainee is considered to be in a training status for a minimum of six months. Incumbents are expected to promote to the Building Inspector I position within twelve months of appointment. Promotion to the Building Inspector I position will be based on the incumbent's demonstration of their ability to assume the full range of duties for the Building Inspector I. A Building Inspector I may promote to a Building Inspector II after mastering the full range of inspection expertise and possession of an ICBO certificate. Once promoted to Building Inspector I the incumbent will serve an additional one-year probationary period. Failure to make continuous progress and/or failure to promote to Building Inspector I at the end of twelve (12) months will result in termination. The Development Services Director may extend this deadline under extenuating circumstances.

SUPERVISION RECEIVED AND EXERCISED
Immediate supervision is provided by the Chief Building Official or designee. Technical or functional supervision may be provided by higher level building inspections personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Make field inspections of residential buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations of the City, County, State and Federal agencies.
- Issue permits for work to be performed.
- Assist in the checking of building plans.
- Coordinate inspection activities with other City departments.
- Confer with architects, contractors, builders and the general public in the field and office.
- Update and maintain records and files.
- Receive building permit applications and check for completeness.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Accepted safety standards and methods of building construction.

- Principles and techniques of building inspection work.
- Customer service principles, practices and techniques.

Ability to:
- Learn to perform building inspections in a variety of specialty trade areas.
- Incorporate time management, planning and organizing skills in the performance of job.
- Use effective oral and written communication skills to deal with the general public, using courtesy and tact.
- Relate interpersonal sensitivity, assertiveness and stress tolerance, to function under stressful situations.
- Handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Work effectively with other governmental entities, private interests, contractors and professional clientele.
- Read and interpret building plans.
- Make arithmetical computations rapidly and accurately.
- Learn to enforce a variety of zoning regulations and related City codes.
- Understand and carry out oral and written directions.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Two years of responsible construction experience equivalent to journey level construction work in the building trades involving work done in conformance with standard building, electrical, mechanical systems and plumbing codes.
OR:
Possession of an International Code Council inspector certification in any building trade
Training:
High school, GED or equivalent.
Licenses:
Possession of an appropriate, valid, California Driver's License at the time of appointment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write, make observations, view computer screen, read gauges and other instrumentation as well as operate a motor vehicle; hear well enough to converse on the radio, telephone, and in person; use hands and fingers well enough to use computer keyboard, write, file and answer telephones; bodily mobility to walk on uneven surfaces or sloped surfaces such as construction sites and roofs, bend, stand, climb on scaffolding and ladders, and be able to tolerate extreme fluctuations in temperatures while performing inspections or other duties;

FLSA Status Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

CHIEF BUILDING OFFICIAL

DEFINITION
Under general direction, manages, organizes, plans and coordinates the work of the Building and Safety division including plan review, building inspection, enforcement, and permit processing and the public counter staff serving the Development Services Department.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a mid-management classification which requires highly responsible and responsive professional technical expertise, guidance, and support to ensure compliance with standards to safeguard public safety and property related to construction, design, quality of material, use, occupancy, location and maintenance of structures. Manages a discrete sub-departmental organizational component(s) and program functions within a department as determined by Department Director, City Manager and City Council. The incumbent serves as a member of the City policy advisory team with responsibilities for developing means for implementing policies and procedures developed by the executive team. Exercises policy development and promulgation responsibilities for specific program/functional areas. Shows technical competence while working as a team member and exercises independent judgment in several confidential and sensitive assignments. Duties and responsibilities are performed in accordance with city policy, ordinance and state regulations including building and earthquake standards.

SUPERVISION RECEIVED AND EXERCISED
General direction is provided by the Development Services Director. The job incumbent supervises assigned management, professional, technical, and office/clerical staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Recommends and implements goals, objectives, policies, and procedures.
- Manages, oversees, and participates in development of work plans; assignment of work activities, projects and programs; monitors workflow.
- Plans, reviews, controls, and evaluates activities, methods, and procedures for building, electrical, plumbing, and mechanical inspections, plan checking, and for complying with earthquake standards.
- Ensures close coordination with other City departments and affected outside groups.
- Prepares specialized budgets related to assigned activities; assists in budget implementation; participates in budget forecasts; administers the approved budget.
- Prepares reports; documents policies and procedures; performs research; recommends building and related code changes.
- Assists with most difficult field inspections, reviews inspections and decisions when unusual circumstances exist; analyses, interprets and checks complex plan specifications, calculations, laws, and regulations.
- Makes presentations before various groups, including City Council, Planning Commission, other boards and commissions and professional and public meetings, as needed.

- Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.
- Meets with architects, engineers, developers, contractors, builders and property owners to resolve various problems related to constructions standards and code enforcement activities.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Ensures staff works safely, follows safety requirements, monitors compliance with regulations and other legal requirements.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training, and personnel management.
- Applicable state and local law relevant to building code administration, model building codes, standards, and specifications.
- Principles of structural design, engineering mathematics, and architectural plan review and inspection.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.

Ability to:

- Lead, manage, evaluate, and train personnel effectively and maintain discipline.
- Organize, implement, and supervise departmental goals and City objectives.
- Interpret, explain, and apply building codes, inspection methods, plan checking principles, relevant laws and departmental rules and regulations.
- Analyze, interpret, and check complex plans, specifications, and calculations.
- Make presentations before groups and represent the City in public forums.
- Use computer and needed programs effectively.
- Organize, analyze, manage, and implement a variety of programs.
- Prepare, forecast, and administer a budget.
- Establish and maintain respectful, effective, and cooperative working relationships with those contacted during work.
- Communicate effectively, orally, electronically and in writing.

Experience and Training Guidelines

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

Experience:

Five years of increasingly responsible supervisory, administrative or professional experience in construction and inspection of public, commercial, industrial or residential buildings or comparable work that would have provided the opportunity to develop the required skills, knowledge and abilities.

Training:

Equivalent to an associate degree from an accredited college or university with significant course work in structural, mechanical or civil engineering, architecture or a related field.

Certificates:

Possession of certification, training, and education pursuant to Chapter 7, Part 2.5 of Division 13 of the California Health and Safety Code.

Licenses:

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment and maintenance of a valid California Driver's license is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain required physical abilities including: Vision adequate to operate vehicles and equipment, read instructions and follow directions; hearing adequate to distinguish mechanical noises, converse on telephone and in person; body mobility adequate to perform required inspection duties; use of hands and fingers adequate for writing, typing and computer related functions; ability to lift tools and equipment, as needed.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

CITY ATTORNEY

DEFINITION
Under policy direction, acts as legal advisor to the City Council, City Administrative Staff, and various boards and commissions of the City; represents the City in litigation; directs the City's legal services; and to do related work as required. Is appointed by and serves at the pleasure of the City Council.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
Exercises policy interpretation and application for assigned program/functional area. The incumbent is expected to demonstrate technical competence while working as a team member and exercise independent judgment in a number of confidential and sensitive assignments. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, and related regulating entities.

SUPERVISION RECEIVED AND EXERCISED
Policy direction is provided by the City Council. The job incumbent may provide general supervision to subordinate level technical and clerical staff as assigned.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:
- Renders legal opinions to the City Council, City Manager, and Department Heads as requested
- Analyzes legislation affecting the City
- Prepares legislation, contracts, agreements and other legal documents
- Reviews the legality or sufficiency of contracts, bonds, bids, leases, insurance, and claims
- Attends meetings of the City Council, Planning Commission, and various committees and boards as required and renders legal advice on matters on the agenda
- Represents the City in litigation and administrative hearings
- Prosecutes criminal violators of City laws and civil remedies to abate public nuisance, recover for damages to City property, condemns private property for public purposes and other matters
- Supervises and reviews the work of legal and secretarial staff
- Researches, interprets, and applies laws, court decisions, and other legal authority in the preparation of opinions and briefs.
- Performs related duties as assigned.

QUALIFICATIONS
Knowledge of:
- Organizations, duties, powers, limitations and authority of City government and the City Attorney's office.
- California codes and principles of administration and constitutional law
- Methods of legal research
- Purposes and functions of governmental agencies, boards, commissions and other governmental bodies

Ability to:

- Conduct legal research
- Evaluate facts and interpret the law
- Investigate and prosecute civil complaints
- Analyze and apply legal principles, facts and precedents to legal problems
- Present laws, facts and arguments clearly and logically in written and oral form
- Supervise legal and clerical staff and establish effective and cooperative working relationships with those contacted in the course of work

Experience and Training Guidelines

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

Experience:

Three years of experience in the practice of law for a governmental jurisdiction, preferably a municipality.

Training:

Possession of a juris doctorate degree from an accredited law school.

License:

Admission to the Bar of the State of California and ability to maintain it as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: See well enough to operate vehicles and equipment, read instructions and follow directions; hear well enough to distinguish mechanical noises, to converse on the radio, telephone and in person; use of hands and fingers for writing, typing, and other computer related functions; and be able to lift equipment as necessary.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

CITY CLERK

DEFINITION
Under direction, plans, coordinates, manages and oversees the activities and operations of the City Clerk's Office including, department administration, public information, election management, and City records management; coordinates assigned activities with other City departments and outside agencies; provides administrative and complex special projects support to the City Manager and City Council as assigned.

This position is designated as management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
The City Clerk supervises discrete sub-divisional organizational component(s) and programs/ functions within a department as determined by the City Manager or City Council. Exercises policy interpretation and application for assigned program/functional area. The incumbent is expected to demonstrate technical competence while working as a team member and exercise independent judgment in a number of confidential and sensitive assignments. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, and related regulating entities.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by the City Manager. The job incumbent provides general supervision and direction to subordinate level technical and clerical staff within the City Manager's and City Clerk's office.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plan, manage, and oversee daily operations, programs, and activities of the City Clerk's Office to ensure efficient service delivery and compliance with laws and policies.
- Serve as Clerk of the City Council, overseeing the preparation, maintenance, and safekeeping of official legislative records and proceedings.
- Administer municipal election processes in compliance with applicable laws, including preparation of candidate materials and certification of results.
- Oversee City-wide records and information management programs, including retention schedules, preservation, and codification of ordinances.
- Develop, implement, and evaluate departmental goals, objectives, policies, and procedures to improve service delivery.
- Monitor and interpret changes in laws, regulations, and technology affecting City Clerk operations and implement necessary updates.
- Direct the preparation, distribution, and publication of public notifications, hearing materials, and other official communications.
- Ensure compliance with the Political Reform Act by serving as Filing Officer/Official, managing disclosure requirements, and advising filers on regulations.
- Coordinate and oversee the City's Public Records Act compliance, ensuring timely and lawful responses to requests.

- Participate in the development, administration, and monitoring of departmental budgets, approving expenditures and making adjustments as necessary.
- Conduct research, compile data, and prepare reports, studies, and presentations for City leadership and the public.
- Serve as a liaison between the City Clerk's Office and other departments, elected officials, outside agencies, and the public.
- Supervise, train, and evaluate assigned staff, ensuring effective performance and professional development.
- Respond to complex or sensitive inquiries, complaints, and requests, providing resolution or recommendations.
- Manages and administers complex special projects for the City Manager and City Council.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Political Reform Act, Brown Act, Maddy Act, Public Records Act, and the California Elections Code.
- Fair Political Practices Commission requirements for Statement of Conflicts of Interest and Campaign Disclosure documents.
- Records-management principles and practices including legal requirements for records retention and disclosure.
- Municipal structure and organization in a Mayor-Council/City Manager form of government.
- Required training and certification requirements related to assigned program area.
- Technical and operational aspects of assigned function or program area.
- Statistical methods and principles.
- Modern office procedures and methods including computer equipment, office software and other needed specialized software applications, and internet and electronic communication usage and methods.
- Principles of financial record keeping and reporting; auditing; technical report writing and grant writing.
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training and personnel management.
- Principles of effective record, file and archival management related to area of assignment.
- Principles of effective time management.
- Safe work practices and related regulations.
- Principles of conflict resolution and excellent customer service.
- Provisions, principles and practices of municipal structure and organization.
- Applicable federal, state and local laws, regulations and guidelines.
- Principles and practices of modern municipal management and administration.

Ability to:

- Understand and comply with complex state and federal regulations, laws, codes, policies as related to assigned program area.
- Perform research; compile and analyze data and prepare technical reports.
- Understand City processes and procedures and specific requirements of assigned program area.
- Diagnose and troubleshoot complex problems and provide and coordinate appropriate solutions.
- Work with and control sensitive and confidential information and ensure security for assigned program area.
- Create and maintain accurate and detailed record keeping systems.
- Facilitate and coordinate meetings or training.
- Develop and implement policies and procedures.

- Estimate, track and project revenues and expenditures.
- Plan, initiate, manage and complete complex and multiple simultaneous work assignments or projects with a minimum of direction.
- Work irregular hours, which may include late night meetings.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise assigned program goals and City objectives.
- Use computer and needed programs in a highly effective manner.
- Organize, analyze, manage and implement a variety of programs.
- Prepare, forecast and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three years of increasingly responsible complex administrative and supervisory experience in a municipal City Clerk's office;
Training:
Possession of a Bachelor's degree from an accredited college or university with significant course work in the areas of Business Administration, Public Administration, or related fields.
Licenses:
Certification or ability to be a Notary Public is required.
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.
Ability to obtain certification by the International Institute of Municipal Clerks as a Certified Municipal Clerk (CMC) is highly desirable.

ADDITIONAL INFORMATION:

Physical Conditions:
Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

CITY ENGINEER

DEFINITION:
Under general direction, plans, organizes, coordinates, and directs the Engineering Division's programs; coordinates the engineering aspects of public works maintenance and operations activities; provides technical staff assistance to the City Manager and other department directors; and performs other job-related work as required.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a mid-management classification responsible for the management of the Engineering Division and programs/functions involving the management, coordination and delivery of the Citywide engineering and surveying services. In addition, the job incumbent has responsibility for overseeing and directing the work of subordinate staff. This position differs from other positions involved in engineering functions in its broader responsibility for developing and implementing programs, systems and procedures that affect the overall City operations and multiple departments and units.

SUPERVISION RECEIVED AND EXERCISED
General direction is provided by the Municipal Services Director. The incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex responsible and sensitive areas. The City Engineer supervises professional and para-professional engineering and surveying staff, as well as administrative support staff, directly or through subordinate supervisory staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans, develops, and implements or directs the implementation of goals, objectives, policies and priorities relating to engineering and surveying functions.
- Participates in Pre-Development meetings regularly.
- Directs and reviews all public works engineering activities including design, surveying, and inspection.
- Reviews for adherence to engineering principles and standards of construction, maintenance and operations activities of the City of Turlock water distribution, sewer collection, street, storm drain systems, parks and trees, buildings and airport functions.
- Supervises and participates in the development and administration of the Engineering Division budget; directs and forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.
- Supervises and participates in the development and implementation of the Capital Improvement Program (CIP).
- Confers and consults with administrative staff on problems related to the design and construction of public works systems and the interpretation and enforcement of construction specifications.
- Serves as the Traffic Engineer responsible for the development, implementation, and operation of the City's transportation network, including traffic signal systems and traffic control systems.

- Reviews and evaluates propriety engineering plans, specifications, engineering reports, cost estimates, contract documents, and proposed ordinances submitted by City staff and consulting engineers.
- Selects, trains, and evaluates personnel; establishes and monitors employee performance objectives; prepares and present employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination actions.
- Serves as technical advisor to the City Manager, City Council, and Department Heads on public works engineering matters; conducts special studies and assignments; develops comprehensive recommendations for management consideration.
- Selects, oversees, and evaluates adequacy of consulting engineering services; prepares requests for proposal; coordinates contract activities and provides technical advice and interpretation as required.
- Responds to and resolves citizen inquiries and complaints.
- Meets with the public in small and large groups to discuss City public works policies, practices, and problems.
- Determines need for new equipment and facilities, major repairs, and rebuilding projects.
- Coordinates public works and engineering activities with other City Departments and with outside agencies.
- Formulates long-range plans for the community's infrastructure in conjunction with other management personnel.
- Approves and signs improvement plans for construction, contracts, maps, specifications, and payments. Create conditions of approval for development projects.
- Maintains awareness of state-of-the-art developments in engineering management and systems.
- Directs the installation of public improvements in subdivisions and other developments and provides supervision of subdivision and development reviews to ensure compliance with the Subdivision Map Act, and the Professional Engineers and Land Surveyor's Act.
- Directs the development, implementation, and administration of the City's Capital Improvement Program (CIP).
- Acts as Right-of-Way purchasing officer as assigned.
- Ensures close coordination with other City departments and affected outside groups.
- Prepares specialized budgets related to assigned activities; assists in budget implementation; participates in budget forecasts; administers the approved budget.
- Prepares highly complex and technical reports; documents policies and procedures; performs research.
- Makes presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.

- Assures staff works in a safe manner; follows safety requirements; and monitors compliance.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of engineering and administration as applied to the design and construction of public works facilities, public works maintenance services, technical inspection services, and water systems operations.
- Methods, materials, and techniques employed in public works construction and maintenance services.
- Recent developments, current literature, and sources of information in the delivery of municipal engineering and surveying services.
- Principles and practices of transportation design and management, including traffic, transit, and non-motorized transportation elements, as well as traffic signal system design and operations.
- Principles and techniques of budget development and administration.
- Principles and practices of organization and personnel management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training and personnel management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.

Ability to:

- Plan, organize, direct and supervise the work of professional, technical, and office support staff.
- Select, supervise, train and evaluate personnel.
- Organize, direct, and coordinate the activities of a large division in a manner conducive to full performance and high morale.
- Delegate authority and responsibility and schedule and program work on a long-term basis.
- Coordinate the work of consultants, engineering, surveying and administrative staff, as well as other department staff and agencies concerning major construction projects and the Capital Improvement Program (CIP).
- Establish and maintain cooperative working relationships with elected and appointed officials, other employees, and the general public.
- Communicate clearly and concisely orally and in writing.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives. Make presentations before groups and represent the City in public forums.
- Use computer and needed programs effectively.
- Organize, analyze, manage and implement a variety of programs.
- Prepare, forecast and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

Experience and Training Guidelines

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

Experience:

Five years of increasingly responsible professional municipal engineering experience, including three years of administrative/supervisory responsibility.

Training:
A bachelor's degree from an accredited college or university in Civil Engineering.
Certifications:
Possession of a certificate of registration as a professional civil engineer in the State of California; the additional possession of a certificate of registration as a professional land surveyor in the State of California is desirable.
Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
While performing the essential duties of the position, the employee is regularly required to stand; sit; walk; use hands; move fingers to feel objects tools controls, reach with hands and arms; and talk and hear. Specific vision abilities required for this position include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
The employee must occasionally lift and move up to 15 pounds; the employee may occasionally be required to work outdoors in different types of weather and cold/heat.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

CITY MANAGER

DEFINITION
Under the policy and administrative direction of the City Council. The City Manager is the City's chief administrative officer responsible for the efficient and effective management of City services in accordance with the directives and policies established by the City Council and Federal, State and Local laws.

The City Manager is assigned to the non-competitive service and is an exempt management position.

DISTINGUISHING CHARACTERISTICS
As the City's highest level administrative appointive position directly accountable to the City Council, the City Manager is responsible to provide direction to Department Directors whom they appoint to carry out the mission and goals of the Council in response to community needs and service priorities.

SUPERVISION RECEIVED AND EXERCISED
Under the policy and administrative direction of the City Council. Supervises all city staff directly or indirectly through managers and supervisors.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Advises the City Council on the affairs of the City and provides management assistance in carrying out their responsibilities.
- Directs the establishment of City goals and objectives and development and administration of program to meet goals and objectives.
- Provides overall direction to achieve and accomplish the City Council policies and directives.
- Exercises responsibility for the establishment and maintenance of a City organization designed to deliver municipal services in an efficient and effective manner.
- Fulfills the responsibilities of the appointing authority as set forth in City ordinances and resolutions. Either personally or by delegation, carries out the responsibility of personnel officer in the administration of the City's personnel system.
- Directs the preparation and administration of the City budget and the preparation of appropriate financial reports. Recommends to the City Council actions/programs necessary to maintain a stable financial position for the City.
- Consistent with City Council policies and directives, coordinates City activities with other public agencies.
- Ensures the enforcement of ordinances and regulations of the City and makes recommendations to the City Council on the application and revision of the same.
- Investigates complaints, analyzes issues and makes written and oral presentations to the City Council and the public.
- Establishes good communications with all segments of the community, City personnel, City Council and commissions.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of public administration, budgeting, personnel administration, and organization and management
- All aspects of City government operations including finance, labor relations, personnel, police, fire and land use issues
- County, State and Federal laws and regulations relating to or impacting local government operations
- Use of modern technology including computers and data processing applications to municipal operations

Ability to:

- Direct, coordinate and provide effective leadership in the various functions and activities of City operations
- Analyze problems and situations and take appropriate action related thereto
- Establish and maintain effective and cooperative working relationships with those contacted during the course of work
- Serve as an effective representative of the City Council
- Communicate effectively both orally and in writing

Experience and Training Guidelines

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

Experience:

A minimum of five years of increasingly responsible administrative and managerial experience in a public or private agency involving strong administrative/executive level management is required. At least three years' experience as a City/Town/Village Manager or as an Assistant/Deputy Manager, CAO/CEO or similar level executive management is also desirable.

Training:

Possession of a four-year college or university undergraduate degree with major course work in public administration, business administration, urban planning, finance, or a related field(s) is required. A Master's degree or experience and training that would provide the required knowledge and abilities equivalent to a Master's or other advanced degree is desirable, but not required.

Licenses:

Possession of a valid California Driver's License at the time of appointment and the ability to maintain it as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: See well enough to operate vehicles and equipment, read instructions and follow directions; hear well enough to distinguish mechanical noises, to converse on the radio, telephone and in person; use of hands and fingers for writing, typing, and other computer related functions; and be able to lift equipment as necessary.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

CIVIL ENGINEER, ASSOCIATE

DEFINITION
Under general supervision, this is a professional engineer classification responsible to perform complex engineering calculations, contract administration of consultants and contractors, construction management, and to review development maps and plans for compliance with State and Municipal Codes and specifications.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This position performs complex and technical engineering work. Work involves the application of precise professional engineering knowledge and techniques.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by a Principal Civil Engineer. Technical or functional supervision may be received from a higher-level professional engineer. Responsibilities may include functional supervision of subordinate paraprofessional positions.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Design of City capital improvement projects for streets, water, sewer, storm drain, and other public improvements.
- Review and process improvement plans, development plans, parcel maps and subdivision maps, and write conditions of approval.
- Write specifications, prepare designs and calculate cost estimates for various engineering projects.
- Perform procurement tasks related to professional service contracts, including the preparation of Requests for Proposals (RFP) for engineering, architectural, materials testing, environmental, and property acquisition services.
- Administers contracts and project requirements and standards in accordance with City policies and procedures; define and negotiate contract changes.
- Apply project and construction management principles to ensure projects are completed in accordance with established schedules and budgets.
- Interface, communicate and develop partnerships with City staff, consultants, contractors and representatives from other agencies during project design and construction; coordinate and conduct status update meetings with contractor and applicable City personnel; monitor project budget and schedule and provide status updates to appropriate staff and management.
- Prepares grant applications and administers grants.
- Prepares and develops a variety of complex reports and recommendations for assigned council, commissions, and committees.
- Enforce City codes and standards on engineering projects.
- Perform design checks to ensure contractor compliance with City specifications.
- Respond to citizen complaints concerning engineering problems.

- Perform complex engineering calculations.
- Perform field reviews and surveys of various engineering projects.
- May represent the department in participation in conferences and meetings with various boards and commissions and other agencies or departments in carrying out assigned duties.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of civil engineering and administration as applied to the design and construction of public works facilities, technical inspection services, design review and other areas.
- Applicable laws, regulations and codes related to development and construction of public works.
- Principles and practices of modern office management.
- Budget development, administration, and expenditure control.
- Principles and practices as applied to computer usage, including but not limited to AutoCAD, Spreadsheet programs, and Word Processing programs.

Ability to:

- Make complex engineering calculations to prepare engineering designs and specifications.
- Review designs submitted by developers and others; identify deficiencies and corrective action.
- Prepare plans and drawings neatly and accurately.
- Make engineering design calculations; check, design and prepare engineering plans.
- Prepare clear, concise, and accurate records and reports for oral or written presentation.
- Deal effectively with engineers, developers, contractors, property owners and general public.
- Understand and interpret engineering construction plans, specifications and other contract documents.
- Ensure project compliance with State, Federal, and local rules, laws and regulations.
- Interpret and apply pertinent laws, rules and regulations.
- Prepare engineering records and comprehensive technical reports.
- Perform various field activities in association with traffic surveys, review of traffic control systems, signals or temporary detour signage.
- Communicate clearly and concisely, both orally and in writing.
- Make effective public presentations.
- Develop and maintain effective working relationships with those contacted during the course of work.

Experience and Training Guidelines

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

Experience/Training:

Six years of increasingly responsible professional civil engineering experience or a B.S. Degree in Civil Engineering and two years of civil engineering experience.

Licenses:

Possession of a Certificate of Registration as a Professional Civil Engineer in the State of California. If licensed in another state, must obtain California certification as a Professional Civil Engineer within 6 months of appointment. The professional license must be maintained as a condition of employment.

Possession of a valid and appropriate California driver's license at the time of appointment, to be maintained as a condition of employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to operate vehicles and survey equipment, read instructions and follow directions; hear well enough to distinguish mechanical noises, to converse on the radio, telephone and in person; bodily mobility to operate survey equipment; use hands and fingers for writing, typing, drafting, and other computer related functions; and be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

CIVIL ENGINEER, PRINCIPAL

DEFINITION
Under direction, assists in planning, directing, supervising and coordinating design and construction, contract and engineering activities; performs a variety of difficult professional engineering and design activities; and performs other job-related work as required**.**

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a professional registered first level supervising engineering classification responsible for assigning, supervising, and directing the work of staff assigned to the engineering design and oversight of public works projects of the city.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by the City Engineer. The job incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex responsible and sensitive areas. The Civil Engineer, Principal supervises assistant through senior professional engineers, para-professional engineering technicians and office support staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assists in the planning, directing and supervising the design and construction of City public works facilities.
- Oversees and personally performs the more complex City engineering, construction, inspection, drafting, surveying, and project budget activities.
- Participates in master planning for City facilities and systems.
- Recommends approval of detailed facilities' design including plans, specifications, contract documents, and cost estimates.
- Oversees contract administration; participates in the discussions and examination of proposals; interprets and implements Department and City policies and objectives.
- Ensures close coordination with other City departments and affected outside groups.
- Assists with preparation of specialized budgets related to assigned activities; assists in budget implementation; participates in budget forecasts; administers the approved budget.
- Prepares administrative and operational reports for review by others.
- Develops recommendations for consideration and action.
- Participates in the implementation of new programs and activities. Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Supervises staff including providing timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Represents the City engineering and construction activities with other governmental agencies, regulatory bodies, contractors, consultants, civic groups and concerned citizens.
- Assists in the development of long-term capital improvement plans.
- Oversees negotiations for property and right-of-way acquisitions.
- Develops project operating budget and controls expenditures.

- Supervises and/or checks the preparation of construction plans and specifications; directs contract preparation and administration activities.
- Oversees construction inspection and approval of payments to contractors; insures proper quality controls on construction projects; makes determination of whether a change order or contract amendment is necessary.
- Confers with and provides consultation to others on work priorities, potential problems, and solutions to current problems.
- Studies and recommends improvements for public works system operations; and provides technical information and data to concerned parties.
- Prepares highly complex and technical reports; documents policies and procedures; performs research.
- May assist with presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of engineering and administration as applied to the design and construction of public works facilities, public works maintenance services, technical inspection services, and water systems operations.
- Principles and practices of supervision, staff selection, training and personnel management.
- Materials and equipment used in the construction of public works facilities and systems.
- Construction methods and inspection techniques.
- Federal, State, regional, and local laws, regulations, and guidelines related to public works construction and operations.
- Development of engineering designs, construction standards and specifications.
- Cost estimating and contract administration.
- Technical report writing.
- Project budget development and expenditure control, including development of capital improvement plans. Budgeting procedures and techniques.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.

Ability to:

- Plan, organize, direct, coordinate and supervise the functions and activities necessary to design, construction and maintenance public works facilities and systems.
- Organize, analyze, manage and implement a variety of programs.
- Lead, supervise, evaluate and train personnel effectively and maintain discipline.
- Select, train and evaluate staff.
- Delegate authority and responsibility and schedule and program work on a long-term basis.
- Develop plans, designs, specifications, cost estimates, and engineering standards for construction and improvement projects.

- Develop budgets and control expenditures, including capital improvement plans.
- Coordinate the work of consultants, engineering, and maintenance and operations staff, other department staff and agencies concerning major construction projects and capital improvements programs.
- Conduct engineering research work and solve complex engineering problems utilizing a variety of engineering techniques.
- Analyze operations, initiate improvements and respond to City growth.
- Prepare comprehensive technical reports and recommendations.
- Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the general public.
- Communicate clearly and concisely orally and in writing.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Organize, implement and supervise departmental goals and City objectives.
- Use computer and needed programs effectively.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible professional engineering experience in the design and construction of public works facilities and systems, including at least one year in a supervisory capacity preferably in the public sector.
Experience:
A bachelor's degree from an accredited college or university in Civil Engineering.

Licenses:
Possession of a certificate of registration as a Professional Civil Engineer in the State of California. Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
While performing the essential duties of the position, the employee is regularly required to stand; sit; walk; use hands; move fingers to feel objects tools controls, reach with hands and arms; and talk and hear. Specific vision abilities required for this position include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
The employee must occasionally lift and move up to 15 pounds; the employee may occasionally be required to work outdoors in different types of weather and cold/heat.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

CIVIL ENGINEER, SR.

DEFINITION
Under general supervision, performs complex engineering calculations and reviews development maps and plans for compliance with State and Municipal Codes and specifications.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the senior level of this series. It is distinguished from the Civil Engineer, Principal by the latter's complexity of assignments and span of control and distinguished from the Civil Engineer, Associate by its greater complexity of assignments and experience in the civil engineering field. Work involves the application of precise professional engineering knowledge and techniques. Work is ordinarily performed under the general supervision of the City Engineer who makes general assignments and inspects work to ensure that it is conducted in conformity with accepted engineering standards and according to instructions.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the City Engineer. Responsibilities may include the supervision of various units in the Engineering Division.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Participate in the development and implementation of goals and objectives; implement policies and procedures related to the engineering division.
- Assist City Engineer in the preparation and monitoring of the Development Engineering Division.
- May provide direct supervision as assigned by City Engineer to professional and technical engineering staff within the engineering division; assign daily work and monitor work progress; evaluate work in progress and provide training and technical assistance.
- Administer development reviews for site plan approval for streets, utilities, tentative final subdivision and parcel maps.
- Administer public works construction contracts, supervise quality and exercise control on all public works projects; supervise and perform preparation and maintenance of all required legal descriptions and documents necessary to acquire land, rights of way; and easements; process encroachment requests into City Easements and rights of way.
- Supervise, oversee and participate in the development of Civil Engineering designs and plans including the calculation of the quantity, quality and cost of materials and the development of specifications related to the assigned projector.
- Participate in the review and approval of subdivision plans; ensure that public improvements comply with City standards, applicable codes, local, federal and state legislation, as well as sound engineering practices.
- Provide administrative and engineering assistance to developers, contractors, consultants, other agencies and the public to resolve complaints and problems and ensure successful project completion.
- Review the design plans and check results of consulting engineers for compliance with sound engineering principles and City standards and specifications.

- Resolve work problems and interpret routine administrative policies to subordinates, other departments, contractors, consultants and the public.
- Coordinate activities with those of other departments and outside agencies and organizations.
- Assist in budget preparation and administration; maintain budget records and work performance records.
- Prepare RFP's for design services of different projects.
- Prepare comprehensive contracts related to construction projects including construction standards, specifications, project schedules and payments plans.
- Provide information to the public, respond to and resolve citizen inquiries and complaints.
- Perform contract administration and construction management of Capital Improvement Projects.
- Supervise and oversee survey and construction inspection activities.
- Direct the preparation and filing of documents and maps related to the assigned area of responsibility.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Engineering principles, programs, procedures, practices, forms, and techniques pertinent to functions within the Engineering Division.
- Laws and regulations governing the formation of assessment districts and public works construction.
- Budgeting as practiced in public agencies.
- Recent developments, current literature and sources of information regarding engineering functions applicable to the Engineering Division.
- Principles and practice as applied to computer usage, including but not limited to AutoCAD, spread sheet programs and word processing programs.
- Basic principles and practices of project management.
- Computer applications to engineering and construction management.
- Methods, materials and techniques used in the construction of public works projects.

Ability to:

- Prepare plans and drawings neatly and accurately.
- Make engineering design calculations and check, design and prepare engineering plans.
- Provide skill in the preparation and presentation of clear and concise written and verbal reports.
- Deal effectively with engineers, developers, contractors, property owners and general public.
- Understand and interpret engineering construction plans, specifications and other contract documents.
- Perform technical research and solve difficult engineering problems.
- Coordinate phases of major construction projects and prepare progress reports.
- Conduct comprehensive engineering studies and analyses and prepare reports with appropriate recommendations.
- Ensure project compliance with State, Federal, and local rules, laws and regulations.
- Interpret and apply pertinent laws, rules and regulations.
- Provide direct supervision and training to assigned personnel.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contracted in the course of work.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible professional public works engineering experience or two years as a Civil Engineer, Associate with the City of Turlock, including lead work or supervisory experience.
Training:
Possession of a bachelor's degree from an accredited college or university in Civil Engineering. An additional Four years of professional engineering experience may be substituted for a bachelor's degree or a combination of experience and engineering class coursework.
Licenses:
Possession of a Certificate of Registration as a Professional Civil Engineer in the State of California. If licensed in another state, must obtain a California Professional Civil Engineer license within six months of appointment.
Possession of a valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to operate vehicles and survey equipment, read instructions and follow directions; hear well enough to distinguish mechanical noises, to converse on the radio, telephone and in person; bodily mobility to operate survey equipment; use of hands and fingers for writing, typing, drafting, and other computer related functions; and be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

CODE COMPLIANCE TECHNICIAN

DEFINITION
Under general supervision, performs code compliance activities as well as necessary clerical support duties. The employee enforces codes, laws, and regulations related to zoning, subdivision, fire, nuisance and other related codes and regulations.

DISTINGUISHING CHARACTERISTICS
This is the entry level class in the Code Enforcement series.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Code Enforcement Supervisor.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Enforce graffiti abatement; receive and respond to complaints, record the location and document by photograph, and facilitate clean up.
- Assist in the enforcement of weed abatement, and nuisance.
- Assist in investigating and enforcing abandoned and inoperative vehicles abatement on public and private property, including assisting with the Abandoned Vehicle Abatement (AVA) Program.
- Conduct field inspections of new construction, remodeled, and various other structures to ensure compliance with fire, life safety and related codes, the City's Municipal Code, ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water use, and other matters of public concern.
- Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
- Assist with the abatement of unsecured/unsafe buildings and the unlawful dumping and trash on public and private property.
- Receive complaints and work with property owners, neighborhood organizations, and other concerned parties to resolve nuisance issues and avert legal action where possible.
- Prepare necessary paperwork utilizing word processing software, GIS, and other available technology or reference material to process form letters, forms and required notices needed to enforce codes and process violations according to the Turlock Municipal Code.
- Research property legal descriptions and owners of record to ensure notices are sent to proper persons.
- Assist with conducting abatement hearings of routine code violations under direction of the supervisor.
- Gather evidence for abatement proceedings.
- Compile information and data for a variety of reports.
- Assist and coordinate with other departments in compliance activities.
- Perform follow-up inspections, meetings, discussions, and negotiations to gain compliance with appropriate codes and ordinances.
- Patrol assigned area to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Appears in court, or in hearings in the defense of code compliance.

- Maintains accurate physical and computer files, documentation, photographs, and records. Prepares correspondence, reports, evidence in support of legal actions taken by the City.
- Issues administrative citations and notices when necessary.
- Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and code enforcement
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- General organization and structure of municipal government
- Modern office methods, computer procedures and equipment
- City codes and regulations related to department activities
- Word processing and spreadsheet applications, record keeping and filing practices
- Operation of computer and assigned programs.

Ability to:

- Prepare clear, concise and complete written reports.
- Understand and carry out oral and written instructions.
- Interpret and apply applicable codes and regulations.
- Investigate complaints, evaluate alternatives and make appropriate recommendations and sound decisions for problem resolution.
- Use maps and learn City geography.
- Learn the operation of standard equipment required for job performance including the use of a computer, police radio, graffiti paint sprayer, and other equipment as assigned.
- Work effectively and efficiently under stressful situations and with minimum supervision.
- Deal courteously and communicate effectively orally and in writing with property owners, contractors and others contacted during work.
- Establish and maintain effective relationships with those contacted during work.

Experience and Training Guidelines

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

Experience:

One (1) year of experience working with the general public.

Training:

Equivalent to graduation from high school.

Licenses:

Possession of a valid California Driver's license at time of appointment, to be maintained as a condition of continued employment.

Possession of 832 PC (Penal Code), Arrest and Seizure, within twelve (12) months of appointment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the physical ability and stamina to meet prevention duties including: Vision corrected sufficiently to drive City vehicles, read blueprints, fine print; hear well enough to identify mechanical noises, converse on the radio, telephone; bodily mobility to lift and maneuver supplies, to climb ladders; use of hands and fingers to use computer keyboard, copy machine, file, write and drive vehicles; must be able to lift equipment as necessary; tolerate fluctuations in temperature while performing essential functions.

FLSA Status: Non-exempt

Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

_____
Date

City of Turlock

CODE ENFORCEMENT OFFICER

DEFINITION
Under general supervision, participates in assigned City programs and activities related to neighborhoods, neighborhood preservation, code enforcement, abandoned autos, enforce city zoning, fire nuisance and related codes and regulations.

DISTINGUISHING CHARACTERISTICS
This is the journey level classification in the Code Enforcement series.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Code Enforcement Supervisor.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Collaborates and partners with other City departments and outside agencies, community businesses, and like organizations to encourage community activism and participation in community improvement.
- Participates in code enforcement programs involving mistletoe. weed abatement, and other nuisances,
- Collaborates with Neighborhood Resources Officers to address illegal storage of property and encampment related issues
- Provides active feedback on City related homeless and unsheltered crisis
- Issues administrative citations and notices as necessary
- Appears in court, or in hearings in the defense of code compliance
- Participates in programs involving abandoned and inoperative vehicle abatement on public and private property
- Administers the City's anti-graffiti and abatement code
- Responds to land use and building safety complaints
- Patrol assigned areas to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations
- As necessary, performs code enforcement activities in difficult or sensitive situations in support of the success of Code Enforcement activities
- Ensures the proper processing of official notices and follow-up related to established deadlines
- Keeps current on legislative actions and correspondence necessary to implement departmental objectives, studies and projects
- Assist with conducting abatement hearings of routine code violations under direction of the supervisor
- Gather evidence for abatement proceedings
- Compile information and data for a variety of reports
- Maintains accurate physical and computer files, documentation, photographs and records. Prepares correspondence, reports, evidence in support of legal actions taken by the City
- Operates computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement and research complaints

- Receive complaints and work with property owners, neighborhood organizations, and other concerned parties to resolve nuisance issues and avert legal action where possible
- Perform related duties as assigned

QUALIFICATIONS:

Knowledge of:

- General organization and structure of municipal government
- City ordinances and regulations related to use of land
- Elements of planning and zoning administration and use of related ordinances
- Building codes, nuisance abatement practices and procedures
- Modern office methods, computer procedures, and equipment; Word processing and spreadsheet applications, recordkeeping, and filing practices

Ability to:

- Interact in a positive manner with the public and co-workers
- Ensure appropriate processing of required notices and paperwork needed for enforcement activities
- Read and evaluate basic maps, building plans and property descriptions
- Utilize tact and diplomacy in seeking compliance to codes
- Interpret and apply detailed rules, regulations, and procedures
- Work independently in discovering violations; gathering evidence and applying enforcement procedures
- Receive reports of code violations in person and by phone
- Complete appropriate report forms and related documentation
- Evaluate complaints or observed violations and apply appropriate codes or regulations to bring violations into compliance
- Receive complaints and work with property owners, neighborhood organizations, and other concerned parties to resolve nuisance issues and avert legal action where possible
- Maintain complex files and communicate effectively, both orally and in writing
- Establish and maintain cooperative working relationships with those contracted during work.
- Prepare clear, concise, and complete written reports
- Learn the operation of standard equipment required for job performance including the use of a computer, police radio, graffiti paint sprayer, and other equipment as assigned

Experience and Training Guidelines

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

Experience:

Two years of experience in an administrative, technical, or related position which involves heavy public contact.

Training:

Equivalent to graduation from high school

Licenses:

Possession of a valid California driver's license at the time of appointment, to be maintained as a condition of continued employment.

Possession of a valid Penal Code 832 Certificate (Arrest and Seizure) within twelve (12) months from date of appointment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person assisting individuals; bodily mobility to lift and maneuver supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

This class is subject to evening and weekend assignments.

FLSA Status: Non-exempt

Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

CODE ENFORCEMENT SUPERVISOR

DEFINITION
Under general supervision of a Turlock Police Department Lieutenant or designee, plan, organize, promote, budget, schedule, direct, evaluate, coordinate and participate in assigned City programs and activities related to neighborhoods, code enforcement, abandoned autos, enforce city zoning, fire nuisance and related codes and regulations.

This classification is assigned to the Turlock Associated Police Officers bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the supervisory level class in the Code Enforcement series. The Code Enforcement Supervisor oversees the day-to-day activities of the Code Enforcement Unit supervising full-time and part-time staff involved in addressing a variety of code violations which have a negative impact on the quality of life in neighborhoods that can affect personal safety and property values.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from a Turlock Police Department Lieutenant or designee.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Collaborates and partners with other City service areas and outside agencies, community business and like organizations to encourage community activism and participation in community improvement
- Supervises and participates in programs involving mistletoe, weed abatement, nuisance and code enforcement
- Supervises and participates in programs involving abandoned and inoperable vehicle abatement on public and private property
- Supervises and participates in the addressing of illegal storage of property and encampment related issues.
- Administers the City's anti-graffiti and abatement code.
- Prepares, maintains and monitors program budgets within the scope of Code Enforcement
- As necessary, performs code enforcement activities in difficult or sensitive situations in support of the success of Code Enforcement activities
- Ensures the proper processing of official notices and follow-up related to established deadlines
- Serves as the principal liaison and coordinator with the Neighborhood Associations and other City departments involved in neighborhood preservation activities.
- Coordinates with other departments regarding compliance activities and any related public hearings
- Works with the City Attorney to determine compliance in difficult cases and provides support for prosecution violations
- Keeps current on legislative actions and correspondence necessary to implement departmental objectives, studies and projects
- Appears in court or in hearings, in the defense of code compliance
- Issues Administrative Citations and notices, when necessary

- Serves as staff member or representative to City appointed commissions, committees and/or task forces
- Serves as liaison to grant agencies and ensures that grant requirements are fulfilled
- Creates and maintains ongoing educational materials for the community in reference to Neighborhood Resources, Code Enforcement, Abandoned Autos, and various permits
- Ensures for the in-service training for paid full and part-time personnel and volunteers.
- Recruits, interviews, trains, directs and evaluates full and part-time employees and volunteers according to Police Services policies
- Performs related duties as assigned

QUALIFICATIONS:

Knowledge of:

- General organization and structure of Municipal government
- City ordinances and regulations
- Nuisance abatement practices and procedures
- Investigation techniques, evidence collection and legal enforcement procedures
- Supervisory techniques and practices

Ability to:

- Interact in a positive manner with public and co-workers
- Ensure appropriate processing of required notices and paperwork needed for enforcement activities
- Provide effective leadership and supervision to assigned staff members
- Read and evaluate basic maps and property descriptions
- Utilize tact and diplomacy in seeking compliance to codes
- Interpret and apply detailed rules, regulations, and procedures
- Work independently in discovering violations; gathering evidence and applying code enforcement procedures
- Receive reports of code violations in person and by telephone
- Complete appropriate report forms and related documentation
- Evaluate complaints or observed violations and apply appropriate codes or regulations to bring violations into compliance
- Receive complaints and work with property owners, neighborhood organizations, and other concerned parties to resolve nuisance issues and avert legal action where possible
- Prepare written reports and make oral presentations to community groups and City commissions or the City Council
- Maintain complex files and communicate effectively both orally and in writing
- Establish and maintain cooperative-working relationships with those contacted during the course of work

Experience and Training Guidelines

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

Experience:

Two years of experience in interpreting and enforcement of a combination of the following codes or regulations: public nuisance, zoning, and municipal. One year of supervisory or lead experience is highly desirable.

Training:

High school diploma or equivalent, supplemented by a minimum of sixty (60) semester units of college course work in Planning, Community Development, Business Administration, Public Administration, Social Science, Administration of Justice or related field.

Licenses:
Possession of a valid (Penal Code) PC 832 Certificate (Arrest and Seizure) within twelve (12) months of appointment.
Possession of a valid California Drivers License at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person assisting individuals; bodily mobility to lift and maneuver supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment necessary.

This class is subject to overtime, evening, and weekend assignments.

FLSA Status: Non-exempt
Bargaining Unit: TAPO

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

COLLECTION SYSTEM MAINTENANCE SUPERVISOR

DEFINITION
Under direction, the Collection System Maintenance Supervisor plans, organizes, direct, and supervises the activities of the Storm/Sewer Collection Systems. This position works closely with Maintenance and Instrumentation and Control staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This classification is distinguished from the Collection System Maintenance Worker Senior by its overall supervisory responsibilities and is distinguished from the Utilities Supervisor by the latter's responsibility for multiple work groups within water distribution.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Utilities Manager and exercises general supervision over assigned technical staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversee the scheduling of projects and the completion of tasks within the required time schedule. Monitor progress of projects and communicate updates as required.
- Perform the more technical and complex tasks of the work unit including reading and interpreting complex construction plans and specifications.
- Inspect and evaluate work in progress and upon completion to assure that repairs maintenance, and project activities are performed in accordance with city regulations, policies, and operating procedures and practices.
- Maintain records of equipment repair and replacement using CMMS-generated work orders for predictive and preventative maintenance.
- Participate in the selection of assigned maintenance staff, provide or coordinate staff training, work with employees to correct deficiencies, and implement discipline procedures.
- Monitor processes using a SCADA control system.
- Assist the Utilities Manager in the planning and implementation of upgrades, changes or expansions of wastewater collection and storm facilities.
- Supervise the use of specialized equipment involved in collection and storm systems, develop, plan and direct preventative and corrective maintenance; recommend equipment maintenance and replacement and prepare budget estimates.
- Make critical decisions to resolve emergency situations.
- Assist with the development and implementation of goals, objectives, policies, and procedures.
- Plan, supervise and participate in special projects or studies as assigned.
- Research and prepare technical and administrative reports, and other written documents, including the submittal of all regulatory required reports
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.

- Assist the Department Director in developing and administering or assume delegated responsibility for the facilities safety program.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations, submit justifications for expenditures for equipment, materials, supplies and services; monitor and control expenditures.
- Participate in the recruitment and selection of staff, provide, or coordinate staff training; conduct employee performance evaluations, work with employees to correct performance deficiencies, and implement progressive discipline as required.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Operations, services and activities of a collection and storm systems maintenance program.
- Equipment, tools and materials used in the operation and maintenance of the sewer and storm systems.
- Hydraulics, metering, pumps, SCADA in wastewater collection and storm systems
- General principles and procedures of wastewater collection and storm systems.
- Design and construction standards as they relate to wastewater collection and storm maintenance infrastructures.
- Regulatory reporting.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of supervision; training and performance evaluation.
- Principles and practices of budget monitoring.
- Principles and practices of safety procedures and implementation.
- Use of modern office equipment and applicable software.

Ability to:

- Coordinate and direct collection and storm systems maintenance programs.
- Supervise, organize and review the work of assigned staff involved in daily work schedule activities.
- Ability to Read and understand technical drawings, sketches, plans and specifications and maintenance manuals.
- Participate in the preparation and administration of assigned budgets.
- Interpret, explain and dutifully carry out pertinent Federal, State, local and City of Turlock policies and procedures.
- Assist in the development of an assigned budget. Know appropriate laws, regulations, codes, and evaluate plant conformance. Recommend and implement adjustments to policies and procedures, when necessary, to maintain conformance.
- Analyze problems, identify, and recommend solutions, evaluate effectiveness of solution, and implement further changes if needed to attain goals.
- Establish and maintain effective working relationships with Federal, State, and local regulatory agencies.
- Communicate clearly and concisely orally and in writing.
- Manage material and service contracts.
- Coordinate and oversee the work of outside vendors, consultants, and contractors.
- Gain cooperation through clear communication and effective leadership.
- Supervise, develop, train, and evaluate personnel.
- Operate modern office equipment and software programs.

Experience and Training Guidelines

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

Experience:
Five years of increasingly responsible experience in the operation and maintenance of wastewater collection and storm systems similar or greater in size and complexity to the City of Turlock including two years providing technical and functional supervision over assigned personnel.
Training:
Equivalent to a high school diploma or GED certification and six college units or CEU's in a related field or school general education (i.e. Speech, Math, English, Science, Foreign Language etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's.
Possession of an associate's degree in a related field is desirable.
Licenses:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Ability to obtain a Class B Driver's License within (12) months from date of employment, to be maintained as a condition of continued employment.
CWEA Collection System Maintenance Grade III Certification at the time of appointment with the ability to acquire a CWEA Collection System Maintenance Grade IV within 24 months of appointment to the position.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

COLLECTION SYSTEM MAINTENANCE WORKER I/II

DEFINITION
Under general supervision, performs repairs and maintains the Storm/Sewer Collection Systems. This class works closely with Maintenance and Instrumentation and Control staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Collection System Maintenance Worker I is an entry/journey level classification. Individuals working in this classification work under immediate supervision to learn to make repairs and perform routine maintenance. This classification requires basic knowledge of wastewater collection systems.

Individuals working the Collection System Maintenance Worker II classification are expected to have all of the characteristics of a Collection System Maintenance Worker I and journey level knowledge and experience of more advanced wastewater collection systems.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Collection System Maintenance Supervisor; may receive technical direction from the Collection System Maintenance, Sr. Incumbents in the Collection System Maintenance Worker I class may receive technical direction from a Collection System Maintenance Worker II.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Collection System Maintenance Worker I
- Inspect, check, clean, maintain, and repair wastewater collection systems, which include pump stations, generator units, pipes, valves and any other appurtenances found in collection system.
- Learn to operate a variety of mechanical equipment and hand tools.
- Learn to inspect, adjust and operate equipment as required.
- Operate various small and medium sized equipment including Vacuum, Rodder, backhoe, forklifts and trucks.
- Maintain records of equipment repair and replacement using CMMS-generated work orders for predictive and preventative maintenance.
- Participate in special projects or studies as assigned.
- Observe and enforce safety rules.
- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff through clear and concise communication.
- Perform overtime and/or emergency work as required
- Performs related duties as assigned.

Collection System Maintenance Worker II

In addition to the essential functions for Collection System Maintenance Worker I classification:

- Operate pumps, motors, switchgear, meters, inspect diesel generators and all other equipment related to collection systems
- Modify all systems as directed including design, fabrication, assembly and testing.
- Assist in the installation and set up new equipment
- Maintain necessary reports and records.
- Make critical decisions to resolve emergency situations.
- Participate in the planning and implementation of upgrades, changes or expansions of wastewater treatment and conveyance facilities.
- Oversee, train and lead staff.

QUALIFICATIONS:

Collection System Maintenance Worker I
Knowledge of:

- Shop mathematics and be willing to apply to electronic equipment including SCADA.
- Traffic control including proper placement of cones, barricades, and warning devices.
- Safety rules and regulations.
- Use of modern office equipment and applicable software.

Ability to:

- Learn principles, methods, materials, tools and equipment used in the installation, operation, maintenance and modification of electrical, electronic, mechanical and hydraulic systems.
- Learn equipment, tools and materials used in the operation and maintenance of the water, sewer and storm systems.
- Read and understand technical drawings, sketches, plans and specifications and maintenance manuals.
- Use and operate vehicles and equipment, hand tools and power tools in a safe and efficient manner
- Work cooperatively with others.
- Complete all written data entry documentations with attention to detail and accuracy.
- Follow oral and written instruction.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Collection System Maintenance Worker II
Knowledge of:
In addition to the essential functions for Collection System Maintenance Worker I classification:

- The City's SSMP (Sanitary Sewer Management Plan).
- Equipment, tools and materials used in the operation and maintenance of the sewer and storm systems.
- Hydraulics, metering, pumps, and SCADA.
- General principles and procedures of the city's sewer and storm infrastructures.

Ability to:
In addition to all of the abilities for the Collection System Maintenance Worker I classification:

- Assess changing conditions and initiate appropriate action.
- Work with limited supervision and exercise sound judgment.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge

and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Collection System Maintenance Worker I

Experience in a related field involving sewer collection systems is desirable but not required.

Collection System Maintenance Worker II

Two years of increasingly responsible experience in the sewer and storm collection systems similar or greater in size and complexity to the City of Turlock.

Training:

Collection System Maintenance Worker I

Equivalent to a high school diploma or GED certification.

Collection System Maintenance Worker II

Equivalent to a high school diploma or GED certification and six college units or CEUs in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.).

Licenses:

Possession of an appropriate, valid Class C California Driver's License at the time of appointment. Ability to obtain a Class B Driver's License within 12 months from date of employment, to be maintained as a condition of continued employment.

Certificates:

Collection System Maintenance Worker I

- Possession of a valid Grade I Collection System Maintenance Certification from the California Water Environment Association in 24 months of appointment to the position.
- Ability to obtain Crane Operator Certification within 12 months from date of employment, to be maintained as a condition of continued employment.

Collection System Maintenance Worker II

- Possession of a valid Grade I Collection System Maintenance Certification from the California Water Environment Association at the time of appointment with the ability to acquire a Collection System Maintenance Certification Grade II in 24 months of appointment to the position.
- Ability to obtain Crane Operator Certification within 12 months from date of employment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

COLLECTIONS SYSTEM MAINTENANCE WORKER, SR.

DEFINITION
Under general supervision, repairs and maintains the Storm/Sewer Collection Systems.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a senior level position. Individuals working in this classification make repairs and perform more complex maintenance with minimal supervision. This position works closely with Maintenance and Instrumentation and Control staff.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Collection System Maintenance Supervisor; this position may provide technical direction to assigned staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Install and maintain equipment and mechanical components to include testing, troubleshooting and repairs.
- Prepare and review cost estimates for new service installations and main line extensions.
- Inspect, adjust and operate equipment as required.
- Respond to public complaints and requests for service.
- Participate in the planning and implementation of well, tank and routine lab samples.
- Operate various small and medium sized equipment including Vacuum, Rodder, backhoe, forklifts and trucks.
- Use a wide range of hand and power tools and machinery.
- Maintain records of equipment repair and replacement using MMS-generated work orders for predictive and preventative maintenance.
- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Maintain necessary reports and records.
- Observe and enforce safety rules.
- Oversee and train subordinate staff.
- Participate in special projects or studies as assigned.
- Perform overtime and/or emergency work as required
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Advanced procedures, materials, and equipment for cleaning, constructing, repairing, and inspecting sewage and storm collecting systems.

- Equipment, tools and materials used in the operation and maintenance of the sewer and storm systems.
- Hydraulics, pumps, SCADA equipment in the sewer and storm systems.
- General principles and procedures of collection, sewer and storm systems.
- Safety rules and regulations
- Regulatory reporting
- Use of modern office equipment and applicable software.

Ability to:
- Read and understand technical drawings, sketches, plans and specifications and maintenance manuals.
- Respond to emergency situations as they arise.
- Work cooperatively with others.
- Understand and troubleshoot mechanical and CCTV systems and serve as a resource to staff to solve problems.
- Plan and schedule work activities.
- Prepare complete and concise reports and records.
- Work with minimal supervision.
- Follow oral and written instruction.
- Assess changing conditions and initiate appropriate action.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Four years of experience in the maintenance and repair of storm/sewer collection systems similar or greater in size and complexity to the City of Turlock.
Training:
Equivalent to a high school diploma or GED certification and six college units or CEUs in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's.
Licenses:
Possession of an appropriate, valid Class C California Driver's License or higher at the time of appointment.
Ability to obtain a Class B Driver's License within (12) months from date of employment, to be maintained as a condition of continued employment.
Certificate(s):
Possession of a valid Grade II Collection System Maintenance Certification from the California Water Environment Association at the time of appointment with the ability to acquire a Collection System Maintenance Certification Grade III in 24 months of appointment to the position.
Ability to obtain Crane Operator Certification within 12 months from date of employment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended

periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

COMMUNICATIONS SPECIALIST

DEFINITION
This position is responsible for coordinating various communication initiatives, including: creating and maintaining the City's social media resources (Facebook, Instagram and LinkedIn); updating the City website; issuing news releases; editing the City's newsletters and other media; creating, filming and editing video; providing photographic services; and assisting with various outreach efforts as assigned in an effort to inform and engage the community. This position will require the ability to work weekends and evenings, as assigned.

This classification is assigned to the Confidential bargaining group for labor relations purposes and is subject to overtime assignments.

SUPERVISION RECEIVED AND EXERCISED
Receives direction and supervision from the Public Information Officer. The incumbent may lead part-time staff.

DISTINGUISHING CHARACTERISTICS
This position has technical and administrative responsibilities. This confidential classification performs a variety of assignments and may involve frequent contact with the public. Incumbents in this position are expected to be able to exercise good judgement and make appropriate decisions.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Compose and update City website content including news releases.
- Maintain and update the City's social media efforts and collaborate with the cross-departmental social media team; monitors City social media feeds and responds as appropriate; posts information on the City administered platforms.
- Builds and develops the City's press relationships to ensure accurate coverage of events, programs and activities; maintains regular media contacts and keeps them informed of issues and events of importance to the City and citizens.
- Develops and participates in special events.
- Write, edit and prepare informational materials, including the City's newsletters, to inform the community of City issues, services, programs and events.
- Develop, plan and implement opportunities to improve public awareness of and involvement in City services, programs, plans and projects.
- Develop partnerships and coordinate information with outside individuals and agencies to foster community service, education and information.
- Represent the City in outside meetings and public events.
- Establish, maintain and foster cooperative working relationships with city-wide departments in the course of work.
- Create and maintain the City's social media resources (Facebook, Instagram and LinkedIn), insuring an active and engaging presence and appropriate content.
- Prepare information for billboards and City TV monitors.
- Create videos on various topics for posting on YouTube and other City outlets.
- Provide photographic services.

- Assist with various tasks as assigned including community engagement and volunteer events.
- Perform other related work as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public outreach.
- Social media tools and account management.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Modern office administrative practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, web design, database, and spreadsheet applications.
- Modern office practices, methods, and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Post content, monitor and evaluate website and social media outlets.
- Develop written material, photos and video for the community.
- Work proficiently with Microsoft Office, including effective use of Word, Excel and PowerPoint.
- Communicate effectively orally and in writing.
- Write clearly and concisely for a variety of audiences and prepare public information to engage and inform the community.
- Comprehend and follow oral and written instructions; manage time and activities to complete assignments timely.
- Effectively complete project assignments and multiple priorities to operate within budget, meet all objectives and meet deadlines.
- Establish effective relationships with those contacted in the course of work, ensuring positive interpersonal relations with others.
- Develop and maintain administrative databases and other information.
- Develop and deliver presentations.
- Work with teams to complete various tasks as needed.
- Establish and maintain a variety of filing, record keeping, and tracking systems, both manual and automated.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

One year of experience in public engagement activities, social media outlets, websites as well as preparing written and visual content for a variety of platforms.

Training:

Equivalent to an Associate's degree from an accredited college or university with significant course work in the areas of Communication, Journalism, Business Administration, Public Administration, or related fields.

License:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles at the time of appointment and the ability to maintain it as a condition of continued employment.

Desirable Qualifications

Possession of a Bachelor's degree. Experience and knowledge in local government communications.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to view and work with computer screen(s) for extended periods, read fine print; hear well enough to converse on the telephone in assisting the public with emergency and non-emergency situations; use of hands and fingers for use of answering telephones, computer keyboard, writing and filing.

FLSA Status: Non-exempt
Bargaining Unit: Confidential

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

COMMUNITY SERVICE OFFICER I/II

DEFINITION
Under general supervision, performs a variety of non-sworn duties in the enforcement of law and order, keeping the peace and providing service to the public; takes and prepares non-hazardous crime reports, monitors and stores evidence and property, monitors and directs traffic, provides police service information to the public, vehicle abatement, and carries out special non-sworn assignments as directed.

This classification is assigned to the Turlock Associated Police Officers bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Community Service Officer I is the entry level in the Community Service Officer series, performing routine duties. The Community Service Officer II classification is the journey level class in the series and requires the incumbent to have the ability to work independently and exercise judgment and initiative. A Community Service Officer I may be eligible to promote to a Community Service Officer II after two years of experience as a CSO I with the City of Turlock. In addition to this experience, promotion to the CSO II classification may require a practical test to demonstrate the ability to perform the full range of technical duties at the journey level.

SUPERVISION RECEIVED AND EXERCISED
Community Service Officers receive general supervision from the Watch Commander or Unit Supervisor under the general direction of a Division Commander.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Patrol assigned area in radio-equipped vehicle; answer calls for non-hazardous incidences; collect scene information and prepare reports related to incidences.
- Interview victims, complainants and witnesses in the field or in the station; gather and preserve evidence for non-hazardous police reports.
- Monitor and maintain property and evidence; perform technical tasks related to evidence storage; transport evidence for testing.
- Answer questions from the public regarding police Service; respond to inquiries regarding laws, ordinances and vehicle codes.
- Respond to requests for emergency Service by either providing information or referring request as appropriate.
- Prepare reports on non-hazardous arrests, traffic violations, found property and other case reports.
- Respond to traffic collisions.
- Performs booking of misdemeanor suspects and arson and sex registrants using Live-scan.
- Contact and cooperate with other law enforcement personnel in matters relating to providing police Service.
- Maintain contact with citizens regarding potential law enforcement problems and preserves good relationships with the public.

- Direct and control pedestrian and vehicular traffic at emergencies or other congested traffic situations.
- Attend meetings, seminars and training sessions as assigned.
- Parking enforcement including disabled or timed parking and abandoned vehicles.
- Enforcement of City Code Violations.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic report writing.
- Rules of evidence pertaining to the preservation of evidence.
- Principles and practices of customer service.
- Interviewing and interrogation techniques.
- Pertinent laws, codes, regulations and statutes.
- City geography, noting streets, building locations.
- First Aid techniques.

Ability to:

- Remain calm under stressful and emergency circumstances.
- Learn basic principles of law enforcement.
- Learn, understand and interpret pertinent law, ordinances, policies and procedures.
- Become proficient in safely directing and controlling traffic as required at various scenes and events.
- Drive and handle a police vehicle under non-emergency situations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contracted in the course of work.
- Observe accurately and remember faces, numbers, incidents, and places.
- Think logically and act quickly, and judge situations and people accurately.

Experience and Training Guidelines for Community Services Officer I

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

Experience:

Two years of experience working with the public.

Training:

High school diploma or equivalent Completion.

Licenses:

Possession of valid California Driver's License at the time of appointment is to be maintained as a condition of continued employment.

The Community Service Officer I must complete educational courses or field training in Traffic Control, Report Writing, Field Evidence Collection and Preservation, Basic Photography, and standard First Aid within eighteen (18) months of employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Work is performed in an office environment or in the field with exposure to the elements and potential traffic hazards. Some assignments involve working rotating shifts, working holidays and overtime.

Maintain physical ability and stamina to meet job duties including: see well enough to drive vehicles. Obtain evidence, hear well enough to converse on the radio, telephone and in person over incident noise; ability to distinguish odors and colors for identification purposes; bodily mobility to climb and crawl in elevated and other awkward areas to obtain evidence and review crime scenes; ability to catch aggressive/ vicious animals which may require chasing the animal and using a snare; use of hands and fingers to write reports and drive vehicles; must be able to lift and properly place 75 pounds of weight including but not limited to crime scene evidence, property, dead animals and traffic barricades.

FLSA Status: Non-exempt
Bargaining Unit: TAPO

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

CRIME & COMMUNITY INFORMATION ANALYST

DEFINITION
Under general supervision analyzes and processes information related to crime patterns and trends using database information systems; assists in the coordination and development of staff projects, and state and local reports; compiles data to create and maintain statistical dashboards related to crime and traffic incidents.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Crime and Community Information Analyst is a non-sworn classification supporting investigations with data and information management and systems.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by a department supervisor as directed by the Police Chief.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Develop and maintain data systems that collect, collate, retrieve, and disseminate law enforcement data; assist in the development and onboarding of computerized software and databases to organize information and intelligence; assist in testing and acquisition of investigative, intelligence and analytical software.
- Maintain law enforcement databases and provide intelligence to first responders and investigative personnel; serve as a departmental liaison with outside law enforcement agencies on investigative criminal intelligence matters.
- Assist in crime prevention and suppression, apprehension, and the recovery of stolen property.
- Collect, collate, analyze, and disseminate information related to crime patterns and trends.
- Provide information to assist operations personnel (patrol and investigative officers) in the identification of specific and immediate crime incidents and the arrest of criminal offenders.
- Analyze and project long-term crime trends using statistical analysis to inform future resource allocation.
- Analyze economic, geographic, or social information to inform feasibility studies, special research projects, and City Council reports.
- Assist staff with maintaining, enhancing, and directing staff in general neighborhood, residential, and business community outreach, and crime prevention programs.
- Analyze, research, and prepare a variety of reports that support the department.
- Prepare reports, presentations, and other information for the department.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Computer systems and software.

- Law enforcement and criminal justice system.
- Statistical research and analysis.
- Methods of report writing.
- Principles of employee training and development.
- Methods of report preparation and presentation.
- State, Federal and local laws, codes, and regulations.
- Crime prevention issues; modern office procedures.
- Methods and computer equipment and software.
- Police structure and processes.
- Analytical/research techniques.
- General management principles.
- Police Department and City policies and procedures.

Ability to:
- Update and maintain records and files.
- Compile data information in prescribed formats.
- Organize own work effectively.
- Operate computer and law enforcement information systems.
- Prepare and present various reports and studies.
- Communicate effectively with other employees and the public.
- Conduct and evaluate Departmental programs.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing; lead and train staff.
- Analyze, interpret and evaluate departmental reports.
- Utilize computers and automated systems.
- Maintain confidentiality.
- Interpret polices, guidelines, and procedures.
- Work independently with minimal supervision.
- Represent the Police Department and city in a variety of community hearings, meetings, and/or events.
- Create and direct a variety of complex tasks and assignments simultaneously.
- Communicate clearly and concisely, both orally and in writing
- Establish and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three years of increasingly responsible professional experience in law enforcement or analytics is preferred. A bachelor's degree in a related field may substitute for two years of experience.
Training:
Equivalent to an associate degree from an accredited college with major coursework in analytics, criminal justice, or a related field.
Desirable Qualifications
Graduate of the POST accredited Intelligence Analysis course.
Experience working in a public-sector organization is desirable.
Two years' experience working in a Police agency.
Working knowledge of the Department of Justice Uniform Crime Reporting requirements.
Licenses:

Possession of an appropriate valid California driver's license at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person assisting individuals; bodily mobility to lift and maneuver supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; and be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

CRIME PREVENTION SPECIALIST

DEFINITION
Under general supervision, performs a variety of non-sworn office and field duties to support the Police Department's Crime Prevention Programs and strategies, include the crime prevention programs, business and residential security inspections and building and landscape design review.

This classification is assigned to the Turlock Associated Police Officers bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Crime Prevention Specialist is a non-sworn classification in the Police Department with a focus on proactive crime prevention. The Crime Prevention Specialist develops and implements a variety of crime prevention programs, presentations and materials for businesses and the community, and performs services such as security inspections and reviewing building and landscape designs.

The Crime Prevention Specialist is distinguished from the Community Service Officer in that the latter carries out assigned field and office law enforcement duties in the areas of traffic control, parking enforcement, preparing and processing reports and complaints, assisting with property and evidence, and may also assist in crime prevention activities. By contrast, the Crime Prevention Specialist is responsible for developing and implementing Crime Prevention programs and educational materials for businesses and the public; and tracking and managing a variety of concurrent assignments.

SUPERVISION RECEIVED AND EXERCISED
General supervision is received from a Police Sergeant or Lieutenant.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Develop, implement and oversee a variety of crime and violence prevention programs and activities for businesses, children, the public, schools, organizations and interested individuals such as Neighborhood Watch, Business Watch, Child Safety, Citizens Academy, and Women's Safety.
- Prepare, maintain, and distribute crime prevention literature and materials for programs including flyers, brochures, visual displays and bulletin boards.
- Develop and make educational speeches and presentations on a variety of crime prevention topics for a variety of community and business audiences.
- Conduct residential and commercial security inspections; review blueprints for building and landscape designs to determine crime prevention concerns and make recommendations.
- Develop or assist with special community events; may provide traffic control assistance.
- Perform departmental administrative duties as assigned.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Crime prevention practices, methods and techniques.

- Public outreach, marketing and educational program development methods.
- Principles and techniques of public speaking and audience appropriate presentation design.
- Methods and techniques of design for informational materials such as flyers, brochures and visual displays.
- Techniques for effectively organizing and managing multiple schedules and projects.
- Computer software programs required to perform job duties.

Ability to:
- Schedule and monitor the work of others.
- Take independent initiative,
- Use good judgment,
- Apply crime related statistics, information and crime prevention measures in the development of crime prevention and safety awareness informational and educational programs, seminars, meetings, and special events.
- Prepare and deliver effective audience appropriate oral presentations and programs using data, charts and graphs.
- Prepare written informational materials including brochures, flyers and other educational literature and materials.
- Communicate clearly and effectively both orally and in writing.
- Plan and organize work to meet schedules and deadlines, assure efficient and timely completion of reports, projects, programs and activities, and manage multiple projects simultaneously; maintain accurate records and files.
- Read and interpret blueprints and permit applications for crime preventions purposes.
- Establish and maintain effective working relationships within the department and the community with individuals from diverse backgrounds.
- Represent the City and the Department in a variety of situations.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
One year of experience as a City of Turlock Community Service Officer I or II, and off probation in that job classification;
OR
Two years of experience in a law enforcement related position equivalent to the Community Service Officer job classification;
OR
Two years' experience in any field which included interaction with the public, developing informational materials, making presentations and managing multiple programs or projects.
Training:
High School Diploma or G.E.D. and, completion of thirty (30) units of college work in sociology, psychology, criminal justice, business administration, public administration, or related fields. Training in Crime Prevention in highly desirable.
Licenses:
Possession of a valid California driver's license at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read instructions; sufficient dexterity and hand-eye coordination to operate drafting and field surveying equipment; read fine print and view

computer screens; hear well enough to converse on the telephone and in person; use of hands and fingers for use of computer keyboard, filing, writing and answering telephone; capable of clear speech; able to lift and carry objects weighing up to 40 pounds; climb stairs and ladders; stamina to work long hours and attend night meetings.

FLSA Status: Non-exempt
Bargaining Unit: TAPO

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

DEPUTY CITY CLERK

DEFINITION
Under direction supports the City Clerk in managing the official records, legislative processes, and administrative functions of the municipal government; ensures transparency, compliance with the Brown Act**,** California Public Records Act**,** and Fair Political Practices Commission requirements; supports the City Clerk in official duties; acts as City Clerk in their absence.

This classification is assigned to the Confidential bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is an executive level class in the administrative assistant series. Performs a wide variety of complex, responsible, administrative, and confidential technical and clerical duties for the City Clerk.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by the City Clerk. The incumbent provides general supervision to subordinate level technical and clerical staff within the City Clerk's office.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plan, organize, direct, and coordinate operations within the City Clerk's office to ensure efficient and compliant workflow.
- Provide high-level administrative and executive support to the City Clerk in carrying out official duties.
- Ensure all administrative activities comply with applicable laws, regulations, and City policies.
- Oversee the preparation, distribution, and archival of official legislative and administrative documents.
- Coordinate legislative processes, including the review and compilation of agenda materials and supporting documentation.
- Manage the codification and maintenance of municipal ordinances and related governing documents.
- Direct the City's public records request process, ensuring compliance with the California Public Records Act and applicable laws.
- Conduct research, analyze information, and prepare accurate responses to internal and external inquiries.
- Develop and maintain systems, processes, and procedures for document organization, retention, and access.
- Assist with budgeting, monitoring, and financial tracking for assigned areas.
- Support municipal elections administration and related compliance activities, including mandated filings.
- Supervise, train, and evaluate assigned staff; coordinate work assignments and monitor performance.
- Serve as liaison between the City Clerk's office and outside agencies or members of the public.
- Participate in interdepartmental teams, committees, and special projects as needed.

- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Business-related computer software applications.
- Municipal structure and organization in a Mayor-Council/City Manager form of government.
- Principles of effective time management.
- Safe work practices and related regulations.
- Principles of conflict resolution and excellent customer service.
- Provisions, principles and practices of municipal structure and organization.
- Correct English usage, spelling, grammar, and punctuation.
- Basic mathematics.
- Modern office procedures, methods, and computer equipment.
- Clerical research methods, including the compilation and verification of information and preparing follow-up summaries or reports.
- Business letter writing and report preparation.
- Legal requirements for various publications and hearings.
- Organization, procedures, and operating details of the City Clerk's Office and City Government.
- State laws regarding the Public Records Act, Brown Act, Maddy Act, Political Reform Act, the Government Code and the Election Code.
- Budget principles and practices.

Ability to:

- Understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.
- Understand and comply with complex state and federal regulations, laws, codes, policies as related to assigned program area.
- Maintain established procedures for clearing correspondence, developing or forwarding reports and obtaining services, supplies or temporary office help; and provide information regarding these and similar matters to the supervisor or to members of the staff, or take the action necessary to meet the day-to-day operating needs of the office.
- Use a variety of standard business computer software applications.
- Understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Facilitate and coordinate meetings or training.
- Plan, initiate, manage and complete complex and multiple simultaneous work assignments or projects with a minimum of direction.
- Assign, supervise, train, evaluate, and correct the work of subordinates.
- Perform complex secretarial, clerical and administrative detail work involving independent judgment requiring thorough knowledge of city and department functions and municipal policies.
- Take responsibility and use good judgment in the application of authority.
- Create clear and comprehensive reports, letters, and memoranda and keep complex records.
- Devise or adopt office procedures in response to changing organizational needs.
- Type accurately
- Manage and administer budget.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of work.

Experience and Training Guidelines

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

Experience:

Five years of increasingly responsible office support experience, including public contact, detailed report writing, analytical skills, and the full range of technical and advanced administrative duties. Prior experience performing duties comparable to those of a Deputy City Clerk, including, but not limited to knowledge of State laws regarding the Public Records Act, Brown Act, Maddy Act, Political Reform Act, the Government Code, and the Elections Code desirable.

Training:

Possession of an Associate's Degree from a two-year accredited college, with course work in secretarial science, office management, general business, public administration, or related field.

Licenses:

Possession of a valid California Driver's License may be required at the time of appointment. Maintenance of a valid California Driver's License and proof of automobile liability insurance is a condition of continued employment.

A commission as a Notary Public in the State of California prior to completion of probation is required.

Possession of a typing certificate verifying a typing speed of 60 words per minute net corrected.

Completion of the Certified Municipal Clerk within two (2) years of employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Performance of the important duties of this position include the following physical demands and/or working conditions: Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry and/or the use of commonly used office machines and supplies. Tasks require visual perception and discrimination as well as oral communications ability.

FLSA Status: Non-Exempt
Bargaining Unit: Confidential

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

DEPUTY CITY MANAGER

DEFINITION
Under direction of the City Manager, assists in planning, organizing, and directing overall activities and operations of the City; coordinate activities among and with other departments; may act as City Manager in his/her absence; provide staff assistance to the City Manager and City Council; represents City Manager with City Staff, community organizations, other agencies, and the public; provide direct oversight for Information Technology, Risk Management, and the City's Homeless programs; and performs other job related work as required.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a single position classification that acts with high degree of independence of action. This position provides highly responsible and complex administrative assistance to the City Manager.

This position serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole; approves and has final responsibility for all written and other types of presentations to the City Council and other commissions, boards and policy adopting bodies; demonstrates professional competence while working as a team member and exercises independent judgment in a number of confidential and sensitive areas; duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by the City Manager. The job incumbent may provide direct supervision to professional and technical staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist the City Manager in developing, planning, implementing, and administering City-wide goals and objectives, as well as policies and procedures necessary to provide City services; approve new or modified programs, systems, policies, and procedures.
- Perform or supervise comprehensive management analyses in a wide range of municipal policies, organization, and procedures; prepare and present staff reports and other necessary correspondence.
- Provide staff assistance to the City Council, committees, commissions, and the City Manager in matters related to a wide variety of City administration activities and programs.
- Review and respond to citizen complaints or requests for information.
- Represent the City Manager at meetings by making presentations to explain program or project status to the City Council or other formal groups and answer questions or arrange or compilation of data to assist in decision making process; act as the City Manager in his/her absence.
- Oversee the risk management functions, including workers' compensation and liability programs, recommending policy and funding changes related to claims administration, claims management, reserving practices, and significant settlements.

- Make recommendations based on negotiations with insurance companies in all areas of municipal liability, worker's compensation, property and casualty coverage.
- Supervise the investigation, processing, and settlement of liability and worker's compensation claims against the City.
- Provide expert analysis and advise on matters of risk management, including the review of proposed legislation and court decision.
- Coordinate safety programs.
- Oversee the employee benefits program, recommend and negotiate changes, consult with brokers and actuaries; recommend funding options to the City Manager.
- Oversee the completion of comprehensive information technology studies; review reports of findings and make recommendations, as appropriate.
- Provide users with cost effective long-range solutions to complex systems and technical problems; develop, justify, acquire, and implement major information technology related projects and programs.
- Advocate for greater support and expansion of homeless programs at all appropriate levels of government.
- Oversee coordination of existing City services for the homeless in areas such as prevention, early intervention, emergency and support services; develop and implement new strategies in collaboration with other agencies.
- Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.
- Coordinate activities with those of other service areas and outside agencies and organizations, provide staff assistance to the City Manager, prepare and present reports and other necessary correspondence.
- Direct, oversee and participate in the development of the work plans, assigns work activities, projects and programs, monitors workflow, reviews and evaluates work products, methods and procedures.
- Participate in the development and administration of the budget; direct the forecast of additional funds needed for staffing, equipment, materials, supplies, and services; monitor and approve expenditures; implement mid-year adjustments.
- Conduct research and develop recommendations on City-wide work methods, operation policy and procedures, programs, services and other issues.
- Provide highly responsible administrative staff assistance including conducting specific and comprehensive analysis of a wide range of municipal policies involving organization, procedures, and services.
- Ensure close coordination with other City departments and affected outside groups.
- Make presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Supervise staff including provision of timely performance evaluations; recommend and implement approved discipline; provide staff development; and maintain high standards necessary for efficient, professional operations.
- Build and maintain respectful and positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provide effective conflict resolution.
- Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; comply with and support City policies and procedures, labor laws, and MOU provisions.
- Attend assigned meetings and training; interact with outside agencies and commissions; provide leadership for teams, or committees, as needed.
- Utilize automated equipment to prepare documents and maintain data related to department operations.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of risk management, risk transfer, and asset protection programs relating to general and financial liability protection; practices and techniques of establishing, maintaining, and modifying a comprehensive risk management program
- Health, life, property, casualty, and liability insurance coverages
- Workers' compensation law
- Municipal risks and liabilities
- Principles and practices of information technology applicable to business and municipal operations
- Best practices and current information systems technology
- Principles and practices of service provision to the homeless
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Advanced principles, practices, and techniques of public program administration.
- Research methods and sources of information related to a broad range of municipal programs, services, and administration.
- Pertinent Federal, State, and local laws, codes and regulations.
- Municipal structure and organization in a Council/City Manager form of government.
- Principles of employee supervision, career development, and training.
- The concepts of word processing, spreadsheets, micro-computer, and mainframe computer applications.
- Modern methods of records management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution, and excellent customer service.

Ability to:

- Organize, implement, and supervise departmental goals and City objectives.
- Administer a variety of City-wide programs and administrative activities; implement and manage complex system upgrades and/or replacements; manage all aspects of life cycle management for critical systems throughout City departments.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations; develop and implement department policies and procedures.
- Supervise, train, and evaluate assigned personnel.
- Prepare a variety of complex and comprehensive reports and documents.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of agency goals.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Prepare and administer a budget, manage resources within budget and policy parameters.
- Plan, organize, direct, and supervise the work professional, technical, and office support staff.
- Make presentations before groups and represent the City in public forums.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Use computer and needed programs effectively.
- Communicate effectively, orally, electronically, and in writing.
- Establish and maintain cooperative working relationships with City officials, employees, and the public.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge

and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience administrative and managerial experience in a public agency involving strong administrative/executive level management is required, including two years of managerial and supervisory responsibility that would have provided the opportunity to develop the required skills, knowledge and abilities to serve as Deputy City Manager.

Training:

Possession of a Bachelor's degree from an accredited college or university in business administration, public administration or a closely related field.

Licenses:

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain required physical abilities including: Vision adequate to operate vehicles and equipment, read instructions and follow directions; hearing adequate to distinguish mechanical noises, converse on telephone and in person; body mobility adequate to drive and perform required duties; use of hands and fingers adequate for driving, writing, typing and computer related functions; ability to lift tools, files and equipment as needed.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

DEVELOPMENT SERVICES DIRECTOR

DEFINITION
Under administrative direction, plans, directs, organizes and reviews the planning and building divisions of the Department of Development Services; responsible for budget, and program direction; provides direction to assure compliance to federal, state and local regulations. Provides leadership and direction to meet City goals and to coordinate with other service areas, agencies, boards, commissions and the public. May act as City Manager in his/her absence.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a department head management classification responsible for the discrete departmental organizational component(s) and programs/functions involving the management and coordination of the City-wide planning and building staff. In addition, the job incumbent has direct responsibilities for overseeing and directing the work of subordinate staff. The incumbent exercises policy development and promulgation responsibilities for multiple program/functional areas. Serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole. Approves and has final responsibility for all written and other types of presentations to the City Council and other commissions, boards and policy adopting bodies. Demonstrates professional competence while working as a team member and exercise independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

SUPERVISION RECEIVED AND EXERCISED
Administrative direction is provided by the City Manager. The incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex responsible and sensitive areas. The incumbent supervises planning, building, and administrative support staff directly or through subordinate supervisory staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans, develops, and implements or directs the implementation of goals, objectives, policies and priorities relating to planning and building.
- Confers with and makes recommendations to the City Manager regarding projects and programs
- Directs departmental policy; collaborates with division managers regarding divisional policies and procedures.
- Provides administrative direction to activities relating to the effective utilization of personnel, facilities, and equipment.
- Directs, plans, and coordinates strategy to achieve the City's goals for local, state and federal programs related to affected programs and projects.
- Supervises and participates in the development and administration of the Planning and Building budget and multiple specialized budgets; directs and forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.

- Directs the preparation of agenda items for the City Council, Planning Commission and other committees, commissions and boards involved in land use, development and general planning activities.
- Participates in the work of area-wide and regional groups/agencies concerning growth, development, environmental quality, and economic development
- Provides leadership, direction and technical advice on most complex projects and issues; negotiates with landowners and developers concerning economic development/redevelopment of the City; conducts environmental impact evaluations on proposed projects.
- Provides interpretation and advice on the most complex areas of compliance regarding regulations of local, state and federal agencies.
- Consults, confers and coordinates with City departments, citizens and officials regarding conflicts and issues related to contract and regulatory compliance; participates with Executive Team; consults with individuals and groups in the community concerning the growth and development of the City.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Selects, trains, and evaluates personnel; establishes and monitors employee performance objectives; prepares and present employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination actions.
- Answers questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Attends assigned meetings and training; interacts with outside agencies and commissions; participates in teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Selects, oversees, and evaluates adequacy of planning and building services; prepares requests for proposal; coordinates contract activities and provides technical advice and interpretation as required.
- Responds to and resolves the most difficult and sensitive citizen inquiries and complaints.
- Meets with the public in small and large groups to discuss City development services policies, practices, and problems.
- Determines need for new equipment and facilities, major repairs, and rebuilding projects.
- Coordinates planning and building activities with other City Departments and with outside agencies.
- Ensures close coordination with other City departments and affected outside groups.
- Prepares highly complex and technical reports; documents policies and procedures; performs research.
- Makes presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Advanced principles and practices of community development, urban planning, building inspections, municipal structure and organization and related areas.
- Research and statistical methods and sources of information related to urban growth and development.

- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Applicable federal, state and local laws and regulations and related guidelines governing development, building inspections and planning.
- Recent developments, current literature, and sources of information in planning and building administration.
- Principles and techniques of budget development and administration.
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training and personnel management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.

Ability to:
- Plan, organize, direct and supervise the work of professional, technical, and office support staff.
- Organize, direct, and coordinate the activities of a large division in a manner conducive to full performance and high morale.
- Delegate authority and responsibility and schedule and program work on a long-term basis.
- Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the general public.
- Model appropriate professional management conduct.
- Maintain appropriate confidentiality of sensitive information.
- Comply with and supports City policies and procedures, labor laws, and MOU provisions.
- Build and maintain respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service.
- Provide effective conflict resolution.
- Communicate clearly and concisely orally and in writing.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Select, lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives; make presentations before groups and represent the City in public forums.
- Use computer and needed programs effectively.
- Organize, analyze, manage and implement a variety of programs.
- Prepare, forecast and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible professional experience with a public agency in public administration, urban planning and development services, municipal engineering experience, or a related field including three years of administrative/supervisory responsibility.
Training:
Possession of a Bachelor’s degree from an accredited college or university with significant course work in the areas of Urban Planning, Public Administration, Civil Engineering or related fields.
Desirable Qualification:
Possession of an AICP certificate or Master’s Degree in Planning, Public Administration or related field is desirable.

Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
While performing the essential duties of the position, the employee is regularly required to stand; sit, walk; use hands; move fingers to feel objects, tools and controls; reach with hands and arms; and talk and hear. Specific vision abilities required for this position include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee must occasionally lift and move up to 15 pounds; the employee may occasionally be required to work outdoors in inclement weather.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ECONOMIC DEVELOPMENT DIRECTOR

DEFINITION
Under direction, develops, implements and manages the City's Economic Development Program Projects from conception to completion; manages and administers complex and technical, financial, statistical, and analytical work;

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a department director classification responsible for the direction of a discrete departmental organizational component and divisions in the areas of Economic and Business Development. Provides highly responsible and complex administrative assistance to the City Manager. Duties and responsibilities are performed in accordance with law, ordinance, and City policy.

Serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole. Approves and has final responsibility for all written and other types of presentations to the City Council and other commissions, boards and policy adopting bodies. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by the City Manager. The incumbent in this classification is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex, responsible, and fiscally sensitive duties. May exercise direct or indirect supervision of professional, technical and clerical staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Develop programs to achieve the City’s goals and objectives relating to, economic development, business retention and community revitalization.
- Interfaces with the development community, local business community, Chamber of Commerce, Stanislaus County Economic Development, Workforce Alliance (Alliance), and other City staff as required.
- May serve as the team leader for special City-wide economic development projects when assigned.
- Coordinate City efforts to implement and enhance the City’s Strategic Economic Plan including developing new strategies and techniques necessary to meet the Plan’s objectives.
- Conduct financial analysis of projects, including revenue and cost estimates for project proponent.
- Select and manage consultants as may be necessary to assist the City with specialized economic development, financing and legal services.
- Coordinate the planning and implementation of economic development including public improvement identification, and monitoring status of engineering work and planning processes.

- Prepare written reports regarding economic development activities, pertinent laws and trends, and proposed projects and make public presentations to the appointed and elected officials.
- Coordinate economic development activities with other government agencies, private-sector developers, real estate site selectors, and lending institutions.
- Monitor various laws and activities of other regulatory agencies relating to economic development, affordable housing, and community revitalization.
- Prepare and administer the Economic Development budget.
- Develop and coordinate economic development marketing strategies including business retention, expansion and attraction.
- Collect and maintain property, land use, economic, demographic and financial data necessary to monitor trends relevant to economic development activities.
- Review impact of economic regulations and laws; make recommendations for legislative amendments; represent the City with regulatory and other governmental agencies.
- Oversee, plan, develop, and implement strategy to achieve the City's goals for local, state and federal programs related to economic and business development programs and projects.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Advanced principles and practices of economic development.
- Principles of marketing and promotion.
- Recent developments, current literature and informational sources in the field of economic development.
- Finance and construction management principals, including research, statistical methods and methods of technical report writing.
- Budgeting procedures and techniques, as well as development financing, bank practices and investment markets.
- Principles and practices of supervision, training and personnel management.

Ability to:

- Demonstrate professional competence while working as a team member
- Exercise independent judgment in confidential and sensitive areas
- Understand and interpret complex state and federal regulations, laws, codes, policies and solutions in the area of economic development.
- Establish and maintain effective working relationships with members of the business community and citizen groups to improve understanding of City economic policies, procedures, goals and objectives.
- Set priorities and organize work as necessary to meet deadlines and achieve economic development goals as established by policy makers.
- Research, analyze, compile, produce, and prepare understandable financial, demographic and land use studies, including producing such studies understandably.
- Communicate effectively, both orally and in writing, to diverse groups, including large public audiences and small development teams.
- Supervise, train, evaluate and empower personnel to work efficiently and effectively.
- Establish and maintain effective working relationships with those contracted in the course of work.
- Handle difficult situations with tact, diplomacy, and maintain an open and approachable manner.

Experience and Training Guidelines

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

Experience:
Five years of increasingly responsible full-time, professional level work in the fields of economic and business development, community work, preferably in a municipal setting; including two years of managerial and supervisory responsibility that would have provided the opportunity to develop the required skills, knowledge, and abilities.

Training:
Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, public or business administration, economics or a related field. Possession of a Master's degree in public or business administration, economics or a closely related field is highly desirable.

Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position will be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to operate vehicles and equipment, read instructions and follow directions; hear well enough to distinguish mechanical noises, to converse on the radio, telephone and in person; use of hands and fingers for writing, typing, and other computer related functions; and be able to lift equipment as necessary.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ELECTRICAL/MECHANICAL MAINTENANCE SUPERVISOR

DEFINITION
Under direction, to plan, assign, supervise and review the work of the electrical/mechanical maintenance staff in a wide variety of electrical/mechanical equipment associated with the wastewater treatment facility, water distribution system, sewer/storm collections pumping stations, traffic signals, and roadway lighting. This is a working supervisor position.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the supervisory level class in the Electrical/Mechanical Maintenance series.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by the Utilities Manager. Supervises electrical and mechanical staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Develop and implement schedules and priorities; plan, assign, and supervise the work of electrical/mechanical staff in a wide variety of equipment. Inspect work in progress and upon completion for compliance with standard trade practices.
- Perform skilled journey level work related to electrical, mechanical, electronic, equipment associated with the wastewater treatment facility, water distribution system, sewer/storm collections pumping stations, traffic signals, and roadway lighting.
- Maintain a preventive and predictive maintenance program using a CMMS and order supplies and materials.
- Assist in preparing, administering and monitoring the department budget.
- Assist in the performance evaluations of subordinate personnel.
- Train and supervise electrical/mechanical staff.
- Ensure the use of OSHA safety rules, appropriate personal protective equipment and proper work techniques.
- Perform preventative and predictive maintenance on equipment to insure proper and safe operation.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Methods, practices, materials, tools and equipment used in the installation, adjustment, maintenance and repair of mechanical, electrical and electronic systems.
- Occupational hazards and standard safety precautions necessary in the workplace.
- Electrical troubleshooting, SCADA System repair, and a wide variety of Mechanical system repair.

- Methods and practices used in the supervision and training of personnel.
- Safe working practices and procedures.

Ability to:
- Supervise journey level electrical/mechanical, and instrumentation staff.
- Operate electronic and electrical testing equipment.
- Respond to 24-hour emergency conditions, using good judgement, and make the appropriate repairs.
- Diagnose Troubleshoot and repair defects in a variety of mechanical, electrical and electronic equipment including, but not limited to, telemetry and associated equipment.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Train subordinate personnel.
- Keep records and prepare reports of work progress. Operate a CMMS, generate reports, and purchase supplies and materials
- Establish and maintain effective working relationships with those contacted during the course of work. Provide excellent customer service.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
A minimum of five years of increasingly responsible journey level experience working with electrical, mechanical, and industrial equipment.
Training:
Equivalent to the possession of an Associate's degree with coursework in electrical technology, mechanical technology, industrial technology, or closely related field within four (4) years of appointment as a condition of continued employment.
Licenses:
Possession of an appropriate, valid California Driver’s License at the time of appointment, to be maintained as a condition of continued employment. Ability to obtain a Class B California Driver’s License within 12 months from date of appointment as a condition of continued employment.
Ability to obtain a Grade IV certification in mechanical or electrical/instrumentation technology issued by the California Water Environment Association within 48 months from date of appointment as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift heavy equipment as needed.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ELECTRICAL / MECHANICAL TECHNICIAN I

DEFINITION
Under general supervision, performs skilled electrical and mechanical work in the installation, alteration, maintenance and repair of electrical systems, equipment and fixtures in a Wastewater Treatment Plant, Water Well pumping stations, Traffic Signals and Street Light systems, and related facilities.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is an entry level class in the Electrical Mechanical Maintenance series.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Electrical / Mechanical Maintenance Supervisor.

ESSENTIAL FUNCTIONS – INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Install plant-related conduits, wires, relays, pull boxes, switchboards and switches required in making additions, extensions or alterations in electrical systems. Perform maintenance on Traffic Signal light heads and Street lights.
- Perform preventative maintenance on Wastewater Treatment Facilities, Water Wells, Sewer and Storm pumping systems, Traffic Signal and Street lighting systems.
- Repair and replace defective parts in motors, generators, pumps, relays, switches and other systems pertaining to Wastewater Treatment Facility plant fixtures, Water Wells, Sewer and Storm pumping systems and appliances.
- Inspect, diagnose and perform major and minor repair work on motors, pumps, boilers, hydraulic equipment, generators, filters, automatic sprinkler systems, and other plant equipment.
- Fabricate, weld and modify parts and equipment as required.
- Maintain records and logs of work performed.
- Operate computers for logging work completed, record keeping, equipment data retrieval using Computerized Maintenance Management Software (CMMS).
- Assist in all general maintenance activities at the plant as required.
- Respond to emergency work requirements 24 hours per day seven days a week.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Standard practices, materials, tools and equipment used in the mechanical, plumbing and electrical repair of major and minor mechanical equipment systems.
- Basic knowledge of electrical and mechanical systems in all assigned areas.
- Metal fabrication and welding.
- Occupational hazards and standard safety rules and precautions of the trade.
- Operation of internal combustion engines and electrical pump motors and water pumps.

Ability to:

- Understand and carry out oral and written instructions.
- Use electrical test equipment.
- Work with high voltage equipment and machinery.
- Demonstrate safe boom/ladder truck operation.
- Read and interpret blueprints, sketches and diagrams.
- Work in confined and high places with all **OSHA** safety rules and regulations.
- Work while wearing self-contained breathing apparatus.
- Use and care for tools and equipment of the electrical and mechanical trade.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three years of experience involving skilled mechanical or electrical maintenance on major equipment and systems.
Training:
High School diploma or GED certificate.
Licenses:
Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment. Ability to obtain a Class B Driver's License within nine (9) months from date of employment, to be maintained as a condition of continued employment.
Certificates:
Possession of a Mechanical or Instrumentation Technology Grade I Certification within 24 months from date of hire.
Possession of a Traffic Signal Technician Level I Certification within 24 months from date of hire.
Possession of a Roadway Lighting Level I Certification within 24 months from date of hire.
Possession of a Work Zone Safety Certification within 24 months from date of hire.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ELECTRICAL / MECHANICAL TECHNICIAN II

DEFINITION
Under general supervision, performs skilled electrical and mechanical work as well as troubleshooting abilities in the installation, alteration, maintenance and repair of electrical and mechanical systems, equipment and fixtures in a Wastewater Treatment Plant, Water Well pumping stations, Sewer and Storm pumping stations, Traffic Signal and Street Light systems, and related facilities.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a journey level class in the Electrical Mechanical Maintenance series.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Electrical / Mechanical Maintenance Supervisor.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Install plant-related conduits, wires, relays, pull boxes, switchboards and switches required in making additions, extensions or alterations in electrical systems. Perform maintenance on Traffic Signal Systems and Street Lighting Systems and related facilities.
- Perform electrical preventative maintenance on Wastewater Treatment Facilities, Water Wells, Sewer and Storm pumping systems, Traffic Signal and Street lighting systems and related facilities.
- Repair and replace defective parts in motors, generators, pumps, relays, switches and other systems pertaining to Wastewater Treatment Facility plant fixtures, Water Wells, Sewer and Storm pumping systems and appliances.
- Installation and troubleshooting of Telemetry Remote Terminal Units (RTU's), circuits, communications paths and operation of the Main Telemetry Computer System.
- Troubleshoot, test and repair electrical related problems, including control circuits, electrical power protection and distribution.
- Calibration of Industrial Waste instrumentation flow metering systems.
- Troubleshoot, test and repair reported Traffic Signal malfunctions and Street Light problems.
- Troubleshoot and repair Engine Generator.
- Maintain records and logs of work performed.
- Operate computers for logging work completed, record keeping, equipment data retrieval using Computerized Maintenance Management Software (CMMS).
- Inspect, diagnose and perform major and minor repair work on motors, pumps, boilers, hydraulic equipment, generators, filters, automatic sprinkler systems, and other plant equipment.
- Install, replace, repair and modify equipment systems.
- Fabricate and modify parts and equipment as required.
- Requisition materials and supplies.

- Assist in all general maintenance activities at the plant as required.
- Respond to emergency work requirements 24 hours per day seven days a week.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Journey level knowledge in diagnosis and repair of City systems.
- Standard practices, materials, tools, equipment and test equipment used in the mechanical, plumbing, electrical and instrumentation repair of major and minor plant and related facilities system equipment.
- Metal fabrication and welding.
- Occupational hazards and standard safety precautions of the trade.
- Operation of internal combustion engines and electrical pump motors.

Ability to:

- Understand and carry out oral and written instructions.
- Work with high voltage equipment and machinery.
- Read and interpret blueprints, sketches and diagrams.
- Knowledge in diagnosis and repair of City of Turlock Systems.
- Work in confined and high places with all OSHA safety rules and regulations.
- Locate and adjust defects in electrical and mechanical systems and equipment.
- Estimate repair costs.
- Work while wearing self-contained breathing apparatus.
- Use and care for tools and equipment of the mechanical, electrical and instrumentation trade.
- Demonstrate basic computer skills, including the ability to create correspondence, access job related files and enter data.
- Troubleshoot electrical control circuits.

Experience and Training Guidelines

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

Experience:

Two years of experience as an Electrical Mechanical Technician in a position comparable to that of an Electrical / Mechanical Technician I with the City of Turlock.

Education:

High School diploma or GED certificate. Six college units or CEU's in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.).

License:

Possession of an appropriate, valid Class B Driver's License at the time of appointment, to be maintained as a condition of continued employment.

Certificate:

Possession of a Mechanical or Instrumentation Technology Grade II Certification at the time of appointment.
Possession of a Traffic Signal Technician Level II Certification at the time of appointment.
Possession of Roadway Lighting Level I Certification.
Possession of a Work Zone Safety Certification.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ELECTRICAL / MECHANICAL TECHNICIAN, SR.

DEFINITION
Under general supervision, performs skilled journey level and lead work as well as troubleshooting abilities relating to the electrical, mechanical and electronic equipment associated with the Wastewater Treatment Facility, Water Distribution System, Sewer/Storm Collections pumping stations, Telemetry system, the City of Turlock's Traffic Signal and Street Light Systems and related facilities.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is an advanced journey level class in the Electrical Mechanical Maintenance series.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Electrical / Mechanical Maintenance Supervisor. May assist in supervising other Electrical / Mechanical Technicians.

ESSENTIAL FUNCTIONS – INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Perform a variety of skilled journey level work relating to preventative maintenance, troubleshooting, repair, design and installation of mechanical / electrical/electronic systems, hydraulic and pneumatic equipment. Calibration and record keeping of instrumentation required at all facilities having this equipment.
- Complete knowledge of the City of Turlock's Traffic Signal system and Street Lighting System. Provide all maintenance to reported problems to the Traffic Signal and Street Light (TSSL) division. Provide specialized preventative maintenance and training. Insure all Work Zone Traffic Control safety procedures are implemented prior to any work being started.
- Exercise independent judgment in the performance of duties and instruct others in related job functions.
- Maintain written and computerized records of work performed and materials used, using Computerized Maintenance Management Software (CMMS).
- Manage, operate and program the Telemetry System. Design graphic slides for display on graphic terminal workstations.
- Installation of new Remote Terminal Units (RTU's) and expanding the capability of existing RTU's input and out points, Calibration of all sensors on Telemetry System for accurate display on graphic workstation.
- Prioritize and coordinate work assignments within the department and other divisions, responding to work orders and emergency requests.
- Read and interpret plans, schematics, blueprints, manuals and specifications while instructing same to maintenance mechanics through work assignments and coordination of effort.
- Respond to 24-hour emergency calls seven days a week.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Advanced journey level skills in electrical and mechanical diagnosis and repair.
- Methods, practices, materials, tools equipment and test equipment used in the mechanical, plumbing, electrical and instrumentation repair of major and minor plant and related facilities system equipment.
- California State general and electrical safety orders.
- Use and maintenance of a wide variety of hand, power and shop tools, specialized test equipment and other equipment necessary in job performance.
- Geography of the City, including the location of major utility systems.

Ability to:

- Supervise and train maintenance mechanics within the department.
- Implement and maintain a comprehensive preventive maintenance program for the Municipal Services Department.
- Diagnose and repair defects in a variety of mechanical, electrical, electronic and Traffic Signal and Street Light system equipment, but not limited to, Telemetry and associated equipment.
- Estimate labor and materials for proposed work.
- Keep records and prepare reports of work progress.
- Respond to emergency conditions, using good judgments, and make the appropriate repairs.
- Establish and maintain effective working relationships.
- Coordinate with other divisions and departments for timely completion/managements of projects.

Experience and Training Guidelines

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

Experience:

Three years of experience as an Electrical / Mechanical Technician in a position comparable to that of an Electrical / Mechanical Technician II.

Training:

High School diploma or GED certificate. Six college units or CEU's in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's.

License:

Possession of an appropriate, valid Class B Driver's License at the time of appointment, to be maintained as a condition of continued employment.

Certificate:

Possession of a Mechanical or Instrumentation Technology Grade III Certification at the time of appointment.
Possession of a Traffic Signal Technician Level II Certification.
Possession of a Roadway Lighting Level I Certification.
Possession of a Work Zone Safety Certification.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for

extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

This classification is subject to overtime, call-back and standby assignments.

Note: When this position of filled through flexible staffing, the requirements as defined in the Flexible Staffing program must be met to be eligible to promote to Senior Electrical Mechanical Technician.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ELECTRONIC / INSTRUMENTATION TECHNICIAN, SR.

DEFINITION
Under general supervision, performs advanced journey level, complex and technical work in testing, installation, calibrating, maintenance and repair of all pneumatic, electronic and electrical control and monitoring systems commonly used in a modern wastewater treatment plant, storm/sewer collection systems, water distribution system and traffic/street light controls.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is an advanced journey level class in the Electronic / Instrumentation Technician series.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Electrical / Mechanical Maintenance Supervisor.

ESSENTIAL FUNCTIONS – INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Install, maintain, repair and calibrate digital/analog monitoring/control equipment at a journey level.
- Design instrumentation and electrical systems and provide data and calculations on
- proposed systems.
- Install, maintain, repair and calibrate computer system hardware, for a radio-based telemetry system, for controlling flow, temperatures, motion and chemical feed.
- Install, repair and maintain supervisory and sensory control systems.
- Repair, maintain and calibrate level, pressure and flow equipment at a journey level.
- Maintain a variety of electronic control instruments used to operate electrical mechanical equipment, record data, indicate equipment status and activate supervisory control.
- Maintain and repair automatic control valves and associated control devices.
- Operate a variety of electronic testing equipment.
- Maintain service records; participate in development of specification for requisition for parts and electrical equipment.
- Use of computers for logging work completed, record keeping, equipment data retrieval using Computer Maintenance Management System (CMMS). Maintain records needed for state agencies.
- Insure all safety regulations are followed.
- Manage, operate and program the Telemetry System. Design graphic slides for display on graphic terminal workstations
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Advanced journey level skills in electrical and instrumentation diagnosis and repair.
- Standard and specialized practices, methods, tools, equipment and materials used in the installation, repair and maintenance of supervisory, sensory control systems used in water/wastewater/storm and traffic signal systems.
- Principles and practices of electronics/electricity/pneumatic and instrumentation as it applies to sensory controls.
- Principles of radio-based telemetry systems and tuning of microwave radios.
- Occupational hazards, and standard safety precautions of the trade.

Ability to:

- Develop and implement a comprehensive, preventive maintenance program for Municipal Services instrumentation and electronics equipment.
- Estimate repair costs.
- Operate electronic/electrical-testing equipment.
- Troubleshoot electrical and instrumentation control circuits.
- Diagnose electrical and electronic failures and take an effective course of action to correct the problem.
- Demonstrate strong telemetry/computer skills.
- Respond to emergency conditions and use good judgment to make appropriate repairs.
- Understand and carry out oral and written instructions.

Experience and Training Guidelines

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

Experience:

Three years of experience as an Electronic/Instrumentation Technician in a position comparable to an Electronic/Instrumentation Technician with the City of Turlock.

Training:

Possession of a High School diploma or GED certificate. Six college units or CEU's in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's.

License:

Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

Certificates:

Possession of an Instrumentation Technology Grade III Certification at the time of appointment.
Possession of a Traffic Signal Technician Level I Certification.
Possession of a Roadway Lighting Level I Certification.
Possession of a Work Zone Safety Certification.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

This classification is subject to overtime, callback and standby assignments.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

_____
Date

City of Turlock

ELECTRONIC/INSTRUMENTATION TECHNICIAN

DEFINITION
Under general supervision, performs complex and technical work in testing, installation, calibrating, maintenance and repair of all pneumatic, electronic and electrical control and monitoring systems commonly used in a modern wastewater treatment plant, storm/sewer collection systems and water distribution system and traffic controls.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a journey level class in the Electronic / Instrumentation Technician series.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Electrical / Mechanical Maintenance Supervisor.

ESSENTIAL FUNCTIONS – INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Install, maintain, repair and calibrate digital/analog monitoring/control equipment.
- Design instrumentation and electrical systems and provide data and calculations on proposed systems.
- Install, maintain, repair and calibrate computer system hardware, for a radio-based telemetry system, for controlling flow, temperatures, motion and chemical feed.
- Install, repair and maintain supervisory and sensory control systems.
- Repair, maintain and calibrate level, pressure and flow equipment.
- Maintain a variety of electronic control instruments used to operate electrical mechanical equipment, record data, indicate equipment status and activate supervisory control.
- Maintain and repair automatic control valves and associated control devices.
- Operate a variety of electronic testing equipment.
- Maintain service records, participate in development of specification for requisition for parts and electrical equipment.
- Use of computers for logging work completed, record keeping, equipment data retrieval using Computer Maintenance Management System (CMMS)
- Ensure all safety regulations are followed.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Journey level knowledge in diagnosis and repair of City systems.
- Standard and specialized practices, methods, tools, equipment and materials used in the installation, repair and maintenance of supervisory, sensory control systems used in water/wastewater/storm and traffic signal systems.
- Principles and practices of electronics/electricity/pneumatic and instrumentation as it applies to

sensory controls.
- Principles of radio-based telemetry systems.
- Occupational hazards, and standard safety precautions of the trade.

Ability to:
- Develop and implement a comprehensive, preventive maintenance program for Municipal Services instrumentation and electronics equipment.
- Estimate repair costs.
- Operate electronic/electrical testing equipment.
- Troubleshoot electrical and instrumentation control circuits.
- Diagnose electrical and electronic failures and take an effective course of action to correct the problem.
- Demonstrate basic computer skills, including the ability to create correspondence, access job related files and enter data.
- Respond to emergency conditions and use good judgment to make appropriate repairs.
- Understand and carry out oral and written instructions.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three years of experience involving skilled maintenance/installation of industrial, instrumentation/ electrical and electronic control systems.
Training:
High School diploma or GED certificate. Six college units or CEU's in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language etc.).
License:
Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Certificates:
Possession of an Instrumentation Technology Grade I Certification within 36 months from date of employment.
Possession of a Traffic Signal Technician Level I Certification within 24 months from date of employment.
Possession of a Work Zone Safety Certification within 24 months from date of employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

This classification is subject to over time, callback and standby assignments.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

EMERGENCY SERVICES DISPATCHER I/II

DEFINITION
Under general supervision, receives '911' calls and performs dispatch duties for the City of Turlock Police and Fire Departments; receives and dispatches incoming calls from external and internal customers, to operate the Department of Justice automated files to include national inquiries and input, to triage and prioritize the calls for service from the public in order to dispatch appropriate personnel; to perform clerical duties assigned to Communications.

This classification is assigned to the Turlock Associated Police Officers bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Emergency Services Dispatcher I – This is an entry level class with twelve (12) months prior police or fire dispatcher experience who serves an eighteen (18) month probationary period and is expected to promote to Emergency Services Dispatcher II.

The Emergency Services Dispatcher II –This is an advanced level class with eighteen (18) months experience as an Emergency Services Dispatcher I with the Turlock Police Department and has a POST Basic Dispatch Certificate.

Lateral Emergency Services Dispatcher Applicants – In order to be considered as a lateral POST Emergency Services Dispatcher for the Turlock Police Department, the applicant must have a California POST Basic Public Safety Dispatcher Certificate, be currently employed and working in a non-probationary status at a law enforcement agency in a communication center with a California POST agency for a minimum of eighteen (18) months. Lateral applicants may serve a twelve (12) month probationary period. Appointment may be made anywhere within the salary range of Emergency Services Dispatcher I/II.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Public Safety Communications Supervisor.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Respond to and screen incoming telephone calls on 9-1-1 and miscellaneous phone lines in Communications
- Dispatch appropriate personnel on calls received for police and fire
- Operate the computer aided dispatch system (CAD) keeping track of all related events and times
- Supply information to the public as needed
- Operate the touch screen city wide radio system
- Patch radio channels on multi agency/department involved incidents
- Inquire and input data into the California Department of Justice CLETS System
- Maintain confidentiality of information obtained
- Compile DVD reports for court on calls for service as subpoenaed
- Testify in court on calls received and handled while on duty
- Perform a variety of related clerical work in the Communications Center
- Process criminal warrants for service

- Abstract and maintain records on warrants served
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Telephone operation techniques
- Police and Fire emergency procedures
- Operation of emergency radio systems

Ability to:

- Read, write, speak, and understand English fluently
- Maintain typing proficiency at the job required level
- Think clearly and quickly in emergency situations
- Read computer screens and monitor visual changes
- Multitask
- Recall information given both verbal and written
- Follow oral and written directions Compile information and maintain reports in CAD
- Reference manuals for accurate input of data into CLETS and NCIC
- Establish and maintain cooperative relationships with those contacted during the course of work
- Locate major streets, public places, and landmarks in the city limits
- Be able to receive and remember specific information received and dispatch emergency service calls expeditiously and correctly.
- Successfully complete the Department of Justice CLETS required workbook (new employees must meet this requirement within six (6) months from date of appointment).

Experience and Training Guidelines

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

Experience:

Emergency Services Dispatcher I

Twelve (12) months experience as a dispatcher for a law enforcement or fire agency.

Emergency Services Dispatcher II

Thirty-six (36) months experience as a dispatcher or Eighteen (18) months as a City of Turlock Emergency Services Dispatcher I.

Training:

Be a high school graduate from a United States public or private high school.

Or

Pass the General Education Development Test indicating high school graduation level

Or

Pass the California High School Proficiency Examination.

Licenses:

Possession of a valid California driver's license (minimum class C) at the time of application, to be maintained as a condition of continued employment.

Typing certificate with a typing speed of thirty-five (35) words per minute net corrected.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the

telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard, copy machine, filing, writing, drive vehicles and answer telephone.

Dispatchers work rotating shifts (including day shift, swing shift, cover shift and night shift), weekends and holidays and are subject to callback and overtime assignments.

FLSA Status: Non-exempt
Bargaining Unit: TAPO

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

EMERGENCY SERVICES DISPATCHER TRAINEE

DEFINITION
Under immediate supervision, to learn '911' call taking and dispatch duties for the City of Turlock Police and Fire Departments.

This classification is assigned to the Turlock Associated Police Officers bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is an entry level class in the Emergency Services Dispatcher series. Incumbents will undergo on-the-job training which is expected to take approximately four (4) months. An Emergency Services Dispatcher Trainee will have the opportunity to promote to an Emergency Services Dispatcher I, and upon doing so, will be required to successfully complete a one hundred and twenty (120) hour P.O.S.T. Certified Basic Dispatcher Course. The department will evaluate the progress of the trainee during the first twelve (12) months of employment to determine when standards for promotion have been met. Failure to make continuous progress and/or failure to promote to Emergency Services Dispatcher I at the end of twelve (12) months will result in termination. The Chief may extend this deadline under extenuating circumstances.

SUPERVISION RECEIVED AND EXERCISED
Immediate supervision is provided by a Public Safety Communications Supervisor.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Operate the computer aided dispatch system (CAD) keeping track of all related events and times
- Receive and dispatch incoming calls from external and internal customers,
- Learn to operate the Department of Justice automated files to include national inquires and input,
- Triage and prioritize calls for service from the public in order to dispatch appropriate personnel;
- Perform clerical duties assigned to Communications to include but not limited to data entry, document processing, warrant processing;
- Respond to and screen incoming telephone calls on '911' and miscellaneous phone lines in Communications
- Dispatch appropriate personnel on calls received for police and fire
- Supply information to the public as needed
- Operate the touch screen citywide radio system
- Patch radio channels on multi agency/department involved incidents
- Inquire and input data into the California Department of Justice CLETS System
- Maintain confidentiality of information obtained
- Compile DVD reports for court on calls for service as requested
- Testify in court on calls received and handled while on duty
- Perform a variety of related clerical work in the Communication Center
- Process criminal warrants for service
- Abstract and maintain records on warrants served

- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- High volume telephone and public contact operations
- Two-way radio systems
- Basic office equipment

Ability to:

- Read, write, speak and understand English fluently
- Dispatch emergency service calls expeditiously and correctly
- Type proficiently
- Think clearly and quickly in emergency situations
- Read computer screens and monitor visual changes
- Multitask
- Follow oral and written direction
- Compile information and maintain reports in CAD
- Reference manuals for accurate input of data into CLETS and NCIC
- Establish and maintain cooperative relationships with those contacted during the course of work
- Locate major streets, public places and landmarks in the city limits
- Receive and remember specific information received

Experience and Training Guidelines

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

Experience:

No previous experience necessary.

Training:

Be a high school graduate from a United States public or private high school
Or
Pass the General Education Development Test indicating high school level
Or
Pass the California High School Proficiency Examination

Certificates:

Possession of a valid California driver's license (minimum class C) at the time of application, to be maintained as a condition of continued employment.
Typing certificate with a typing speed of thirty-five (35) words per minute net corrected.
Completion of a POST Entry-Level Dispatcher Selection Test Battery with a T-score of forty-five (45) or higher.
Successful completion of the Department of Justice CLETS required workbook (new employees must meet this requirement within six (6) months from date of employment)

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard, copy machine, filing, writing, drive vehicles and answer telephone.

Dispatchers work rotating shifts (including day shift, swing shift, cover shift and night shift), weekends and holidays and are subject to callback and overtime assignments.

FLSA Status: Non-exempt
Bargaining Unit: TAPO

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

EMERGENCY SERVICES DISPATCHER, LEAD

DEFINITION
Under general supervision acts as a lead worker training and mentoring other dispatching staff; acts in the capacity of the Public Safety Communications Supervisor, performs lead supervisory responsibilities in the absence of, or at the direction of, the Public Safety Communications Supervisor.

This classification is assigned to the Turlock Associated Police Officers bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level class in the dispatcher series and is distinguished from the other dispatcher classifications by the more complex, responsible and sensitive duties assumed related to functioning at a level impacting broader City-wide operations and greater consequence of error in completing assigned tasks.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by a Public Safety Communications Supervisor or other professional level position. May exercise direct or indirect supervision over other subordinate dispatcher positions.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist in supervising the Communications Center in day-to-day operations
- Train and complete written documentation on the progress of assigned trainee;
- Complete assigned Department of Justice audits of records entered into CLETS.
- Assist in coordination with work schedules and provide lead supervision of employees during assigned shifts
- Audit and maintain criminal warrant files
- May complete Supervisor Notes and Observations, (SNO), memorandums documenting ESDs performance
- Compile daily evaluations on trainee's assigned
- Compile reports of events handled, and personnel involved
- Compile DVD reports for court on calls for service when subpoenaed
- Maintains confidentiality of all data from internal and external customers
- Answers inquires and public complaints, dispatching appropriate units or equivalent to deal with reported emergencies
- Perform a variety of related clerical work
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Operation of current Communications Radio System and procedural operations and policies
- Location of major streets, public places, and landmarks in the City limits

- Police and Fire emergency procedures
- Reports available in CAD and RMS
- Telephone techniques
- Department policy and core values

Ability to:
- Type 35 words per minute net corrected
- Follow oral and written instructions
- Think quickly and clearly in emergency situations
- Multitask
- Train new employees and articulate procedures covered
- Complete daily documentation on trainee through written documentation
- Compile information and maintain reports in CAD
- Operate and train on the Department of Justice CLETS system
- Establish and maintain cooperative relationships with those contacted during the course of work

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
One year of experience as a City of Turlock Emergency Services Dispatcher II.
Training:
High School diploma or equivalent and a minimum of fifteen (15) College Semester units of course work from college or university.
Successful completion of the Department of Justice CLETS required workbook.
Training:
Possession of a valid California driver's license (minimum class C) at the time of application, to be maintained as a condition of continued employment.
P.O.S.T. Basic Dispatcher Certificate

NOTE: In addition to the requirements noted above, promotion Emergency Services Dispatcher, Lead classification will require a test process to validate ability to perform and instruct on higher level tasks.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard, copy machine, filing, writing, drive vehicles and answer telephone.

May work rotating shifts (including day shift, swing shift, cover shift and night shift), weekends and holidays and are subject to callback and overtime assignments.

This position is required to shift bid on a seniority basis within its own job classification to staff each shift to include day shift, swing shift, and graveyard shift. In the event more than three Emergency Services Dispatcher, Lead positions are filled, the Emergency Services Dispatcher, Leads will be allowed to bid for the cover shifts.

FLSA Status: Non-exempt
Bargaining Unit: TAPO

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

ENGINEER, ASSISTANT

DEFINITION
Under general supervision, performs complex engineering calculations, contract administration of consultants and contractors, construction management, and reviews development maps and plans for compliance with City codes and specifications.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is an entry-level professional engineer classification which performs complex and technical engineering work. Work involves the application of precise engineering knowledge and techniques.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Civil Engineer, Principal. Technical or functional supervision may be received from a higher-level professional engineer.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Design of City capital improvement projects for streets, water, sewer, storm drain, and other public improvements.
- Review and process improvement plans, development plans, parcel maps and subdivision maps and draft conditions of approval.
- Draft specifications, prepare designs and calculate cost estimates for various engineering projects.
- Perform procurement tasks related to professional service contracts, including the preparation of Requests for Proposals (RFP) for engineering, architectural, materials testing, environmental, and property acquisition services.
- Administers contracts and project requirements and standards in accordance with City policies and procedures; define and negotiate contract changes.
- Apply project and construction management principles to ensure projects are completed in accordance with established schedules and budgets.
- Interface, communicate and develop partnerships with City staff, consultants, contractors and representatives from other agencies during project design and construction; coordinate and conduct status update meetings with contractor and applicable City personnel; monitor project budget and schedule and provide status updates to appropriate staff and management.
- Prepare grant applications and administer grants.
- Prepare and develop a variety of complex reports and recommendations for assigned council, commissions, and committees.
- Enforce City codes and standards on engineering projects.
- Perform design checks to ensure contractor compliance with City specifications.
- Respond to citizen complaints concerning engineering problems.
- Perform complex engineering calculations.
- Perform field reviews and surveys of various engineering projects.

- May represent the department in participation in conferences and meetings with various boards and commissions and other agencies or departments in carrying out assigned duties.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of civil engineering and administration as applied to the design and construction of public works facilities, technical inspection services, design review and other areas.
- Applicable laws, regulations and codes related to development and construction of public works.
- Principles and practices of modern office management.
- Budget development, administration, and expenditure control.
- Principle and practice as applied to computer usage, including but not limited to Auto CAD, Spreadsheet programs and Word Processing programs.

Ability to:

- Make complex engineering calculations to prepare engineering designs and specifications.
- Review designs submitted by developers and others; identify deficiencies and corrective action.
- Prepare engineering records and comprehensive technical reports.
- Communicate clearly and concisely, both orally and in writing.
- Make effective public presentations.
- Develop and maintain effective working relationships with those contacted during the course of work.

Experience and Training Guidelines

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

Experience:

None required.

Training:

B.S. Degree in Civil Engineering.

Four years of increasingly responsible professional civil engineering experience may substitute.

Licenses:

Possession of an Engineering in Training (EIT) Certificate.

Possession of a valid and appropriate California driver's license at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: See well enough to operate vehicles and survey equipment, read instructions and follow directions; hear well enough to distinguish mechanical noises, to converse on the radio, telephone and in person; bodily mobility to operate survey equipment; use hands and fingers for writing, typing, drafting, and other computer related functions; and be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

ENGINEER, ASSOCIATE

DEFINITION
Under general supervision performs complex engineering calculations, contract administration of consultants and contractors, construction management, and reviews development maps and plans for compliance with State and Municipal Codes and specifications.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a journey level professional engineer classification which performs complex and technical professional engineering work. Work involves the application of precise engineering knowledge and techniques.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Civil Engineer, Principal. Technical or functional supervision may be received from a higher-level professional engineer. Responsibilities may provide technical direction to subordinate paraprofessional positions.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Design of City capital improvement projects for streets, water, sewer, storm drain, and other public improvements.
- Review and process improvement plans, development plans, parcel maps and subdivision maps, and write conditions of approval.
- Write specifications, prepare designs and calculate cost estimates for various engineering projects.
- Perform procurement tasks related to professional service contracts, including the preparation of Requests for Proposals (RFP) for engineering, architectural, materials testing, environmental, and property acquisition services.
- Administer contracts and project requirements and standards in accordance with City policies and procedures; define and negotiate contract changes.
- Apply project and construction management principles to ensure projects are completed in accordance with established schedules and budgets.
- Manage assigned projects simultaneously, from conception through construction/close out, including developing project schedules, monitoring project progress and budget, obtaining necessary permits, preparing and maintaining project files, monitoring quality of projects, ensuring deadlines are met by consultant and/or contractor and responding to requests for information.
- Interface, communicate and develop partnerships with City staff, consultants, contractors and representatives from other agencies during project design and construction; coordinate and conduct status update meetings with contractor and applicable City personnel; monitor project budget and schedule and provide status updates to appropriate staff and management.
- Prepare grant applications and administer grants.
- Prepare and develop various complex reports and recommendations for assigned council, commissions, and committees.

- Enforce City codes and standards on engineering projects.
- Perform design checks to ensure contractor compliance with City specifications.
- Respond to citizen complaints concerning engineering problems.
- Perform complex engineering calculations.
- Perform field reviews and surveys of various engineering projects. Make recommendations for improving and developing standards and procedures to improve consistency in delivering projects.
- May represent the department in participation in conferences and meetings with various boards and commissions and other agencies or departments in carrying out assigned duties.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of civil engineering and administration as applied to the design and construction of public works facilities, technical inspection services, design review and other areas.
- Applicable laws, regulations and codes related to development and construction of public works.
- Principles and practice of modern office management.
- Budget development, administration, and expenditure control.
- Principles and practices applied to computer usage, including Auto CAD, Spreadsheet programs and Word Processing programs.

Ability to:

- Make complex engineering calculations to prepare engineering designs and specifications.
- Review designs submitted by developers and others; identify deficiencies and corrective action.
- Prepare plans and drawings neatly and accurately.
- Make engineering design calculations; check, design and prepare engineering plans.
- Prepare clear, concise, and accurate records and reports for oral or written presentation.
- Deal effectively with engineers, developers, contractors, property owners and general public.
- Understand and interpret engineering construction plans, specifications and other contract documents.
- Ensure project compliance with State, Federal, and local rules, laws and regulations.
- Interpret and apply pertinent laws, rules and regulations.
- Prepare engineering records and comprehensive technical reports.
- Perform various field activities in association with traffic surveys, review of traffic control systems, signals or temporary detour signage.
- Communicate clearly and concisely, both orally and in writing.
- Make effective public presentations.
- Develop and maintain effective working relationships with those contacted during the course of work.

Experience and Training Guidelines

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

Experience:

Two years of civil engineering experience.

OR

Four years of increasingly responsible professional civil engineering experience.

Training:

B.S. Degree in Civil Engineering

Certificates:

Possession of an Engineer in Training (E.I.T.) Certificate.

Licenses:

Possession of a valid and appropriate California driver's license at the time of appointment, to be maintained as a condition of employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: See well enough to operate vehicles and survey equipment, read instructions and follow directions; hear well enough to distinguish mechanical noises, to converse on the radio, telephone and in person; bodily mobility to operate survey equipment; use hands and fingers for writing, typing, drafting, and other computer related functions; and be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ENGINEERING PROJECT COORDINATOR

DEFINITION
Under general supervision performs contract administration of consultants and contractors, construction management, and specialized complex administrative analysis work to support the City's capital improvement program.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a specialized classification for positions that provide a variety of technical and professional staff assistance for City capital improvement programs and projects.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Civil Engineer, Principal. Technical or functional supervision may be received from the Civil Engineer, Sr. Responsibilities may include functional supervision of subordinate paraprofessional positions.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Prepare staff reports for City council, commissions, and committees; to coordinate a variety of capital improvement projects;
- Funding and project coordination with various state and federal agencies;
- Assist in the preparation the five-year Capital Improvement Program.
- Apply project management principles to ensure projects are completed in accordance with established schedules and budgets.
- Interface, communicate and develop partnerships with City staff, consultants, contractors and representatives from other agencies during project design and construction; coordinate and conduct status update meetings with contractor and applicable City personnel; monitor project budget and schedule and provide status updates to appropriate staff and management.
- Review and process consultant or contractor invoices, schedules, submittals, and recommend payment.
- Input updates to the Pavement Management System.
- Perform procurement tasks related to professional service contracts, including the preparation of Requests for Proposals (RFP) for professional services, such as engineering, architectural, materials testing, environmental, and property acquisition services.
- Receive professional service proposals and review for completeness, appropriateness of the scope of work and compliance with City standards and specification requirements; recommend award of contract and negotiate professional service contracts; manage contract throughout the life of the project.
- Coordinate pre-development work on capital improvement projects with consultants, including environmental, engineering, and architectural consultants.
- Prepares grant applications and administers grants.

- Prepare and develop a variety of complex reports and recommendations for assigned council, commissions, and committees.
- Represent the engineering functions with the public, community organizations, and other government agencies.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- General theory, principles, and practices of project management including:
- Terminology, methods, practices, and techniques used in technical engineering work.
- Research methods and sources of information related to the construction of public works projects.
- Public relations principles and practices.
- Laws, rules, ordinances, and legislative processes
- Services, operations, engineering, and public works contracting.
- Budget development, administration, and expenditure control.
- Contract and grant application, development, and administration.
- Modern office procedures, methods, and computer equipment.
- Principles of project planning, development, coordination, and direction.

Ability to:

- Assist with the planning, development, and administration of City capital improvement projects.
- Perform negotiations with property owners, business owners, residents and tenants related to capital improvement projects.
- Coordinate and manage consultants in pre-development stages of capital projects.
- Apply for and administer grants.
- Review plans, designs, and specifications for public works produced by consultants providing professional services to the City.
- Gather, organize, analyze, and present a variety of technical engineering and statistical data.
- Prepare clear, concise, and accurate records and reports for oral or written presentation.
- Represent the City in contacts with public and private agencies as well as local, state, and federal agencies.
- Establish and maintain cooperative working relationships.
- With minimal supervision, manage multiple projects in various phases of completion while ensuring deliverables meet applicable standards and specifications, project budget and timeline.
- Deal with difficult and complex issues, and resolve conflicts.
- Perform various field activities in association with traffic surveys, review of traffic control systems, signals, or temporary detour signage.

Experience and Training Guidelines

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

Experience:

Professional experience in contract administration, construction management, engineering, or related fields is desired, although not required for this position.

Training:

Possession of a bachelor's degree in business administration, construction management, engineering or a related field.

License:

Possession of an appropriate, valid California driver's license at the time of appointment, to be maintained as a condition of continued employment.

Possession of a Project Management Professional Certificate is highly desirable.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read instructions; sufficient dexterity and hand-eye coordination to operate computer equipment; read fine print and view computer screens; hear well enough to converse on the telephone and in person; use of hands and fingers for use of computer keyboard, filing, writing and answering telephone; capable of clear speech; able to lift and carry objects weighing up to 40 pounds; climb stairs and ladders.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

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Date

City of Turlock

ENVIRONMENTAL COMPLIANCE INSPECTOR I/II

DEFINITION
Under general supervision, investigates and enforces State, Federal, and local regulations pertaining to mandated wastewater pretreatment and storm water management program. This classification works closely with Collections, Wastewater Plant Operations, Regulatory Affairs and Laboratory staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is an entry/journey level class. Individuals working in the Environmental Compliance Inspector I classification work under general supervision to learn to perform routine pretreatment functions. This classification requires basic knowledge of industrial pretreatment procedures.

Individuals working the Environmental Compliance Inspector II classification are expected to have all the characteristics of an Environmental Compliance Inspector I and journey level knowledge and experience of more advanced knowledge of industrial pretreatment procedures.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Wastewater Treatment Plant Manager; incumbents may receive technical direction from the Senior Environmental Compliance Inspector and Environmental Compliance Inspector II.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Environmental Compliance Inspector I

- Learn to conduct regular inspections of permitted industries enrolled in pretreatment, pollution prevention programs and/or storm water programs.
- Learn to monitor and enforce pretreatment and/or storm water programs, ensuring compliance with State, Federal and local regulations.
- Learn to review, modify and recommend issuance of permits to industrial users for a variety of discharge permit applications.
- Learn to investigate instances of non-compliance and issue Notices of Violation and penalties as prescribed by policy.
- Learn to respond to illicit storm water discharges; determine the type of pollutants; assess clean-up procedures and make appropriate notifications.
- Collect samples and conduct field tests in compliance with the approved methods for the examination of water and wastewater
- Conduct regular inspections of businesses with interceptors.
- Review, modify, and issue Liquid Waste Hauler Permits.
- Review blueprints of restaurants to determine proper size and configuration of grease removal devices, ensuring that wastewater generating equipment is properly connected to the facility sewer system.
- Participate in special projects or studies as assigned.

- Observe and enforce safety rules.
- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff through clear and concise communication.
- Perform overtime and/or emergency work as required.
- Perform related duties as assigned.

Environmental Compliance Inspector II
In addition to the essential functions for Environmental Compliance Inspector I classification:
- Conduct regular inspections of permitted industries enrolled in pretreatment, pollution prevention programs and/or storm water programs.
- Monitor and enforce pretreatment and/or storm water programs, ensuring compliance with State, Federal and local regulations.
- Review, modify and recommend issuance of permits to industrial users for a variety of discharge permit applications.
- Investigate instances of non-compliance and issue Notices of Violation and penalties as prescribed by policy.
- Respond to illicit storm water discharges; determine the type of pollutants; assess clean-up procedures and make appropriate notifications.
- Participate in administrative appeal and show cause hearings; participate in the development of compliance schedules.
- Review and recommend changes and/or approve plans for compliance with NPDES permit requirements for Storm Water and Pretreatment Programs; evaluate effectiveness of mitigation measures.
- Identify, inspect and evaluate new industries for suitability of enrollment in pretreatment and pollution prevention programs.
- Meet with representatives of businesses and industries to review facility blueprints/plans, to confirm proper configuration of facilities, verify the presence and use of appropriate pretreatment equipment, and to ensure that flow monitoring and sampling equipment meets statutory requirements.
- Direct and train subordinate staff.

QUALIFICATIONS:

Environmental Compliance Inspector I
Knowledge of:
- To learn principles and practices of environmental compliance, including inspection, review, and enforcement methods and practices.
- To learn Federal, state and local policies and procedures pertaining to water quality control, stormwater and industrial waste and its regulations.
- To learn inspection methods and sampling techniques and standards.
- To learn general principles and procedures of wastewater treatment, storm water treatment**,** collection systems**,** and environmental contamination of storm water.
- Principles of consulting with businesses and the public to promote environmental compliance.
- Chemical, biological, physical, and environmental sciences.
- Safety rules and regulations.
- Use of modern office equipment and applicable software.

Ability to:
- Perform environmental compliance investigation, inspection and enforcement activities.
- Collect, analyze, and interpret environmental data, reaching valid conclusions.

- Perform sample collection.
- Read and interpret blueprints and schematic drawings.
- Complete all written data entry documentations with attention to detail and accuracy.
- Ability to follow oral and written instruction.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Environmental Compliance Inspector II
Knowledge of:
In addition to the minimum qualifications for Environmental Compliance Inspector I classification:
- Principles and practices of environmental compliance, including inspection, review, and enforcement methods and practices.
- Federal, state and local policies and procedures pertaining to water quality control, stormwater and industrial waste and its regulations.
- Inspection methods, sampling techniques and standards.
- General principles and procedures of wastewater treatment, storm water treatment**,** collection systems**,** and environmental contamination of storm water.

Ability to:
In addition to the minimum qualifications for Environmental Compliance Inspector I classification.
- Effectively represent the department in interactions with the public and with private sector individuals, firms, and agencies with respect to environmental compliance issues.
- Read, interpret, and apply policies and procedures regarding environmental inspections and compliance with storm water regulations.
- Perform difficult research and analytical work; prepare and analyze a variety of technical reports.
- Assess changing conditions and initiate appropriate action.
- Work with limited supervision and exercise sound judgment.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Training:
Environmental Compliance Inspector I
Equivalent to a high school diploma or GED certification.
Environmental Compliance Inspector II
Equivalent to a high school diploma or GED certification and six college units or CEUs in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.).
Experience:
Environmental Compliance Inspector I
Experience in a laboratory is desirable but not required.
Environmental Compliance Inspector II
Two years of increasingly responsible experience in environmental compliance similar or greater in size and complexity to the City of Turlock.
License:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Certificate(s):
Environmental Compliance Inspector I
Possession of a valid Grade I Environmental Compliance Inspector Certification from the California Water Environment Association in 24 months of appointment to the position.
CWEA Laboratory Analyst Certification, Hazardous Materials First Responder Operational Training and Advanced Environmental Crimes Investigations Training is desired.
Environmental Compliance Inspector II

Possession of a valid Grade I Environmental Compliance Inspector Certification from the California Water Environment Association at the time of appointment with the ability to acquire an Environmental Compliance Inspector Grade II in 24 months of appointment to the position.
CWEA Laboratory Analyst Certification, Hazardous Materials First Responder Operational Training and Advanced Environmental Crimes Investigations Training is desired.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read fine print, computer screens and analytical equipment; hear well enough to receive and understand instructions, converse on the telephone, and in person; use of hands and fingers for use sensitive analytical equipment, computer keyboard, filing, writing and answering telephones; ability to differentiate odors; capable of clear speech; bodily mobility to stand for extended periods, stoop, bend as needed; able to lift and carry objects weighing up to 25 pounds.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ENVIRONMENTAL COMPLIANCE INSPECTOR, SR.

DEFINITION
Under direction investigates and enforces State, Federal, and local regulations pertaining to mandated wastewater pretreatment and storm water management program. This classification works closely with Collections, Wastewater Plant Operations, Regulatory Affairs and Laboratory staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is an advanced journey/lead level class. Individuals working in this class receive only direction and are expected to have advanced and extensive knowledge of the field of industrial pretreatment field. By comparison, the Environmental Compliance Inspector I/II classification work under general supervision and perform routine pretreatment functions.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by the Wastewater Treatment Plant Manager. May provide technical direction to assigned staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Conduct regular inspections of permitted industries enrolled in pretreatment, pollution prevention programs and/or storm water programs.
- Monitor and enforce pretreatment and/or storm water programs, ensuring compliance with State, Federal and local regulations.
- Review, modify and recommend issuance of permits to industrial users for a variety of discharge permit applications.
- Investigate instances of non-compliance and issue Notices of Violation and penalties as prescribed by policy.
- Respond to illicit storm water discharges; determine the type of pollutants; assess clean-up procedures and make appropriate notifications.
- Participate in administrative appeal and show cause hearings; participate in the development of compliance schedules.
- Review and recommend changes and/or approve plans for compliance with NPDES permit requirements for Storm Water and Pretreatment Programs; evaluate effectiveness of mitigation measures.
- Identify, inspect and evaluate new industries for suitability of enrollment in pretreatment and pollution prevention programs.
- Meet with representatives of businesses and industries to review facility blueprints/plans, to confirm proper configuration of facilities, verify the presence and use of appropriate pretreatment equipment, and to ensure that flow monitoring and sampling equipment meets statutory requirements.
- Collect samples and conduct field tests in compliance with the approved methods for the examination of water and wastewater

- Participate in the development and revision of City ordinances and enforcement response plans related to environmental compliance
- Assist with program development and administration; review and analyze new regulations and recommend appropriate program changes and requirements; draft policies and ordinances for management and Council approval; draft Requests for Proposals, Requests for Bids, and other documents necessary to procure specialized services, equipment or materials; develop purchasing specifications as directed.
- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Maintain necessary reports and records.
- Observe and enforce safety rules.
- Oversee and train subordinate staff.
- Participate in special projects or studies as assigned.
- Perform overtime and/or emergency work as required.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles of consulting with businesses and the public to promote environmental compliance.
- Chemical, biological, physical, and environmental sciences.
- Principles and practices of environmental compliance, including inspection, review, and enforcement methods and practices.
- Federal, state and local policies and procedures pertaining to water quality control, stormwater and industrial waste and its regulations.
- Inspection methods, sampling techniques and standards.
- General principles and procedures of wastewater treatment, storm water treatment**,** collection systems**,** and environmental contamination of storm water.
- Safety rules and regulations.
- Regulatory reporting
- Use of modern office equipment and applicable software.

Ability to:

- Perform environmental compliance investigation, inspection and enforcement activities.
- Collect, analyze, and interpret environmental data, reaching valid conclusions.
- Perform sample collection.
- Read and interpret blueprints and schematic drawings.
- Effectively represent the department in interactions with the public and with private sector individuals, firms, and agencies with respect to environmental compliance issues.
- Read, interpret, and apply policies and procedures regarding environmental inspections and compliance with storm water regulations.
- Perform difficult research and analytical work; prepare and analyze a variety of technical reports.
- Plan and schedule work activities
- Prepare complete and concise reports and records
- Work with minimal supervision.
- Ability to follow oral and written instruction.
- Assess changing conditions and initiate appropriate action.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Four years of increasingly responsible experience in environmental compliance similar or greater in size and complexity to the City of Turlock.
Training:
Equivalent to a high school diploma or GED certification and six college units or CEUs in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's.
License:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Certificate(s):
Possession of a valid Grade II Environmental Compliance Inspector Certification from the California Water Environment Association at time of appointment with the ability to acquire an Environmental Compliance Inspector Certification Grade III from the California Water Environment Association in 24 months of appointment to the position.
CWEA Laboratory Analyst Certification, Hazardous Materials First Responder Operational Training and Advanced Environmental Crimes Investigations Training is desired.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read fine print, computer screens and analytical equipment; hear well enough to receive and understand instructions, converse on the telephone, and in person; use of hands and fingers for use sensitive analytical equipment, computer keyboard, filing, writing and answering telephones; ability to differentiate odors; capable of clear speech; bodily mobility to stand for extended periods, stoop, bend as needed; able to lift and carry objects weighing up to 25 pounds.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ENVIRONMENTAL COMPLIANCE INSPECTOR

DEFINITION
Under general supervision, to conduct waste and wastewater disposal inspections of industries related to regulated pretreatment of wastes and wastewater; to conduct laboratory tests of industrial wastewater; to administer industrial waste water discharge permit process; conduct sampling of the potable water system; monitor and sample the sanitary and stormwater collection systems.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the journey level class in the Environmental Compliance series. Individuals working in this class receive general direction and are expected to have considerable knowledge of the field of industrial pretreatment field. By comparison, the Environmental Compliance Inspector, Sr. classification work minimal supervision and perform more complex pretreatment functions and serve as lead workers as assigned.

SUPERVISION RECEIVED AND EXERCISED:
Receives general supervision from the Water Quality Control Manager.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Administer industrial users permit process; confer with industries regarding allowable discharge; inspect industries and other businesses in the City to ensure compliance with the City, wastewater discharge permit requirements; recommend action for discharge violators.
- Maintain sampling systems; collect samples and conduct laboratory tests in compliance with the approved methods for the examination of water/wastewater; interpret biological and chemical data.
- Maintain files on laboratory tests and other reference material; prepare reports for federal and state water quality enforcement agencies.
- Determine volume and strength of wastewater flow for billing of industries discharging waste to the City sewer system.
- Handle and enforce complaints pertaining to industrial waste, illegal waste disposal and stormwater system contamination.
- Maintain user files on grease interceptors and sand/oil interceptors and ensure these pretreatment units are being kept in proper working condition. Assist in the implementation and enforcement of the City's Fats, Oils and Grease (FOG) program to minimize / prevent Sanitary Sewer Overflows (SSOs).
- Maintain user files on industrial customers, SDS forms and waste discharge permits.
- Conduct sampling of the potable water system and monitor and sample the sanitary and stormwater collection/storage systems.
- Conduct inspections of commercial and significant industrial user facilities, and their pretreatment operations.

QUALIFICATIONS:

Knowledge of:

- Federal, state and local policies and procedures pertaining to water quality control, stormwater and industrial waste and its regulations.
- Chemistry and biology as they pertain to laboratory testing procedures.
- Standard tests and methods used in the analytical examination of water and wastewater along with the mathematics used in analyzing laboratory tests.
- Industrial pretreatment and discharges, collection systems and associated safety procedures.
- Principles and procedures of wastewater treatment.
- Basic budgeting principles and practices.
- Data processing.

Ability to:
- Plan, organize, implement, and review the operation of an industrial pretreatment program within an overall wastewater treatment process.
- Communicate Departmental, City, State and Federal policies to system users.
- Establish positive working relationships with industrial, commercial and residential users, as well as various regulatory authorities in a positive and professional manner reflective of City standards.
- Keep, compile, and maintain test records and files.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Interpret regulations governing wastewater, stormwater and industrial pretreatment programs.
- Analyze and interpret test results; conduct investigations; prepare clear and concise technical reports.
- Develop and present educational information to service clubs, educational institutions and other interested parties.
- Communicate clearly and concisely, both orally and in writing.
- Perform a variety of laboratory tests with accuracy and efficiency.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
One year of field experience in the monitoring and sampling of industrial facilities.
Training:
Equivalent to thirty (30) college units.
Licenses:
Possession of, and ability to maintain, an appropriate, valid California Driver's License.
Possession of a Grade I Environmental Compliance Inspector Certification from the California Water Environment Association (CWEA).
Possession of a Grade II Environmental Compliance Inspector Certification from the CWEA within eighteen months of appointment.
Desirable Qualifications:
Possession of an Associate of Science Degree.
One year of experience performing Environmental Compliance duties, including sampling and process inspection.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read, write, differentiate color, make observations and to operate a motor vehicle, hand and power tools; hear bilaterally, hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, climb ladders, bend, stand or crouch for extended periods of time and to operate assigned equipment and vehicles; smell well

enough to detect/differentiate odor; able to tolerate extreme fluctuations in temperature while performing essential functions, be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

EVIDENCE AND PROPERTY SPECIALIST I/II

DEFINITION
Under general supervision, performs administrative and technical duties associated with the maintenance and control of Police property, evidence, found property, supplies; and to protect the integrity of evidence throughout the judicial process.

This classification is assigned to the Turlock Associated Police Officers bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
Evidence and Property Specialist I: Positions in this entry level classification will usually perform most of the duties required by the Evidence and Property Specialist I and Evidence and Property Specialist II. Unlike the Evidence and Property Specialist II, the Evidence and Property Specialist I functions at a lower skill level and will usually exercise less independent discretion and judgment on matters related to work procedures and methods. Work is usually supervised while in progress and fits an established pattern and explained before the work is started. Generally, changes in procedures or exceptions are explained in detail as they arise.

Evidence and Property Specialist II: This is the journey level in the Evidence and Property Specialist series. Positions in this classification are flexibly staffed and are filled by advancement from the Evidence and Property Specialist I classification. Appointment to the higher classification requires that the employee perform the full range of technical duties and meet the qualification standards for the classification. All positions in this classification require the ability to work independently and exercise judgment and initiative.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from high level management and supervisory staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Serve as evidence custodian; receive, catalog and store evidence observing all the applicable rules, laws and regulations related to the chain of custody.
- Dispose of evidence according to established rules, procedures and time schedules.
- Periodically sends disposition notices to authorized persons (e.g., Investigating Officers, District Attorney's, or private counsel) for authority to hold or dispose of property; disposes of property when authorized and/or required retention period has elapsed, either by releasing to owner or releasing for auction or destruction.
- Work with superiors to develop, maintain, and modify inventory and security procedures of Police property, evidence, and supplies.
- Receive laboratory samples, maintain accurate chain of custody, and coordinate evidence testing activities and services with outside agencies and laboratories.
- Testify in Court regarding handling and chain of custody of evidence.
- Maintain records and files, including latent fingerprints; type, sort, index, record, verify, and file a variety of documents.

- Assist at the public counter in taking reports of crime.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic English grammar, spelling, punctuation and report writing techniques
- Safe methods of handling, storing and safeguarding of property and materials, including hazardous materials.

Ability to:

- Type at an acceptable rate of speed.
- Compile, analyze, interpret and report information accurately and quickly.
- Operate computerized software, related to both the entry and retrieval of information pertaining to property and evidence.
- Establish and maintain positive working relationships with the public and fellow workers.
- Act resourcefully with a minimum of supervision.
- Understand and carry out written and verbal instructions.
- Lift safely and carry moderately heavy and bulky objects.

Experience and Training Guidelines

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

Experience:

Evidence and Property Specialist I

Two (2) years experience working with the general public, recordkeeping, information intake, report writing, etc.

Evidence and Property Specialist II

Two (2) years experience as an Evidence and Property Specialist I with the City of Turlock.

Training:

High School diploma or equivalent.

Specialized training in Criminology, Police Science or a related field is desired.

Training or experience in Property or Inventory Control is desired.

Licenses:

Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

In addition to experience, promotion to the Evidence and Property Specialist II classification may require a practical test process to demonstrate the ability to perform the full range of technical duties at the journey level.

ADDITIONAL INFORMATION:

Physical Conditions:

Work is performed primarily in an office setting with occasional off-site assignments. The incumbent may routinely handle items containing odors, chemicals, blood, hazardous substances and bodily fluids. Work is occasionally performed within confined areas. Maintain physical ability and stamina to meet job duties including: see well enough to drive vehicles, obtain evidence; hear well enough to converse on the radio, telephone and in person; ability to distinguish odors and colors for identification purposes; bodily mobility to reach, stoop, lift, carry objects and climb a ladder to store and retrieve property and evidence on a shelf with multiple levels; use of hands and fingers to write reports and drive vehicles; must be able to lift and properly place 50 pounds of weight including but not limited to crime scene evidence and property.

FLSA Status: Non-exempt
Bargaining Unit: TAPO

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

EXECUTIVE ADMINISTRATIVE ASSISTANT / MUNICIPAL SERVICES

DESCRIPTION:

DEFINITION
Under the general direction of the Department Director, to perform responsible coordination, technical and advanced clerical support to departmental operations; provide input and technical assistance to the Department Director and Management Staff, including highly confidential duties, personnel records management and file maintenance.

This classification is assigned to the Confidential bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The nature, diversity, and scope of responsibilities originating from this position require the frequent use of discretion, initiative, and independent judgment.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from a Department Director. Will be responsible for functional, technical, or direct supervision over other clerical and/or secretarial staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Perform a wide variety of complex, responsible, administrative and confidential duties for Department Director.
- Coordinates incoming correspondence, visitors and telephone calls with the availability of a Department Director and other Management Staff.
- Coordinates activities to ensure timely submission of documents or information that may be required of several staff personnel to complete a major project.
- Exercises considerable judgment in disseminating information, making referrals to the appropriate authority and initiating and composing correspondence.
- Researches and compiles confidential and other data for Management staff.
- May compose correspondence, complex reports, resolutions, contracts, and other communications for inclusion within the City Council agenda.
- Files, cross references and indexes materials; establishes and maintains record keeping systems for departmental records requiring use of a computer terminal.
- Provides information to the public and staff regarding City operations and established administrative policies and procedures.
- Researches inquiries from staff and the public and compiles information for inclusion in various reports.
- Performs the more difficult work of the clerical staff; establishes standards of performance for each position supervised; operates City vehicles; and performs related work as required.
- Coordinate work schedules insuring proper coverage in department including each division in the department.

- Provide training related to general clerical duties and procedures, as well as departmental work assignments.
- Prepare and conduct employee performance evaluations, making appropriate recommendations.
- Recommend organizational or procedural changes affecting clerical activities.
- Make travel arrangements, maintain appointment schedules and calendars and arrange meetings and conferences.
- May take and transcribe minutes of meetings; operate office equipment.
- Participate and assist in the administration of a department; prepare comprehensive reports, compile annual budget requests and recommend expenditure requests for designated accounts.
- May serve as Secretary to a board or commission, preparing the agenda, assembling background materials, taking and transcribing minutes of the meetings and performing related support services.
- Prepare reports, compile annual budget requests and recommend expenditure requests for designated accounts.
- Maintains various sensitive and confidential files and records.
- Assists in new employee onboarding, workplace accommodation, workers' compensation documents and other employee related activities.
- Coordinates and supports employee reviews, status forms, disciplinary actions, employee performance documentation, driver's licenses and insurance (where required).
- Coordinate department hiring activities, including recruitment requisition, background and reference checks;
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Advanced word processing, spreadsheet, database, electronic mail, publishing, and other business related computer software applications.
- Dictation and transcription.
- Correct English usage, spelling, grammar, and punctuation.
- Basic mathematics.
- Modern office methods, procedures, secretarial practices, and business correspondence.
- Filing systems and complex record keeping methods.
- Modern office equipment and personal computers.
- Appropriate safety precautions and procedures.
- Organization, procedures and operating details of the City department to which assigned.
- City government organization, functions, policies, rules and regulations.
- Principles of supervision, training and performance evaluation.
- Budget principles and practices.

Ability to:

- Assign, supervise, train, evaluate, and correct the work of subordinates.
- Perform complex secretarial, clerical and administrative detail work involving independent judgment requiring thorough knowledge of city and department functions and municipal policies.
- Take responsibility and use good judgment in the application of authority.
- Prepare work schedules based on set parameters.
- Plan, organize and schedule work priorities for others.
- Supervise and train clerical support staff.
- Prepare and conduct employee performance evaluations.
- Make recommendations to Department Director related to personnel issues.
- Communicate clearly and concisely, orally and in writing.
- Read and interpret specific rules, and policies and apply them with good judgment in a variety of procedural situations.

- Create clear and comprehensive reports, letters, and memoranda and keep complex records.
- Devise or adopt office procedures in response to changing organizational needs.
- Type accurately at a speed of 65 words per minute net corrected.
- Interact with the City Manager, Department Directors, public agency officials, citizens, businesses and staff in a diplomatic and professional manner.
- Maintain the confidentiality of privileged information.
- Perform routine and complex mathematical calculations.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Assist in administering division budgets.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible office support experience, including public contact, detailed report writing, analytical skills, and the full range of technical and advanced administrative duties.
Training:
Possession of an Associate's Degree from a two-year accredited college, with course work in secretarial science, office management, general business, or related field.
Licenses:
Possession of a valid California Class C Driver's License at the time of appointment, to be maintained thereafter as a condition of continued employment.

Possession of a typing certificate verifying a typing speed of 65 words per minute net corrected.

ADDITIONAL INFORMATION:

Physical Conditions:
Performance of the important duties of this position include the following physical demands and/or working conditions: Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry and/or the use of commonly used office machines and supplies. Tasks require visual perception and discrimination as well as oral communications ability.

FLSA Status: Non-exempt
Bargaining Unit: Confidential

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

EXECUTIVE ADMINISTRATIVE ASSISTANT / PUBLIC SAFETY

DEFINITION
Under direction performs responsible coordination, technical and advanced clerical support to departmental operations.

This classification is assigned to the Confidential bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level class in the administrative assistant series and is distinguished from the Administrative Assistant, Public Safety classification in that it is assigned more complex duties with a greater level of independence. Provide administrative assistance to the Department Director and Management Staff, including highly confidential duties, personnel records management and file maintenance. The nature, diversity, and scope of responsibilities originating from this position require the frequent use of discretion, initiative, and independent judgment, as actions can have a significant effect upon Department operations and/or public relations activities.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from a Department Director. May be responsible for functional, technical, or general supervision of clerical and/or administrative staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversee scheduling, correspondence, and other activities of the Department Director; perform a wide variety of complex, responsible, administrative, and confidential duties.
- Oversee and maintain sensitive personnel files, activities and actions, coordinate background, onboarding, internal affairs, workplace accommodation, workers' compensation, open enrollment, and other personnel related activities.
- Coordinate hiring activities, including recruitment, assessment, background, and reference checks; collaborate with other departments, outside agencies, and vendors to complete responsibilities.
- Track and record protected and entitled leave activity.
- Exercise sound judgment in disseminating information, making referrals to the appropriate authority, and initiating and composing correspondence.
- Research and compile confidential information and other data for staff and officials.
- Assist with the preparation of complex reports, resolutions, contracts, and other departmental communications for the City Council's and other Boards' agenda items.
- Prepare a variety of materials including general correspondence, memoranda, and reports.
- Organize filing and record keeping systems using appropriate inventory and software applications.
- Supervise, train, and evaluate subordinates as assigned; establish standards of performance for assigned staff.

- Respond to inquiries from the public and other departments; process and track public records requests.
- Maintain departmental policies and procedures.
- Plan and coordinate departmental and community activities and events.
- Prepare and coordinate department payroll activities.
- Take and transcribe minutes of meetings; coordinate and distribute assigned work to subordinate personnel; establish standards and instruct assigned staff in work methods; check and correct work in progress and upon completion; and operate City vehicles.
- Perform related duties as assigned**.**

QUALIFICATIONS

Knowledge of:

- Advanced word processing, spreadsheet, database, electronic mail, publishing, and other business-related computer software applications.
- Dictation and transcription.
- Correct English usage, spelling, grammar, and punctuation.
- Basic mathematics.
- Modern office methods, procedures, administrative practices, and business correspondence.
- Filing systems and complex record keeping methods.
- Modern office equipment, cloud-based technology, and personal computers.
- Principles of supervision, training, and performance evaluation.
- Appropriate safety protocols and procedures.
- Budget principles and practices.

Ability to:

- Assign, supervise, train, evaluate assigned staff.
- Perform complex administrative and clerical work involving independent judgment knowledge of city and department functions, policies, and procedures.
- Take responsibility and use sound judgment in the application of authority.
- Read and interpret specific rules, laws and policies and apply them in a variety of procedural situations.
- Create clear and comprehensive reports, letters, and memoranda and maintain complex records.
- Create and revise office procedures to adapt to organizational needs.
- Type accurately at a speed of 50 words per minute net corrected.
- Interact with the City Manager, Department Directors, public agency officials, business, and staff in a discreet, diplomatic and professional manner.
- Maintain the confidentiality of personnel and privileged information.
- Perform routine and complex mathematical calculations.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and implement oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Manage and administer budgets.

Experience and Training Guidelines

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

Experience:

Five years of increasingly responsible office support experience, including public contact and the full range of technical and advanced clerical duties.

Training:

Possession of an associate degree from a two-year accredited college, with course work in office management, public or business administration, or related field.

Licenses:

Possession of a valid California Class C Driver's License at the time of appointment, to be maintained thereafter as a condition of continued employment.

Possession of a typing certificate verifying a typing speed of 50 words per minute net corrected.

ADDITIONAL INFORMATION:

Physical Conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry and/or the use of commonly used office machines and supplies; may involve extensive VDT exposure. Tasks require visual perception and discrimination as well as oral communications ability.

FLSA Status: Non-exempt
Bargaining Unit: Confidential

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

EXECUTIVE LEGAL ASSISTANT - PARALEGAL

DEFINITION
Under administrative direction of the City Attorney, to perform responsible coordination, technical and advanced clerical support to City Attorney including highly confidential duties, and file maintenance; and do related work as required.

This classification is assigned to the confidential bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Executive Legal Assistant - Paralegal is a single paraprofessional classification responsible for independently performing a variety of complex, difficult and confidential executive and paralegal services. This position is distinguished from other administrative classes by the incumbent's required knowledge of law office management, local state and federal laws, legal research, legal proceedings legal terminology, court rules and procedures, legal administrative practices and procedures. The incumbent is detail-oriented, organized and able to work independently often juggling multiple tasks and deadlines.

SUPERVISION RECEIVED AND EXERCISED
Supervision received from City Attorney and City Manager.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Provides executive support to the City Attorney and City Manager.
- Informs City Attorney of pertinent activities; schedules and arranges meetings for City Attorney and City Manager, calendars, organizes, monitors and retrieves all court dates and legal deadlines, meeting and other important dates.
- Receives and screens City Attorney's Office communications, including office visitors, telephone calls and mail; handles complaints and inquiries from citizens, investigates and resolves complaints and inquiries as possible or refer to appropriate department.
- Serves as liaison between City Attorney's Office and other City Departments for requests for legal services and confidential matters; communicates with outside legal counsel, Courts and internal City departments, and others for effective projects and case management.
- Organizes and maintains a project intake process of department requests for legal services and maintains a master list of projects, priorities, schedules, and deadlines.
- Reviews City staff reports, including agreements, resolutions and ordinances requiring City Attorney approval, before submittal to the City Clerk for agenda preparation.
- Reviews agreements, ordinances, resolutions and supporting documentation prepared by City staff prior to execution.
- Assists in the review of contracts and agreements relating to insurances and endorsements to ensure proper indemnification language and insurance requirements as it relates to risk management.
- Risk claims tracking and processing.

- Develops, maintains, and updates template documents for use by City staff including agreements, forms, checklists, and other necessary documentation.
- Gathers and organizes documents for administrative proceedings; attend and take notes at hearings.
- Intake, coordinate and administer Administrative Hearings.
- Assists in the review and monitoring of City Attorney budget, expenditures, and cost recovery. Prepares cost estimates for projects and for budget recommendations for the City Attorney's review.
- Administer and process invoices.
- Provides logistical and litigation support through activities such as file maintenance and litigation calendars, preparation of notices, subpoenas, depositions summaries, motions and pleadings and other court documents.
- Conducts legal research on procedural and substantive law, analyze case law, statutes and codes.
- Organizes, or assists in citywide training on various legal topics and processes.
- Performs a wide variety of computer related work such as word processing, spreadsheet and specialized functions with a high level of proficiency in computer software programs, including Microsoft Office; compiles statistical data and spreadsheet reports;
- Performs a wide variety of complex, sensitive and confidential assistance to the City Attorney with research of questions of law for precedence related case law, and/or citations and summarizes the results in memoranda or reports.
- Performs other duties related to the operation of the City Attorney's Office and the City Manager including additional duties that enables the City Attorney and City Manager to meet the diverse needs of the community.

QUALIFICATIONS:

Knowledge of:

- Local ordinances, regulations and procedures specific to the City.
- Modern office methods, procedures and word processing equipment.
- Correct punctuation, spelling and grammatical usage together with a good vocabulary and understanding and knowledge of legal terminology.
- City practices and procedures.
- Legal processes.

Ability to:

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Maintain a master calendar of critical dates, including public hearings, court appearances, and court filings.
- Read, review, and interpret complex legal documents, statutes, cases, codes, administrative procedures and regulations.
- Understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.
- Use a variety of standard business computer software applications.
- Understand, interpret, and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.
- Facilitate and coordinate meetings or training.
- Plan, initiate, manage and complete complex and multiple simultaneous work assignments or projects with minimal supervision.
- Perform complex administrative, secretarial, and clerical work involving independent judgment requiring thorough knowledge of City and department functions and municipal policies.

- Take responsibility and use good judgment in the application of authority.
- Create clear and comprehensive reports, letters, and memoranda and keep complex records.
- Devise or adopt office procedures in response to changing organizational needs.
- Manage and administer budget principles.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Effectively represent the department and the City in meetings as directed by the City Attorney or City Manager.
- Establish and maintain effective and positive working relationships with members of the public, co-workers, other City employees, and others contacted during the course of work.
- Perform related duties as required.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible experience working as a legal/executive assistant, including public contact, detailed document writing, analytical skills, and the full range of technical and advanced administrative duties.
Training:
Graduation from high school or equivalent. Qualified as a paralegal pursuant to California BPC Code 6450(c).
Licenses:
Certification or ability to be a Notary Public is required.

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

FLSA Status: Non-exempt
Bargaining Unit: Confidential

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

FACILITIES MAINTENANCE ASSISTANT

DEFINITION
Under direct supervision, to assist in the performance of unskilled and semi-skilled tasks in the maintenance and repairs of public works and related facilities, and perform other necessary work as required to meet City needs.

This classification is assigned to the Miscellaneous bargaining unit for labor relations purposes and is subject to overtime, call-back and standby assignments.

DISTINGUISHING CHARACTERISTICS
This job classification is distinguished from the Maintenance Worker classification series in that this classification is not expected to function at the same skill level and will generally exercise less independent discretion and judgment on matters related to work procedures and methods.

Incumbent Facilities Maintenance Assistants will not be eligible to promote to the Maintenance Worker series though flexible staffing. Promotion to the Maintenance Worker series shall be based upon possession of all minimum qualifications and the availability of a full time opening.

SUPERVISION RECEIVED AND EXERCISED
Immediate supervision is provided by employees assigned to the Maintenance Worker Series. General supervision is provided by a Division Supervisor.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to the following:

- Performs a variety of unskilled and semiskilled laboring tasks in the maintenance and repairs of public works and related facilities, City owned equipment and other properties.
- Performs basic ground maintenance such as minor irrigation maintenance, planting, mowing, edging, trimming, weeding, and staking trees and shrubs.
- Turn on valves to water lawns, trees and shrubs.
- Assist in the application of herbicides, pesticides and fertilizers utilizing appropriate containers and equipment provided for such purposes.
- Clean and maintain restrooms, building floors, walls, ceilings, windows, fixtures, pick up litter and dump garbage.
- Operate equipment needed to remove graffiti such as pressure washers, sand blasters, etc.
- Assist in the removal of graffiti from public and private areas.
- Assist in the mowing and edging of lawns utilizing a variety of equipment including: walk-behind mowers, deck mowers, gas edgers and tractors with attachments.
- Assist in the repair and maintenance of park playground equipment; perform minor plumbing and sprinkler repairs, which require the use of hand tools and small motorized equipment.
- Perform minor routine maintenance on equipment.
- Operate a variety of hand and power tools which could include edgers, saws, drills, floor buffers, vacuums, and blowers used in building and grounds maintenance.
- Assist in setting up and taking down tables, chairs, decorations, etc. for City sponsored activities.
- Assist in the maintenance and preparation of athletic fields.
- Assist in the repair and patching of City streets including: sign repair, button installation and street painting
- Participate in concrete work such as assisting in curb, gutter and sidewalk repair.

- Assist in the set up, maintenance and removal of barricades.
- Clean and care for tools and equipment.
- Assist in the removal of leave from City street trees.
- Assist in the trimming, pruning and removal of trees.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic uses and purposes of tools, materials and equipment which are used in buildings, streets, grounds and parks maintenance.
- Safety precautions used in general maintenance work.

Ability to:

- Understand and carry out oral and written instructions required for successful job performance.
- Communicate clearly and concisely.
- Repair vandalized property within public areas.
- Assist in the removal of public nuisances such as weeds, furniture, garbage refuse,etc. in City right-of-ways.
- Perform unskilled and semi-skilled tasks in the maintenance of streets and related public works facilities.
- Perform heavy physical labor.
- Learn to operate a variety of basic tree trimming equipment and tools.
- Establish and maintain effective working relationships with others contacted during the course of work.
- Learn to operate a variety of basic parks, streets and building maintenance equipment, mechanical equipment, hand tools, power tools and vehicles used in parks, streets and buildings in a safe and effective manner.
- Learn to apply pesticides and herbicides in a safe and effective manner.
- Perform routine maintenance assignments without direct supervision.
- Lift on a frequent basis 25 pounds and an infrequent basis 40 pounds.

Experience and Training Guidelines

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

Experience:

One year of experience performing routine maintenance and repair of equipment and facilities as described herein.

Training:

Ability to read and write well enough to perform the essential functions of the job.

Desirable Qualifications:

Graduation from High School or G.E.D. Certificate
Basic knowledge of minor plumbing and carpentry work.
Basic tree trimming methods, techniques, equipment and procedures.
Operation and use of a variety of light mechanical equipment, such as trimmers, mowers, tampers, tractors and compressors including safety precautions and practices.

Licenses:

Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read and write and make observations and to operate hand and power tools, vehicles and equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time and to operate assigned equipment and vehicles and perform heavy, manual labor for extended periods, able to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

FIELD SERVICES TECHNICIAN

DEFINITION
Under general supervision, performs a wide variety of field duties and assignments for the Utilities Division related to water services.

This position is designated as management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
Employees in this class represent the Utilities Division and perform daily work in the field, provide customer service to individual customers, receive only occasional instruction or assistance as new, unusual or unique situations arise, and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Utilities Supervisor and Customer Service Supervisor. Responsibilities may include direct or indirect supervision of part-time or volunteer staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Perform water service turn-ons and shut- offs on a daily basis.
- Promote the efficient use of the City's water supply by residential, irrigation, industrial, and commercial customers.
- Investigate and identify compliance issues; and communicate with regulatory agencies as required.
- Coordinate with City Finance staff on delinquent accounts, turn on/turn off instructions, non-reads and improper billings.
- Handle a variety of assignments related to accurate meter readings and high utility consumption.
- Investigate and report on utility-related issues, including but not limited to water, sewer and stormwater.
- Perform enforcement of federal, state and local regulations pertaining to water, sewer, and stormwater regulations
- Meet with and educate City of Turlock customers on water use, sewer system management, and stormwater regulations compliance. Discuss and resolve problems and concerns.
- Input data into computer records and generate various reports.
- Respond to public inquiries and complaints regarding water use, sewer system management, and stormwater pollution
- Respond to customer requests regarding water supply.
- Turn on new water services and turn off discontinued services, and delinquencies
- Participate in the enforcement of the State requirements pertaining to water conservation within the City of Turlock's water system.
- Plan, coordinate, and administer the City's water conservation with an emphasis on public education and outreach activities.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- City services such as basic water, sewer and storm drain, watering schedules, procedures, and processes.
- Proper English usage, spelling, grammar, and punctuation.
- Equipment, tools and materials used in the operation and maintenance of the water system.
- Personal computers and software applications.
- Customer services procedures and the handling of complaints.
- Safe work practices during work.

Ability to:

- Understand and interpret federal, state and local regulations
- Ability to perform computer-related duties as it applies to reporting daily activities and administrative work.
- Maintain records
- Perform a wide variety of sensitive and difficult customer service activities.
- Provide field support to the City's Utilities and Finance divisions.
- Advise on the programming of automatic sprinkler timers.
- Research and evaluate information regarding customer service and payments problems.
- Operate a variety of office equipment.
- Establish and maintain cooperative working relationships with others.
- Communicate clearly and concisely orally and in writing.

Experience and Training Guidelines

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

Experience:

One year of increasing responsible experience in the area of customer service. One year of increasing responsible experience in the area of customer service in water or a related field desired.

Training:

Possession of a high school diploma or GED certificate.

Licenses:

Possession of an appropriate valid California Driver's license at the time of appointment to be maintained as a condition of continued employment.

Possession of a Water Distribution Operator I Certification issued by the SWRCB within 24 months from date of hire.

Possession of a Work Zone Safety Certificate within 24 months from date of hire.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read, write and make observations; hear well enough to converse on the radio, telephone and in person; be able to speak clearly; body mobility to walk, bend, stand, crouch; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 50 pounds; operate a vehicle making frequent stops getting in and out of vehicles; use of office equipment including computer, telephone, copier, calculator, fax; and tolerate extreme fluctuations in temperature while performing essential functions of the job.

FLSA Status: Non-Exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

FINANCE DIRECTOR

DEFINITION
Under administrative direction, plans, organizes, directs, and reviews the activities and operations of the Finance Department, including financial planning, budgeting, accounting and auditing, treasury cash management, and billing of other accounts; oversees the preparation of the annual budget and serves as consultant with other City Officials in financial accounting practices; directs the purchasing, utility billing, accounting, and auditing divisions within the Finance Department; may act as City Manager in their absence.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a department director classification responsible for the direction of a discrete departmental organizational component and divisions in the Finance Department. Provides highly responsible and complex administrative assistance to the City Manager.

Serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole. Approves and has final responsibility for all written and other types of presentations to the City Council and other commissions, boards and policy adopting bodies. Demonstrates professional competence while working as a team member and exercises independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

SUPERVISION RECEIVED AND EXERCISED
Administrative direction is provided by the City Manager. The incumbent directly supervises staff responsible for divisions in the Finance Department, to include purchasing, utility billing, accounting, and auditing.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Participate in the development and administration of the City's annual audit process and preparation of the City's financial statements
- Participate in the development and administration of the City budget by forecasting revenues, monitoring expenditures, and analyzing trends to ensure compliance with budgetary expenditure programs and policies.
- Management and participate in the development and administration of the City budget.
- Prepare and/or coordinate all general fund, non-general fund, and capital budgets; assist in budget implementation and adjustments, as needed; participate in budget forecasts; administer the approved budget.
- Oversee the purchasing, utility billing, accounting, and auditing programs that encompass budget, purchasing, accounting, and auditing.

- Provide administrative assistance to the City Manager and City Council; prepare and present reports to the City Council and various committees and commissions regarding the City financial matters.
- Participate in the issuance of debt; ensure timely and accurate debt services payments.
- Prepare financial statements in accordance with generally accepted accounting standards.
- Monitor, supervise, and participate in the City's central accounting activity, including the preparation of varied financial reports and monitoring of annual audit.
- Prepare highly complex and technical reports; document policies and procedures; conduct research.
- Develop and implement estimation programs for revenues and tax yields for use by the City Manager and other City officials.
- Participate extensively in the development and implementation of municipal financial policies; may prepare alternative models for planned changes and expenses.
- Coordinate Finance Department activities with those of other departments and outside agencies and organizations.
- Oversee and participate in the development of the finance office work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Conduct research and develop recommendations on City-wide work methods, operation policy and procedures, programs, services, and other financial issues.
- Provide highly responsible administrative staff assistance including conducting specific and comprehensive analysis of municipal policies involving finance.
- Ensure close coordination with other City departments and affected outside groups.
- Make presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Supervise staff including provision of timely performance evaluations; recommend and implement approved discipline; provide staff development; and maintain high standards necessary for efficient, professional operations.
- Build and maintain respectful and positive working relationships with staff, supervisors, outside agencies, and the public using principles of good customer service; provide effective conflict resolution.
- Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; comply with and supports City policies and procedures, labor laws, and MOU provisions.
- Attend assigned meetings and training; interact with outside agencies and commissions; provide leadership for teams, or committees, as needed.
- Utilize automated equipment to prepare documents and maintain data related to department operations.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of public sector accounting, financing and generally accepted accounting practices (GAAP), and debt financing.
- Principles and techniques of budget development and administration.
- Principles and practices of computerized financial information systems.
- Modern governmental accounting and financial practices, procedures and standards.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Pertinent Federal, State and local laws, codes, and regulations.
- Municipal structure and organization in a Mayor-Council/City Manager form of government.

- Principles of employee supervision, career development, and training.
- The concepts of word processing, spreadsheets, micro-computer and mainframe computer applications.
- Modern methods of records management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution, and excellent customer service.

Ability to:
- Compile and analyze financial reports and make revenue estimates within reasonable limits.
- Prepare, forecast. and administer a budget.
- Organize, implement, and supervise departmental goals and City objectives.
- Administer a variety of budgetary activities.
- Prepare a variety of complex and comprehensive reports and documents.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of agency goals.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Manage resources within budget and policy parameters.
- Plan, organize, direct, and supervise the work professional, technical, and office support staff.
- Make presentations before groups and represent the City in public forums.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Use a computer and needed programs effectively.
- Communicate effectively, orally, electronically, and in writing.
- Establish and maintain cooperative working relationships with City officials, employees, and the general public.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible experience performing municipal financial planning and analysis, and public accounting, which included two years of managerial and supervisory responsibility that would have provided the opportunity to develop the required skills, knowledge, and abilities.
Training:
Possession of a Bachelor's degree from an accredited college or university in finance, accounting, business administration, public administration or a closely related field. Certification as a Certified Public Accountant (CPA) or possession of a Master's degree in a closely related field desirable.
Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain required physical abilities including: Vision adequate to operate vehicles and equipment, read instructions and follow directions; hearing adequate to distinguish mechanical noises, converse on telephone and in person; body mobility adequate to drive and perform required duties; use of hands and fingers adequate for driving, writing, typing and computer related functions; ability to lift tools, files and equipment as needed.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

FINANCIAL CUSTOMER SERVICES SUPERVISOR

DEFINITION
Under general supervision, supervises and participates in the operations of the business licensing, utility billing, and accounts receivable functions of the City; implements and monitors utility billing systems and procedures; supervises accounting office support staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a first level supervisory position responsible for a discrete sub-divisional organizational component involving the accounts receivable and business licensing functions of the City. The incumbent has responsibility for assigning, supervising, and directing the work of staff assigned to the accounts receivable and business licensing functions of the City.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Finance Director or designee. The Financial Customer Services Supervisor supervises accounting technicians and office support staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plan, develop, and implement or direct the implementation of goals, objectives, policies and priorities relating to accounts receivable functions.
- Administer and direct the work of accounts receivable/clerical office support staff with responsibilities for business licensing, utility billing, and other accounts receivable functions.
- Analyze accounts receivable records and report problem areas to professional accountant staff for resolution and corrective action.
- Prepare a variety of accounting reports.
- Process and record county abatement liens on parcels and provide yearly data for the State of California's Tax Roll.
- Schedule and oversee regular and delinquent utility billings.
- Calculate building permit and business license charges.
- Process changes in addresses, annexations, subdivisions that impact account receivables records.
- Review all receipts to ensure accuracy of account and fund numbers.
- Oversee daily deposits and make necessary adjustments to reimburse petty cash account.
- Assist with and implement periodic studies to adjust utility rates, reconcile accounts, and ensure that all entities conducting business have a required business license.
- Respond to sensitive citizen information requests and complaints.
- Assist Department Director in scheduling and conducting a variety of staff meetings and conferences.
- Supervise the activities of subordinates, assign staff schedules and task assignments.
- Ensure close coordination with other City departments and affected outside groups.

- Assist with preparation of specialized budgets related to assigned activities; assist in budget implementation; participate in budget forecasts; administer the approved budget.
- Maintain current processes and equipment, recommend new business standards and comply with standard accounting principles.
- May assist with presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Maintain current vendor contracts for outside services.
- Define scope of work for vendor contracts, write staff reports for City council, prepare contract agreements, accounts receivable 3rd party service agreements.
- Supervise staff including provision of timely performance evaluations; recommend and implement approved discipline; provide staff development; and maintain high standards necessary for efficient, professional operations.
- Answer questions; provide information to the public; recommend corrective actions; investigate, report, document and resolve complaints.
- Build and maintain respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provide effective conflict resolution, as needed.
- Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; comply with and support City policies and procedures, labor laws, and MOU provisions.
- Interact with outside agencies and commissions;
- Provide leadership for teams, or committees, as needed.
- Assure staff works safely; follow safety requirements; monitor and ensure compliance with regulations and other legal requirements.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of governmental accounting and maintenance of financial records.
- Federal, State and local codes and ordinances relating to taxes, fees, licenses, permits and contracts.
- Modern office practices, procedures, methods and equipment.
- Principles of employee supervision, career development and training.
- The concepts of word processing, micro-computer and mainframe computer applications.
- Modern methods of records and archival management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training and personnel management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.
- Budgeting procedures and techniques.

Ability to:

- Plan, organize, direct and supervise the work of a small administrative and office support staff.
- Develop, implement and evaluate accounts receivable accounting systems.
- Examine and verify financial documents and reports.
- Operate a variety of office machines and automated equipment.
- Interpret and apply accounting rules, regulations and contract agreements.
- Delegate authority and responsibility effectively.
- Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the public.
- Present ideas effectively orally and in writing.

- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Lead, supervise, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives.
- Use a computer and needed programs effectively.
- Organize, analyze, manage and implement a variety of programs.
- Forecast and administer a budget.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible accounting support work in public utility billings, the processing of taxes, licenses, fees and permits, collections and maintenance of financial records including at least one year of supervisory experience or equivalent that would have provided the opportunity to develop the required skills, knowledge and abilities.
Training:
Equivalent to possession of an Associate Degree in Business or a related field.
Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard, copy machine, filing, writing, drive vehicles and answer telephone.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

_____
Date

City of Turlock

FIRE BATTALION CHIEF

DEFINITION
Under direction, supervises an assigned shift in the provision of fire suppression, emergency medical services, fire prevention inspection shift and/or department training and investigation activities; acts as Incident Commander during assigned shift; plans, organizes and coordinates shift assignments; administers the performance evaluation system and may assume responsibility for specialty function areas for an assigned shift.

This classification is assigned to the Firefighter bargaining unit for labor relation's purposes and is subject to call back and overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Battalion Chief is responsible for planning, organizing, directing, coordinating, and supervising activities of an assigned shift which includes the management of personnel, fire prevention and training activities, and oversight of major programs. Within the framework of organizational policies and procedures, the Battalion Chief operates with considerable latitude for independent decision making.

SUPERVISION RECEIVED AND EXERCISED
The Battalion Chief is under the direction of the Fire Chief (or designee). Supervises subordinate staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Supervise and coordinate fire suppression companies on an assigned shift or within assigned stations; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures; assume responsibility for all personnel and non-emergency duties and activities within an assigned fire management area(s).
- Assist in the development and implementation of Department goals, objectives, policies, and procedures.
- Plan, prioritize, assign, supervise, and review the work of staff involved in fire suppression, communications, and training.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, materials, and supplies; monitor and control expenses; conduct fiscal analyses and studies.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Respond to and manage critical emergency incidents and calls for service; act as the incident commander or other position identified in the incident command system; evaluate the need for additional assistance and equipment necessary to handle emergencies; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from company officers.
- Support and monitor overall training activities and requirements; work with the Training Division to ensure training needs are identified, addressed, and completed within prescribed time frames; develop, coordinate, and participate in company drills.

- Identify opportunities for improving service delivery methods and procedures related to area of responsibility.
- Interpret and apply departmental policies and procedures; enforce staff compliance.
- Prepare and review forms, reports, schedules, recommendations, and other administrative records related to fire suppression, training, or other special programs as assigned.
- Prepare special research reports and develop and manage projects and programs as assigned.
- Ensure the safe use and condition of department property; inspect buildings, grounds, equipment, and supplies.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Observe and maintain a safe working environment in compliance with established safety programs and procedures.
- Administers the Fire Department's employee performance appraisal and progressive disciplinary system, up to and including written reprimands for assigned shift. Makes recommendations regarding appointment of new personnel
- Perform maintenance of daily rosters, NFIRS reports and training rosters
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, practices and procedures of modern fire suppression, prevention, management and equipment, and the ability to apply the knowledge to fire control and fire prevention situations.
- The geography of the City and of major fire hazards and water supply systems.
- Building materials and construction and the principles of combustion.
- Local, state and national codes, ordinances and laws relating to fire prevention.
- Principles and supervision, management and training.
- Rules, regulations and procedures of the Fire Department.
- Principles of administration, including personnel, budgeting/purchasing and goal development and implementation.
- Current Incident Command System and implementation measures within it.
- Operation and maintenance of apparatus utilized in modern firefighting operations.
- Fire investigation methods, practices and procedures.
- First aid and emergency medical practices.

Ability to:

- Lead personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and coordinate training on an assigned shift.
- Interpret, explain and apply fire prevention laws and departmental rules and regulations.
- Represent the Department in public forums.
- Establish and maintain cooperative relationships with those contacted during work.

Experience and Training Guidelines

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

Experience:

A minimum of three years with the Turlock Fire Department as a Fire Captain.

Training:

Possession of an Associate Degree in Fire Science, Public Administration or related field at time of appointment
OR
Must be currently enrolled in an accredited university or institution and obtain an Associate Degree in Fire Science, Public Administration, or a related field within 24 (twenty-four) months from the date of application.
OR
Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Certificates:

Possession of California State Fire Training (SFT) Fire Officer Certificate (old curriculum) or SFT Company Officer Certificate (current curriculum) at time of appointment.
Within eighteen (18) months of appointment, the incumbent must complete coursework for the State Fire Training Chief Fire Officer certification track*. Coursework consists of these four (4) courses:

- Chief Fire Officer 3A: Human Resource Management for Chief Fire Officers
- Chief Fire Officer 3B: Budget and Fiscal Responsibilities for Chief Fire Officers
- Chief Fire Officer 3C: General Administration Functions for Chief Fire Officers
- Chief Fire Officer 3D: Command of Expanding All-Hazard Incidents

*Coursework from the SFT Chief Officer Certification track (discontinued 12/31/2016) may be substituted for the above-listed Chief Fire Officer classes.
Possession of an EMT Certificate and maintenance of the same as a condition of continued employment.

Licenses:

Possession of a valid Class B California Driver's license and maintenance of the same as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

At time of appointment to this position, incumbents must possess the physical ability and stamina to meet fire and safety protection line duties including: vision corrected sufficiently to drive City vehicles and apparatus and meet medical standards established by the Department of Motor Vehicles to maintain Class B Driver's License, read blueprints, fine print and MDT's; hear well enough to identify mechanical noises, converse on the radio, telephone, and in person over incident noise; bodily mobility to crawl in attics, maintain balance on narrow platforms, to climb ladders, make rapid transitions from rest to near maximal exertion without warm-up periods; use of hands and fingers to write, drive vehicles and administer medical treatment; must be able to lift equipment and people as necessary; free from any physical, emotional or mental condition that might adversely affect the ability to exercise the duties of the position; tolerate extreme fluctuations in temperature while performing essential functions, must perform physically demanding work in hot (up to 400 F), and humid (up to 100% humidity) atmospheres while wearing firefighting equipment which significantly impairs body cooling mechanisms.

FLSA Status: Non-exempt
Bargaining Unit: Fire

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

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Date

City of Turlock

FIRE CAPTAIN

DEFINITION
Under direction, oversees Engine company activities involving fire suppression, Emergency Medical Services, fire prevention, inspection, and investigation activities.

This classification is assigned to the Firefighter bargaining unit for labor relation's purposes and is subject to call back and overtime assignments.

DISTINGUISHING CHARACTERISTICS
Positions in the class are distinguished from positions in the class of Fire Engineer by the fact that the Captain provides management of specialty functions including communications, emergency medical services, training, hazardous materials, public information, investigation, safety, prevention and others as assigned by Fire Chief, or his representative; routinely assumes fire ground command as part of job; is assigned a supervisory role at: an individual station, fires and other emergencies.

SUPERVISION RECEIVED AND EXERCISED
Under the direction of Staff Officer and/or Fire Chief. Supervises personnel and activities of an assigned station.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Supervises shift and crew at station and emergency scene.
- Responds to emergency calls of all types and assumes responsibility as Incident Commander unless relieved by a senior officer.
- Operates resuscitator, defibrillator and other emergency equipment and administers medical aid.
- Supervises vehicle maintenance and may perform mechanical repairs.
- Conducts maintenance procedures to facilities and equipment.
- Answers general questions from the public.
- Plans, organizes, and directs, under the supervision of the Fire Chief, the functioning of specialty areas within the Fire Department.
- Enforces Fire Department rules and regulations.
- Performs a wide variety of general staff work as assigned.
- Prepares reports, forms and recommendations and other required administrative procedures of Station/Company.
- Investigates cause and origin at a fire scene.
- Studies and applies principles of fire hazard identifications and firefighting techniques.
- Participates and conducts drills and exercises.
- Performs fire inspection and prevention duties.
- Develops, supervises and/or administers training in firefighting tactics, chemistry, rescue, safety, and related areas.
- Participates in monitoring employee performance objectives.
- Participates in employee performance reviews.
- Administers Fire Department progressive disciplinary program, up to and including oral reprimand; recommends higher levels of discipline.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern firefighting tactics, procedures and equipment and the ability to apply the knowledge of fire control and fire prevention situations.
- Emergency/medical aid procedures and techniques, the geography of the City and of major fire hazards and water supply systems.
- Building materials and construction and the principles of combustion.
- Local, state, and national codes, ordinances and laws relating to fire prevention.
- Principles and supervision, management, and training.
- Rules, regulations, and procedures of the Fire Department.

Ability to:

- Lead personnel effectively and maintain discipline.
- Plan and supervise the work and training of subordinates.
- Organize, implement, and supervise departmental goals and coordinate training on an assigned shift.
- Direct full-time and reserve staff at emergency scenes in a calm, effective manner while ensuring maximum efficiency of resources to address emergencies.
- Interpret, explain, and apply fire prevention laws and departmental rules and regulations.
- Represent the Department in public forums.
- Maintain standards of adequate physical endurance, agility, health, and vision.
- Establish and maintain cooperative relationships with those contacted during course of work.

Experience and Training Guidelines

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

Experience:

Three years of full-time firefighting experience with the City of Turlock, including at least one year as a Fire Engineer.

Training:

Equivalent to graduation from high school, and fifteen (15) units of college coursework leading to an associate degree in Fire Science or a related field at time of application.

Certificates:

Possession of an EMT Certificate and maintenance of the same as a condition of continued employment.

Possession of State Fire Marshal Company Officer Certification desirable.

Licenses:

Possession of a valid Class B California Driver's license and maintenance of the same as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Incumbents must possess the physical ability and stamina to meet fire and safety protection line duties including: vision corrected sufficiently to drive City vehicles and apparatus and meet medical standards established by the Department of Motor Vehicles to maintain a Class B Driver’s License, read blueprints, fine print and MDT’s; hear well enough to identify mechanical noises, converse on the radio, telephone, and in person over incident noise; bodily mobility to crawl in attics, maintain balance on narrow platforms, climb ladders, make rapid transitions from rest to near maximal exertion without warm-up periods; use of hands and fingers to write, drive vehicles and administer medical treatment; must be able to lift equipment and people as necessary; free from any physical,

emotional or mental condition that might adversely affect the ability to exercise the duties of the position; tolerate extreme fluctuations in temperature while performing essential functions; must perform physically demanding work in hot (up to 400 F), and humid (up to 100% humidity) atmospheres while wearing firefighting equipment which significantly impairs body cooling mechanisms.

FLSA Status: Non-exempt
Bargaining Unit: Fire

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

_____
Date

City of Turlock

FIRE CHIEF

DEFINITION
Under administrative direction plans, directs and reviews the activities of the fire Department in preventing and extinguishing fires, limiting harm to citizens, preventing destruction to property and being a resource to the Fire Operations/Administration, Prevention and Training Divisions; responsible for budget, and program direction; provides direction to assure compliance to federal, state and local regulations. Provides leadership and direction to meet City goals and to coordinate with other service areas, agencies, boards, commissions and the public. The Fire Chief will function as the City's Emergency Manager. May act as City Manager in their absence.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a department head management classification responsible for the direction of discrete departmental organizational component(s) and programs/functions as determined by the City Manager and City Council. The incumbent exercises policy development and promulgation responsibilities for multiple program/functional areas. Serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multi department and the City as a whole. Approves and has final responsibility for all written and other types of presentations to the City Council and other commissions, boards and policy adopting bodies. The incumbent is expected to demonstrate professional competence while working as a team member and exercise independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal and fire codes, ordinances, City policy, federal, and state regulating entities.

SUPERVISION RECEIVED AND EXERCISED
Administrative direction is provided by the City Manager. The job incumbent provides general direction to subordinate level managers in assigned program areas.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Provides administrative direction to activities relating to the effective utilization of personnel, facilities and equipment.
- Directs departmental policy; collaborates with division managers regarding divisional policies and procedures.
- Consults, confers and coordinates with City departments, citizens and officials regarding conflicts and issues related to regulatory compliance; participates with Executive Team.
- Plans, directs and coordinates the activities of the Fire Department in operations, fire prevention training, and Neighborhood Services.
- Coordinates with other local government agencies such as mutual aid and autoaid with departments, steering committee member for County Haz Mat response, Weapons of Mass Destruction task force, EMS response and implementation.
- Coordinates the City's Emergency Operation Plan, Emergency Operation Center, and the City's Safety Program.

- Confers with and makes recommendations to the City manager regarding projects and programs and participates in the development and implementation of City's strategic plan.
- Updates City Council and City Executive Staff of emergency developments.
- Responds to major fire alarms and directs fire suppression activities as necessary.
- Manages outside fire protection contracts and cooperative agreements.
- Recommends new ordinances related to fire protection and manages the City's EMS program.
- Acts as Hearing Officer for discipline of employees and for vicious dogs hearings.
- Directs and participates in the preparation of budget related to assigned activities; oversees budget implementation; directs the forecast of additional funds; approves expenditures; implements mid-year adjustments.
- Makes presentations before various groups, including City Council, commissions, boards, committees, task forces, and on and off-site public meetings; participates in community events.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answers difficult questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; consortium, participates in teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern principles of Fire Department administration and personnel training.
- Modern fire suppression, prevention and training principles.
- Uses and maintenance of firefighting equipment and apparatus.
- Fire codes and local ordinances related to fire prevention, emergency response and disaster preparedness programs.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Budgeting development procedures and administration.
- Principles and practices of supervision, staff selection, motivation, training and personnel management.
- Principles of effective time management
- Principles of effective public speaking, conflict resolution and excellent customer service.

Ability to:

- Plan, organize, direct, evaluate and improve fire prevention, suppression and support activities.
- Interact with citizens and employees in an effective way that produces positive results.
- Understand, interpret and communicate state and federal regulations, laws, codes, policies and solutions in the area of fire management.

- Direct program services that benefit the community; analyze policy issues and develop recommendations.
- Direct, manage and monitor complex programs, and other processes involving multiple groups.
- Lead and direct City processes and procedures and specific requirements of assigned program areas.
- Delegate authority and responsibility as well as schedule and program work on a long-term basis.
- Work with and control sensitive and confidential information.
- Plan, initiate, and direct complete complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and direct departmental goals within City objectives.
- Make highly effective presentations before groups and represent the City in public forums; interpret and communicate codes and regulatory information.
- Use computer and needed programs in a highly effective manner.
- Direct, project and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible professional experience with a fire department at the level of battalion chief or above, including three years of administrative and management experience.
The following qualifications are desired, but not mandatory:

- California State Fire Marshal Certified Chief Officer
- Certified Chief Officer
- National Fire Academy Executive Fire Officer

Training:
Possession of a Bachelor's degree from an accredited college or university with significant course work in the areas of Fire Science Administration, Business Administration, or a related field.
Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required as the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain required physical abilities including: vision adequate to operate vehicles and equipment, read instructions and follow directions; hearing adequate to distinguish mechanical noises, converse on radio, telephone and in person; body mobility adequate to operate emergency medical equipment and perform required duties; use of hands and fingers adequate for writing, typing and computer related functions; ability to lift heavy equipment, as needed.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

_____
Date

City of Turlock

FIRE DIVISION CHIEF - OPERATIONS

DEFINITION
Under administrative direction, manages and coordinates the workload and staff of specialized fire services which may include Administration, Operations, and/or Training; coordinates activities with other divisions, departments, and agencies; provides highly complex staff assistance to Fire Chief and performs other job-related work as required.

This position is designated as represented by Turlock Management Association-Public Safety (TMAPS) for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a mid-management classification responsible for the management of discrete sub-departmental organizational component(s) and programs/functions within a department as determined by Department Director (Chief), City Manager and City Council. Serves as a member of the City policy advisory team with responsibilities for developing means for implementing policies and procedures developed the by executive team. The incumbent exercises policy development and promulgation responsibilities for specific program/functional areas. Demonstrates technical competence while working as a team member and exercises independent judgment in a number of confidential and sensitive assignments. Duties and responsibilities are performed in accordance with city policy, ordinance and fire code.

SUPERVISION RECEIVED AND EXERCISED
Under the direction of the Fire Chief. The job incumbent provides direct supervision of subordinate level supervisors, professional, technical line, and office clerical staff in related program areas.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Responds as Chief Officer to emergencies and directs or performs related activities during multiple alarms, as needed.
- Recommends and implements division goals, objectives, policies, and procedures.
- Manages, oversees, and participates in development of work plans; assignment of work activities, projects and programs; monitors workflow.
- Reviews and evaluates work projects, methods, and procedures.
- Prepares specialized budgets related to assigned activities; assists in budget implementation; participates in forecast of additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Prepares reports; documents policies and procedures; performs research; makes presentations before various groups, including City Council, as needed.
- Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.

- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Assures staff work in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Represents Fire Chief in his absence, as requested.
- Manages and monitors work programs related to Engine/Truck company activity coordination; station and equipment maintenance; communications systems for operations and emergency response activities; and station assignments.
- Evaluates levels of staffing for proper response, station locations and coverage policies.
- Evaluates individual, company and multi-company performance.
- Oversees purchase orders, procurement cards, and RFP's, to ensure fiscal responsibility and proper management of the operating budget.
- Performs other duties, as assigned.

QUALIFICATIONS:

Knowledge of:

- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training, and personnel management.
- Modern principles of Fire Department administration.
- Modern fire suppression tactics and strategies.
- Use and maintenance of firefighting equipment and apparatus.
- Safe work practices and related regulations.
- Standards of coverage, emergency response and disaster preparedness programs

Ability to:

- Lead, manage, evaluate, and train personnel effectively and maintain discipline.
- Organize, implement, and supervise departmental goals and City objectives.
- Interpret, explain, and apply departmental rules and regulations.
- Make presentations before groups and represent the Department in public forums.
- Use computer and job-related software effectively.
- Organize, analyze, manage, and implement a variety of division programs.
- Prepare, forecast, and administer a budget.
- Establish and maintain respectful, effective, and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

Experience and Training Guidelines

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

Experience:

Three years of increasingly responsible professional supervisory experience with a minimum rank of Fire Captain with the Turlock Fire Department or three years of experience with a public agency comparable to that of a Battalion Chief with the Turlock Fire Department or any experience that would have provided the opportunity to develop the required skills, knowledge, and abilities.

Training:

Possession of a bachelor's degree in Fire Science, Public Administration or related field.

OR

Must be currently enrolled in an accredited university or institution and obtain a bachelor's degree in Fire Science, Public Administration, or related field within 24 (twenty-four) months from date of appointment.
OR
Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Licenses:

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position is required at the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.
Possession of Level 2 Certifications in Fire Management 2A, Command 2A and Certified Fire Instructor from CFSTES required at time of appointment,
OR
Chief Fire Officer Certification from CFSTES (which includes Chief Fire Officer 3A, 3B, 3C, and 3D) within thirty-six (36) months from date of appointment.

ADDITIONAL INFORMATION:

Physical Conditions:

At time of appointment to this position, incumbents must possess the physical ability and stamina to meet fire and safety protection line duties including: vision corrected sufficiently to drive City vehicles and apparatus and meet medical standards established by the Department of Motor Vehicles to maintain a Class C Driver's License, fine print and MDT's; hear well enough to identify mechanical noises, converse on the radio, telephone, and in person over incident noise; bodily mobility to crawl in attics, maintain balance on narrow platforms, climb ladders, make rapid transitions from rest to near maximal exertion without warm-up periods; use of hands and fingers to write, drive vehicles and administer medical treatment; must be able to lift equipment and people as necessary; free from any physical, emotional or mental condition that might adversely affect the ability to exercise the duties of the position; tolerate extreme fluctuations in temperature while performing essential functions; must perform physically demanding work in hot (up to 400 F), and humid (up to 100% humidity) atmospheres while wearing firefighting equipment which significantly impairs body cooling mechanisms.

FLSA Status: Exempt
Bargaining Unit: TMAPS

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

_____
Date

City of Turlock

FIRE DIVISION CHIEF

DEFINITION
Under general direction manages and coordinates the workload and staff of specialized fire services, including Administration, Operations, Fire Marshal and/or Training; coordinates activities with other divisions, departments and agencies; to provide highly complex staff assistance to Fire Chief.

This position is designated as represented by Turlock Management Association-Public Safety (TMAPS) for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a management classification responsible for the management of discrete sub-departmental organizational component(s) and programs/functions within a department as determined by Department Director (Chief) and City Manager. Serves as a member of the department executive team and develops and implements city policies and procedures. Duties and responsibilities are performed in accordance with city policy, ordinance, and fire code.

SUPERVISION RECEIVED AND EXERCISED
Under the general direction of the Fire Chief, provides supervision of subordinate level supervisors, professional, technical, and clerical staff in related program areas.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Respond as Chief Officer to emergencies.
- Develop, recommend, and implement division goals, objectives, policies, and procedures.
- Manage, oversee, and participate in development of work plans; assignment of work activities, projects, and programs; monitors workflow.
- Review and evaluate work projects, methods, and procedures.
- Prepare specialized budgets related to assigned activities; assist in budget implementation; participate in forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Prepare reports; document policies and procedures; conduct research; present before various groups, including City Council.
- Participate in recruitment, selection, and appointment activities.
- Supervise staff; conduct and coordinate staff training; complete and review performance evaluations; take corrective action; investigate workplace conduct and implement disciplinary action; maintain high standards necessary for the efficient and professional operation of the Department.
- Respond to public inquiries; recommends corrective operational actions; investigates, reports, documents and resolves complaints.
- Build and maintain respectful, positive working relationships with staff, supervisors, outside agencies, and the public using principles of good customer service.
- Model appropriate professional management conduct; maintain confidentiality of sensitive information; comply with and support City policies and procedures, labor laws, and MOU provisions.

- Attends assigned meetings and training; represent the department to outside agencies and organizations; participate in community and professional groups and committees; provide technical assistance and leadership.
- Enforce safe workplace safety standards and requirements; monitor and ensure compliance with regulations and other legal requirements.
- Represent Fire Chief as requested.
- Perform related duties as assigned.

When Assigned to Operations/Administration
- Manage and monitor work programs related to Engine/Truck company activity coordination; station and equipment maintenance; communications systems for operations and emergency response activities; and station assignments.
- Evaluate staffing levels for proper response, station locations and coverage policies.
- Evaluate individual, company and multi-company performance.
- Oversee purchase orders, procurement cards, and RFP's, to ensure fiscal responsibility and proper management of the operating budget.

When Assigned as Fire Marshal
- Plan, organize, assign, and review the work of a comprehensive Fire Prevention program and supervise staff to ensure compliance with fire and life safety standards.
- Oversee the work of fire suppression staff in fire prevention activities, including mandated fire inspections.
- Interpret, enforce, and explain fire and life safety codes.
- Conduct technical fire plan checks including fire sprinklers, fire alarms, residential occupancies, commercial occupancies, and industrial occupancies.
- Investigate citizen complaints related to Fire Prevention and life safety activities and enforcement; non-criminal and criminal investigations related to fire and legal actions related to non-compliance and abatement proceedings.
- Provide pre-development consultations; provide or review occupancy and final inspections for new businesses.
- Work with the Chief Building Official, Community Development staff, the State Fire Marshal, and the community to ensure thorough, organized, and timely permit processing.
- Formulate and recommend changes to the International Fire Code and City Ordinances.
- Oversee and participate with the Police Department in the investigation of fires to determine the cause, including preparing reports, gathering evidence, and working on case development with the District Attorney's office in arson cases.

When Assigned as Training Officer
- Identify, recommend, manage, develop, schedule, and coordinate long- and short-range training programs for shifts, engine companies, reserve staff and departmental staff, including in-service trainings; task and performance measurement; new personnel training; proficiency and performance testing; Federal or State mandated safety training; and other departmental training required to address emergency conditions.
- Develop and maintain training record system, including analysis of training needs; tracking of individual and company training activities, including Paid Division Academy; and individual training evaluations and record keeping.
- Provide, plan and coordinate training facilities.

QUALIFICATIONS:

Knowledge of:
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training, and personnel management.

- Modern principles of Fire Department administration.
- Modern fire suppression tactics and strategies.
- Use and maintenance of firefighting equipment and apparatus.
- Safe work practices and related regulations.
- Standards of coverage, emergency response and disaster preparedness programs.
- Building, electrical, mechanical, and fire codes
- Effective methods of preparation and presentation of information for and to the public, the City Council, and other community groups
- Technical report writing practices and procedures for writing proposals and contracts.

Ability to:
- Lead, manage, evaluate, and train personnel effectively and maintain discipline.
- Organize, implement, and supervise departmental goals and City objectives.
- Interpret, explain, and apply departmental rules and regulations.
- Make presentations before groups and represent the Department in public forums.
- Use computer and job-related software effectively.
- Organize, analyze, manage, and implement a variety of division programs.
- Prepare, forecast, and administer a budget.
- Establish and maintain respectful, effective, and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.
- Effectively represent the department before City Council, Council committees, boards, commissions, public agencies, and private groups.
- Interpret, explain, and apply federal, state, local, and department policies, procedures, laws, rules, and regulations.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three years of increasingly responsible professional supervisory experience with a minimum rank of Fire Captain with the Turlock Fire Department or three years of experience with a public agency comparable to that of a Battalion Chief with the Turlock Fire Department.
Training:
Possession of a bachelor's degree in Fire Science, Public Administration, or related field;
OR
Current enrollment in an accredited university or institution and obtain a bachelor's degree in Fire Science, Public Administration, or related field within 24 (twenty-four) months from date of appointment.
OR
Additional qualifying experience may be substituted for the required education on a year-for-year basis.
Certificates:
Administrative/Operations Assignment
Possession of Level 2 Certifications in Fire Management 2A, Command 2A and Certified Fire Instructor from CFSTES required at time of appointment,
OR
Chief Fire Officer Certification from CFSTES (which includes Chief Fire Officer 3A, 3B, 3C, and 3D) within thirty-six (36) months from date of appointment.

Training Assignment
Possession of Level 2 Certification in Fire Instructor SA from CFSTES, required within twelve months from date of appointment, as a condition of continued assignment in position.

Fire Marshal Assignment
Possession of a California State Fire Marshal Fire Officer Certification.
Must obtain a California P.C. 832 Arrest and Firearms Certification within 12 months from date of appointment.
License:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position is required at the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
At time of appointment to this position, incumbents must possess the physical ability and stamina to meet fire and safety protection line duties including: vision corrected sufficiently to drive City vehicles and apparatus and meet medical standards established by the Department of Motor Vehicles to maintain a Class C Driver's License, fine print and MDT's; hear well enough to identify mechanical noises, converse on the radio, telephone, and in person over incident noise; bodily mobility to crawl in attics, maintain balance on narrow platforms, climb ladders, make rapid transitions from rest to near maximal exertion without warm-up periods; use of hands and fingers to write, drive vehicles and administer medical treatment; must be able to lift equipment and people as necessary; free from any physical, emotional or mental condition that might adversely affect the ability to exercise the duties of the position; tolerate extreme fluctuations in temperature while performing essential functions; must perform physically demanding work in hot (up to 400 F), and humid (up to 100% humidity) atmospheres while wearing firefighting equipment which significantly impairs body cooling mechanisms.

FLSA Status: Exempt
Bargaining Unit: TMAPS

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

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Date

City of Turlock

FIRE ENGINEER

DEFINITION
Under general supervision, drives and operates various types of fire apparatus; operates and maintains fire and emergency equipment; engages in firefighting and rescue activities in protecting life and property; sets up hoses, ladders, and other equipment in fighting fires; may oversee a fire station in the absence of a Fire Captain.

This classification is assigned to the Fire bargaining unit for labor relations purposes and is subject to call back and overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Fire Engineer is distinguished from the Firefighter in that the Fire Engineer performs advanced journey-level duties requiring independent thought and responsibility, and the Firefighter does not serve in a lead worker or supervisory capacity, as required in the absence of the Fire Captain.

SUPERVISION RECEIVED AND EXERCISED
Works under general supervision of a Fire Captain. May lead or supervise Firefighters in the absence of a Fire Captain.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Responds to fire alarms with assigned company; lays and connects hose; holds nozzles and directs water streams; raises and climbs ladders.
- Drives, operates and maintains fire apparatus including pumpers and aerials and performs minor maintenance and repairs on equipment.
- Selects the most direct route to fires and other emergencies.
- Operates all types of portable fire extinguishers, pike poles, hand lines, ventilation fans, salvage covers, forcible entry tools, saws, aerial ladder equipment, emergency medical equipment and other rescue equipment.
- Locates fire apparatus in the proper place at emergency scenes for most efficient operation.
- Provides basic life support at emergency medical incidents, applies techniques to control bleeding, administers first aid, Cardiopulmonary Resuscitation (CPR)and defibrillator use, assists paramedics at medical emergencies.
- Responds to hazardous materials incidents.
- Participates in fire inspection activities and other fire prevention and public education activities as assigned.
- Participates in fire drills; attends training sessions which include firefighting techniques, emergency medical care and the proper use of all equipment and related tools.
- Cleans apparatus and equipment and performs general custodial duties as required.
- Issues bicycle licenses.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Emergency medical skills and techniques, including first aid and CPR.

- Hydraulics relating to engine and nozzle pressure and the operation of pumping equipment.

Ability to:
- Learn, understand, and act in accordance with departmental policies, rules and instructions in the field of firefighting.
- Learn to apply firefighting and medical techniques and procedures.
- Demonstrate physical aptitude (Strength, stamina, and endurance).
- Demonstrate mechanical aptitude as required in the operation of firefighting equipment.
- Learn the layout of the City's water main system and street numbering system.
- Operate fire apparatus in a safe and effective manner.
- Retain presence of mind in emergency situations.
- Think and act quickly and effectively in emergencies.
- Understand and follow oral and written directions promptly and accurately.
- Perform heavy lifting and physical maneuvering.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Eighteen (18) months of experience comparable to that of a full-time permanent Firefighter in the City of Turlock at time of appointment. Note: A minimum of three seasons firefighting experience with another public agency will be considered for equivalency. Volunteer firefighting experience shall not be considered as qualifying experience.
Training:
Equivalent to graduation from high school. Completion of college-level coursework from an accredited university or institution desirable.
Licenses:
The following license and certificate requirements shall be provided at time of appointment:
- Possession of a Class A California Driver's License, Class B California Driver's License, or a Class C California Driver's License with Firefighter Endorsement, to be maintained as a condition of employment.
- Possession of a current National Registry and/or current California Emergency Medical Technician (EMT) License, to be maintained as a condition of employment.
- Possession of a Firefighter I Certificate of Completion approved by the California Fire Service Training and Education System, or a California Firefighter I Certification issued by the California State Fire Marshal at time of application, or equivalent Firefighter 1 certifications, if from outside the state of California. Certification must meet NFPA 1001 specifications.
- Possession of California State Fire Marshal Fire Apparatus Driver/Operator 1A and 1B Certificates or equivalent certification as approved by the Training Division Chief.

For external candidates, possession of a candidate physical ability test (CPAT) card at time of application, issued within 12 months of the application deadline.

As a condition of continued employment, completion the following before the end of the probationary period, if not previously completed:
- Fire apparatus engineer academy, which must include a passing score on a competency/promotional exam or successful completion of the Turlock Fire Department or MST "Engineer's Task Book" which shall include a manipulative skills competency exam.

Paramedic License or current participation in an accredited Paramedic Program desirable.

ADDITIONAL INFORMATION:

Physical Conditions:
Incumbents must possess at the time of appointment to this position and maintain a completed CA DMV Health Questionnaire (DL 546) form and the physical ability and stamina to meet fire and safety protection line duties including: Vision corrected sufficiently to drive City vehicles and apparatus and meet medical standards established by the Department of Motor Vehicles to maintain a current and valid driver's license (Class A California Driver's License, Class B California Driver's License or Class C California Driver's License with Firefighter Endorsement), read blueprints, fine print and MDT's; hear well enough to identify mechanical noises, converse on the radio, telephone, and in person over incident noise; bodily mobility to crawl in attics, maintain balance on narrow platforms, to climb ladders, make rapid transitions from rest to near maximal exertion without warm-up periods; use of hands and fingers to write, drive vehicles and administer medical treatment; must be able to lift equipment and people as necessary; free from any physical, emotional or mental condition that might adversely affect the ability to exercise the duties of the position; tolerate extreme fluctuations in temperature while performing essential functions, must perform physically demanding work in hot (up to 400 F), and humid (up to 100% humidity) atmospheres while wearing firefighting equipment which significantly impairs body cooling mechanisms.

FLSA Status: Non-exempt
Bargaining Unit: Fire

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

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Date

City of Turlock

FIRE MARSHAL

DEFINITION
Under direction, plans, supervises, reviews and performs a variety of inspections and code enforcement duties to ensure compliance with fire and life safety codes for new and existing construction, residential occupancies, and commercial or industrial activities; performs administrative, investigative, supervisory and technical responsibilities in managing the Fire Prevention Bureau of the City's Fire Department.

This position is designated as represented by Turlock Management Association-Public Safety (TMAPS) for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a mid-management classification assigned to the fire prevention division as a Division Chief responsible for the management of discrete sub-departmental organizational component(s) and programs/functions within a department as determined by Department Director (Chief), City Manager and City Council. Serves as a member of the City policy advisory team with responsibilities for developing means for implementing policies and procedures developed by the executive team. The incumbent exercises policy development and promulgation responsibilities for specific program/functional areas. Demonstrates technical competence while working as a team member and exercises independent judgment in a number of confidential and sensitive assignments. Duties and responsibilities are performed in accordance with city policy, ordinance, and fire code.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by the Fire Chief. The job incumbent provides direct supervision of subordinate level supervisors, professional, technical line and office clerical staff in related program areas.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Responds to emergencies when needed and directs or performs related activities.
- Recommends and implements division goals, objectives, policies and procedures.
- Prepares specialized budgets related to assigned activities assists in budget implementation; participates in forecasts of additional funds needed for staffing, equipment, materials and supplies; administers the approved budget.
- Prepares reports; documents policies and procedures; performs research; makes presentations before various groups, including City Council and Planning Commission, as needed.
- Represents Fire Chief in his absence, as required.
- Plans, organizes, assigns, and reviews the work of a comprehensive Fire Prevention program and supervises staff to ensure compliance with fire and life safety standards.
- Oversees the work of fire suppression staff in fire prevention activities, including mandated fire inspections.
- Interprets, enforces, and explains fire and life safety codes.
- Conducts technical fire plan checks including fire sprinklers, fire alarms, residential occupancies, commercial occupancies, and industrial occupancies.
- Attends meetings with internal and external customers representing the Fire Department.

- Investigates citizen complaints related to Fire Prevention and life safety activities and enforcement; non-criminal and criminal investigations related to fire and legal actions related to non-compliance and abatement proceedings.
- Provides pre-development consultations; provides or reviews occupancy and final inspections for new businesses.
- Works cooperatively with the Chief Building Official, Community Development staff, the State Fire Marshal and the community to ensure thorough, organized and timely permit processing.
- Formulates and recommends changes to the International Fire Code and City Ordinances.
- Oversees/participates with the Police Department in the investigation of fires to determine the cause, including preparing reports, gathers evidence and works on case development with the District Attorney's office in arson cases.
- Represents the Department as an expert court witness in Fire Investigations.
- Writes citations and makes arrests in the role as peace officer.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Investigative techniques related to fire incidents
- Analytical techniques and strategies
- Report preparation and presentation
- Principles and practices of employee supervision, including work planning, assignment, review, evaluation, discipline, and the training of staff in work procedures.
- Knowledge of laws, codes, regulations, and ordinances related to fire prevention and fire management.

Ability to:

- Apply principles and practices of employee supervision, including work planning, assignment, review, evaluation, discipline, and the training of staff in work procedures.
- Interpret apply and explain complex laws, codes, regulations, and ordinances.
- Conduct technical plan reviews in residential, commercial, industrial construction and possess the skills needed to articulate requirements to contractors and design professionals.
- Perform computer applications related to work, prepare accurate reports, correspondence, and other written materials.
- Prepare division budget and administer the approved budget.
- Conduct cause and origin fire investigations, including the collection of evidence, expert witness, report writing and assisting Police and District Attorney in case preparation.
- Work with businesses, property owners, permit applicants, residents, and other City Departments to assure timely and effective customer service.
- Understand and use techniques for dealing with people in person and over the telephone in stressful or confrontational situations.
- Take initiative and use independent judgment within legal, policy and procedural guidelines.

Experience and Training Guidelines

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

Experience:

Three years of experience comparable to that of a Fire Captain with Turlock Fire Department.

Training:

Possession of a bachelor's degree in Fire Science, Public Administration, or related field.

OR

Must be currently enrolled in an accredited university or institution and obtain a bachelor's degree in Fire Science, Public Administration, or related field, within thirty-six (36) months of appointment.

Certificates:
Possession of a California State Fire Marshal Fire Officer Certification.
Must obtain a California P.C. 832 Arrest and Firearms Certification within 12 months from date of appointment.
Possession of California State Fire Marshal's level one, two and three classes in prevention and investigation is desirable.
Licenses:
Possession of a valid Class C California Driver's License, to be maintained as a condition of employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Must possess strength, mobility, and stamina to inspect various fire and construction sites. Must possess mobility to work in standard office setting and to use office equipment. Vision required to read printed materials and computer screens. Hearing and speech required to communicate in person and over the telephone.

Must be able to respond to major emergency or investigative situations on a 24-hour call as required.

FLSA Status: Exempt
Bargaining Unit: TMAPS

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

FIRE OPERATIONS SUPPORT ANALYST

DEFINITION
Under general supervision, performs office and analytical duties, including budget analysis; budget process coordination; administrative support; conducting research, statistical, and other analytical work; and supporting purchasing, project management, and other functional areas.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Fire Operations Support Analyst is a journey-level non-sworn classification with a focus on budgeting, purchasing, and the general business administration of the Fire Department.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by a Fire Chief or designee.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Prepare, coordinate, and analyze departmental budget; assist with the planning and coordination of the budgetary and fiscal control processes; project revenue and expenditures; develop proformas; recommend budget augmentations and transfers; collaborate with City Finance and represent departmental interests in fiscal matters.
- Maintain accurate records of department revenue and expenditures for operations budgets and special funds.
- Investigate, analyze, develop, and prepare special studies or projects; prepare research and analytical reports.
- Coordinate the departmental purchasing function including vendor development, specification development, solicitation of bids, cost evaluations, contracts, and purchase orders, and assist in the preparation of committee or council reports.
- Process the department’s accounts payable and accounts receivable; process and track procurement card usage.
- Coordinate the management of fiscal records.
- Coordinate the development and administration of grants, coordinate the fiscal monitoring and reporting for grants, contracts, and agreements; coordinate billing for services provided; seek new grant opportunities.
- Coordinate, prepare, and maintain record of documents necessary for presentation to the Turlock City Council.
- Prepare, process, and monitor documents and data relative to the departmental payroll including accruals, benefits and specialty pay.
- Provide technical communications assistance to department staff and troubleshoot concerns.
- Perform departmental administrative duties as assigned.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of public and business administration.
- Financial, statistical, and comparative analysis techniques.
- Principles and practices of budget preparation and administration.
- Modern office procedures, methods, and computer equipment.
- Principles and procedures of financial records keeping and reporting.
- Technical report writing procedures and grant proposal development.
- Principles and practices of purchasing.
- Principles of project management.
- Administrative research techniques, sources, and availability of information.
- Methods and techniques of design for informational materials such as flyers, brochures, and visual displays.
- Techniques for effectively organizing and managing multiple schedules and projects.
- Application of various labor agreements relative to payroll processing.
- Computer software programs required to perform job duties including word processing, presentation programs and data analytics.

Ability to:

- Learn the process and structure of City and departments.
- Learn applicable Federal, State, and local laws, codes, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze facts and make sound recommendations.
- Prepare completed staff work for oral and written communication.
- Plan, initiate and complete work assignments with minimal direction.
- Communicate clearly and concisely, both orally and in writing.
- Use and operate a personal computer with a variety of software.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Represent the City and the Department in a variety of situations.

Experience and Training Guidelines

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

Experience:

Two years of increasingly responsible administrative and analytical experience in public or business administration, fiscal management, purchasing coordination, project management, or a related field. Municipal government experience is desirable.

Education:

Possession of an associate degree from an accredited institution in public or business administration or a related field is required. A bachelor’s degree is highly desirable.

License:

Possession of an appropriate, valid California driver’s license at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read instructions; read fine print and view computer screens; hear well enough to converse on the telephone and in person; use of hands and fingers for use of computer keyboard, filing, writing and answering telephone; capable of clear speech; able to lift and carry objects weighing up to 40 pounds; climb stairs and ladders; stamina to work long hours and attend night meetings.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

FIRE PREVENTION INSPECTOR

DEFINITION
Under the general supervision, performs fire inspection and prevention activities; enforces fire codes, laws and regulations relating to fire protection, prevention and safety; represents the fire department and Fire Marshal.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a journey level classification that performs technical fire inspection and prevention duties.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Fire Marshal / Division Head.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Review site plans, architectural drawings, engineered fire safety systems, including alarm, sprinkler and hood suppression, submitted with fire permit applications to insure completeness and conformance with the applicable codes and the department's submittal requirements.
- Conduct field inspections of industrial, commercial and residential buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations of the City, County, State and federal agencies for fire and life safety.
- Conduct fire inspections for compliance with California Code of Regulations §13146.
- Conduct fire inspections of a variety of facilities, including hospitals, convalescent homes and childcare facilities.
- Inspect fire escapes, emergency exits, fire and smoke alarms, sprinklers systems, hood systems, and other systems and equipment to ensure compliance with fire, panic and life safety.
- Advise developers, contractors, property owners and the public in matters related to fire prevention, code enforcement and hazardous material storage and disposal. Review applications and issues permits for gas tank storage, pyrotechnics and high-hazard storage.
- Research federal, state and local laws and codes for recommendations to the Fire Marshal for policy development and interpretation of the California Fire Code.
- Maintain accurate physical and computer files and records. Prepare correspondence, reports and other written materials.
- Review plans and specifications for compliance with applicable codes and regulations.
- Appear in court in defense of code enforcement.
- Conduct inspections, provides training and administers applications for the fireworks and pyrotechnics displays and programs.
- Conduct fire flow tests.
- Issue various citations. Determine compliance with the California Building and Fire Code, and pertinent provisions of state and County health and environmental ordinances and municipal codes.
- Support line personnel with code issues encountered during engine company inspections.
- Provides line level training to staff in relation to fire prevention issues, codes and systems.

- Coordinate inspection activities with other city departments and public agencies in relation to fire prevention matters.
- Participate in public education activities related to fire prevention and safety.
- Process building permits for fire prevention related matters.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Federal, State and local ordinances and regulations relating to fire and life safety, hazardous materials storage and building construction.
- Principles and methods used in building construction.
- Fire protection, detection and suppressions systems, materials and equipment.
- Mathematics related to calculating fire protection and suppression system requirements.
- Fire inspection practices and methods, including techniques for dealing with the public in stressful situations.
- Operation of computer and software programs.

Ability to:

- Perform thorough and accurate facility inspections for code enforcement purposes.
- Apply inspection techniques to examine construction and materials, and identify deviations from plans, regulations and standard construction practices.
- Prepare clear, concise and complete written reports.
- Understand and carry out oral and written instructions.
- Interpret and apply complex codes and regulations.
- Assist in conducting investigations of zoning, land use fire and construction code enforcement issues.
- Read and interpret plans and specifications.
- Establish and maintain effective relationships with those contacted during the course of work.
- Investigate complaints, evaluate alternatives and make appropriate recommendations for problem resolution.
- Deal courteously and communicate effectively with property owners, contractors and other contacted in the course of work.

Experience and Training Guidelines

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

Experience:

One year of experience dealing with the public in an enforcement or inspection role with a fire or building department, or equivalent.

Training:

Equivalent to graduation from high school and 20 units of college course work in Fire Science, Police Science, Construction Inspection or related field.

Licenses:

Possession of a valid California Driver's license at time of appointment, to be maintained as a condition of continued employment.

Possession of a Fire Prevention One A Certificate and Fire Prevention One B Certificate within twelve (12) months of appointment.

Possession of a Fire Prevention One C Certificate and One D within twenty-four (24) months of appointment.

ADDITIONAL INFORMATION:

Physical Conditions:
Incumbents must possess at the time of appointment to this position and maintain the physical ability and stamina to meet prevention duties including: Vision corrected sufficiently to drive City vehicles, read blueprints, fine print; hear well enough to identify mechanical noises, converse on the radio, telephone; bodily mobility to crawl in attics, maintain balance on narrow platforms, to climb ladders; use of hands and fingers to write and drive vehicles; must be able to lift equipment as necessary; tolerate fluctuations in temperature while performing essential functions.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

FIREFIGHTER

DEFINITION
Under general supervision performs the full range of fire and fire suppression and medical response duties.

This classification is assigned to the Fire bargaining unit for labor relation's purposes and is subject to call back and overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Firefighter classification is the entry-level classification in the professional Firefighter series. Employees in this classification perform all firefighting duties at a fire station under the direction of a superior officer, however, considerable leeway is granted for the exercise of independent judgment and initiative. The principal function of an employee in this class is to respond to fires, medical emergencies, and other emergency and non-emergency situations to ensure the protection of life and property of the public in the City.

SUPERVISION RECEIVED AND EXERCISED
Works under the general supervision of a Fire Captain or other supervisor as assigned. May assist in the training of paid personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Responds to fire alarms with assigned company; lays and connects hose; maintains pumping apparatus; holds nozzles and directs water streams; raises and climbs ladders.
2. Operates all types of portable fire extinguishers, pike poles, hand lines, smoke ejectors, salvage covers, forcible entry tools, aerial ladder equipment, emergency medical equipment and other rescue equipment.
3. Provides basic life support at emergency medical incidents, applies techniques to control bleeding, administers first aid, C.P.R. and defibrillator, and assists paramedics at medical emergencies.
4. Responds to hazardous materials incidents.
5. Participates in fire inspection activities and other fire prevention and public education activities as assigned.
6. Participates in fire drills; attends training sessions which include firefighting techniques, emergency medical care and the proper use of all equipment and related tools.
7. Cleans apparatus and equipment and performs general custodial duties as required.
8. Issues bicycle licenses.
9. Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Firefighting rescue methods and techniques;
- Emergency medical skills and techniques, including first aid and Cardiopulmonary Resuscitation.

Ability to:

- Learn to apply firefighting and medical techniques and procedures;
- Learn the basic operation and mechanics of firefighting equipment;
- Maintain, inspect and make minor adjustments and repairs to fire apparatus and equipment;
- Analyze emergency and non-emergency situations and adopt effective courses of action;
- Identify fire hazards and conduct inspections;
- Interpret, understand and carry out City and Department rules and regulations, policies, procedures and training evolutions;
- Retain presence of mind, think and act quickly and effectively in emergency situations;
- Read and interpret maps, and pre-fire plan drawings;
- Learn the geography of the City, including the layout of the City's water main system and street numbering system;
- Demonstrate a basic knowledge of the principles of mathematics;
- Understand and follow oral and written directions promptly and accurately;
- Communicate effectively, both orally and in writing;
- Establish and maintain cooperative-working relationships with those contacted in the course of work;
- Perform office work as assigned;

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Minimum 18 years of age at time of application.
Training:
Equivalent to graduation from high school. College level courses encouraged.
Desirable:
- Possession of either a California State Fire Marshal's Office Firefighter I certificate or an IFSAC/Pro-Board Firefighter I certificate from outside the State of California
- Completion of a California State Fire Marshal's Office accredited Firefighter I academy
- Completion of fifteen (15) or more semester units of college course work in fire science or a related field
- Two (2) or more years active service with an honorable discharge from any branch of the US military

Licenses:
- Possession of a valid California driver's license at time of appointment, to be maintained as a condition of employment.
- Possession of current national registry EMT or current California EMT certification at time of appointment. Must possess a California and/or National registry EMT certification at time of appointment, to be maintained as a condition of employment. A course completion certificate is NOT adequate.
- Possession of a current Cardiopulmonary Resuscitation (CPR) Certificate for the Health Care Professional.
- Passing score of 70% or higher on the FCTC Written test must be obtained within the past twelve months from the final application filing date.
- Possession of a CPAT Certificate issued within the past twelve months from the final application filing date.

ADDITIONAL INFORMATION:

Physical Conditions:
Incumbents must possess at the time of appointment to this position and maintain the physical ability and stamina to meet fire and safety protection line duties including: Vision corrected sufficiently to

drive City vehicles and apparatus and meet medical standards established by the Department of Motor Vehicles to maintain a Class C Driver's License, read blueprints, fine print and MDT's; hear well enough to identify mechanical noises, converse on the radio, telephone, and in person over incident noise; bodily mobility to crawl in attics, maintain balance on narrow platforms, to climb ladders, make rapid transitions from rest to near maximal exertion without warm-up periods; use of hands and fingers to write, drive vehicles and administer medical treatment; must be able to lift equipment and people as necessary; free from any physical, emotional or mental condition that might adversely affect the ability to exercise the duties of the position; tolerate extreme fluctuations in temperature while performing essential functions, must perform physically demanding work in hot (up to 400 F), and humid (up to 100% humidity) atmospheres while wearing firefighting equipment which significantly impairs body cooling mechanisms.

FLSA Status: Non-exempt
Bargaining Unit: Fire

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

FLEET MAINTENANCE MECHANIC I/II

DEFINITION
Under general supervision, performs semiskilled and skilled journey level work in the mechanical repair and maintenance of light and heavy gasoline, CNG, hybrid, electric and diesel driven automotive and other mechanical equipment.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
These classes are the entry and journey levels of the maintenance mechanic series. Positions in the class perform technical mechanical work. Work involves the application of mechanical knowledge and techniques.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision and direction from Fleet Services Manager, Fleet Maintenance Supervisor, Fleet Maintenance Mechanic, Sr. and from higher level technical staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Inspect vehicles and equipment for needed repairs; perform necessary repairs as required or determined appropriate.
- Lubricate automotive and power-driven equipment with the use of air pressure and lubrication tools.
- Drain and refill crankcases; inspect and fill gearboxes with lubricants; replace lubricant fittings; maintain lubrication records;
- Repair and maintenance of public transit buses.
- Inspect, charge, and replace batteries.
- Change and repair tires on light and heavy equipment.
- Clean and wash motorized equipment.
- Wash and otherwise keep shop and equipment in clean and orderly condition. Make necessary mechanical adjustments to automotive and other power-driven equipment.
- May assist Equipment Mechanic in mechanical overhaul and repair work.
- Maintain necessary records of time, materials, and parts used.
- Pack and replace wheel bearings.
- Replace shock absorbers, fan belts, radiator hoses and u-joints.
- Perform general overhaul, tune-up and repair work on automobiles and related power-driven equipment.
- Inspect, adjust and replace necessary units and parts including cooling, fuel and exhaust components.
- May fabricate and modify parts and equipment.
- Repair and overhaul brakes, ignition systems, electrical systems, transmission, differentials, and hydraulic systems; inspect, repair, overhaul and assemble automotive electrical equipment such as generators, distributors, magnetos and starters.

- Perform inspections of automotive or mechanical equipment to determine repair needs of estimate cost of repairs; perform occasional metal work by cutting, welding other procedures.
- Perform related duties as assigned.

QUALIFICATIONS:

Fleet Maintenance Mechanic I
Knowledge of:
- Servicing and minor maintenance of automotive and other power-driven equipment.
- Oils, greases, and lubrication devices, and other tools and materials used in servicing equipment. The methods and materials used in cleaning and washing automotive equipment.
- Ratings and sizes of tires for sedans, light and heavy trucks and equipment, tractors and heavy earth moving equipment.

Fleet Maintenance Mechanic II
In addition to the knowledges required for the Fleet Mechanic I:
- Methods, materials, tools and techniques used in the repair and maintenance of a variety of automotive and mechanical equipment.
- Operating principles of gasoline and diesel engines as well as CNG, hybrid and electric drive trains, and mechanical repair of heavy trucks and construction equipment.
- Occupational hazards and standard safety precautions necessary in the workplace.
- City regulations, procedures, and operations related to operation and maintenance of City owned vehicles.
- Electric arc welding and acetylene welding.
- Operation and repair of auto diesel, light and heavy gas engines, CNG, hybrid and electric drive trains
- Principles of supervision.

Ability to:
- Learn principles and practices of auto maintenance
- Learn proper safety techniques
- Lubricate a wide variety of mechanical equipment.
- Maintain time, mileage and servicing records.
- Read manufacturer's lubrication charts.
- Identify automotive parts and supplies.
- Understand and carry out oral and written directions.
- Learn the use of welding (gas and wire) procedures.
- Maintain servicing records.

Fleet Maintenance Mechanic II
In addition to the abilities required for the Fleet Mechanic I:
- Meet all Fleet Maintenance Mechanic I requirements.
- Interpret and work from sketches and blueprints
- Train and assist others as required.
- Safely operate heavy construction and repair equipment with proficiency and efficiency.
- Locate, correct and adjust defects in complex automotive and mechanical equipment.
- Adapt available tools and repair parts to specific repair parts to specific repair problems.
- Interpret and work from sketches and diagrams.
- Use and care for tools used in automotive and mechanical repair work.
- Recognize and deal with hazards encountered in the course of work.
- Communicate clearly and concisely both orally and in writing.

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

Experience/Training:

Fleet Maintenance Mechanic I
Experience:
One year of journey level experience performing automotive and heavy-duty equipment maintenance and repair.
Training:
Equivalent to the completion of the twelfth grade.

Fleet Maintenance Mechanic II
Experience:
Two years of experience performing duties comparable to those of a Fleet Maintenance Worker I in the City of Turlock.
Training:
Equivalent to the completion of the twelfth grade supplemented by six continuing education units or six units from an accredited college in the field of automotive and truck maintenance and repair.
Licenses:
Fleet Maintenance Mechanic I
Possession of a valid, appropriate California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Class B commercial driver’s license with air brakes, tank and passenger endorsements is desirable.
Ability to obtain an ASE Brake Certification within 18 months of employment.
Fleet Maintenance Mechanic II
Possession of a valid, appropriate California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Class B commercial driver’s license with air brakes, tank and passenger endorsements is desirable.
Ability to obtain ASE Certifications in Brakes, Manual Drive Train and Axles, Suspension and Steering, and Heating and Air Conditioning within 18 months of appointment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to lift up to 50 pounds (overhead);
ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

FLEET MAINTENANCE MECHANIC, SR.

DEFINITION
Under general supervision, performs highly complex skilled work in the mechanical repair and maintenance of light and heavy gasoline and diesel driven automotive and other mechanical equipment.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is an advanced journey/lead level position in the maintenance mechanic series. It is distinguished from the Fleet Maintenance Mechanic II by its responsibility for completing the most complicated tasks, training less experienced staff, and determining the daily priorities. It is distinguished from the Fleet Maintenance Supervisor by the Supervisor's overall responsibility for overseeing and evaluating staff.

SUPERVISION RECEIVED AND EXERCISED
General supervision provided by the Fleet Maintenance Supervisor. This position exercises technical supervision over other equipment mechanics in assigning tasks and diagnosing mechanical problems.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plan, coordinate, and oversee activities and work in conjunction with the Fleet. Maintenance Supervisor, relating to the maintenance and repairs on all city owned vehicles.
- Determine needed repairs; assist in setting priorities to accomplish workload.
- Perform general overhaul, tune-up and repair work on automobiles and related power-driven equipment.
- Inspect, adjust and replace necessary units and parts including cooling, fuel and exhaust components.
- May fabricate and modify parts and equipment.
- Repair and overhaul brakes, ignition systems, electrical systems, transmission, differentials, and hydraulic systems; inspect, repair, overhaul and assemble automotive electrical equipment such as generators, distributors, magnetos and starters.
- Perform inspections of automotive or mechanical equipment to determine repair needs or estimate cost of repairs; perform occasional metal work by cutting, welding and other procedures.
- Inspect and review the work of subordinates.
- Assist and train less experienced personnel.
- Perform related duties as assigned.

QUALIFICATIONS:
Knowledge of:

- Advanced journey level methods, materials, and equipment used in the maintenance and repair of automotive equipment.
- Principles and practices of supervision.

- Safe work practices under hazardous conditions.
- Principles and practices of effective customer relations.
- Principles and techniques of organization, administration, budget, and personnel management.
- Operating principles of gasoline and diesel engines and mechanical repair of heavy trucks and construction equipment.
- Safe work methods and practices.

Ability to:
- Assist the Fleet Maintenance Supervisor in the planning, scheduling of maintenance activities,
- Read, interpret, and understand blueprints and sketches.
- Communicate clearly and concisely both orally and in writing.
- Understand appropriate codes, laws, and regulations governing vehicle maintenance.
- Locate, correct, and adjust defects in complex automotive and mechanical equipment.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Adapt available tools and repair parts to specific repair problems.
- Use computers and computer applications to manage work orders and other work.
- Use and care for tools used in automotive and mechanical repair work.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Four years of experience as a journey level automotive mechanic.
Training:
Equivalent to completion of graduation from the twelfth grade. Basic supervision skill and 3 continuing education units (CEU's) related to the work.
Certificates:
Possession of or ability to obtain Seven ASE Certifications including Brakes, Manual Drive Train and Axles, Suspension and Steering, Heating and Air Conditioning, Electrical/ Electronic Systems, Engine Performance, and Engine Repair, within 18 months of appointment.
Licenses:
Possession of and ability to maintain an appropriate valid California Driver's License at the time of appointment and thereafter. (Candidates invited to test for this position will be required to provide a copy of their DMV printout.)

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

FLEET MAINTENANCE SUPERVISOR

DEFINITION
Under direction performs skilled work and supervises the maintenance, service and repair of the City's motorized equipment, and provides supervision and direction to fleet maintenance personnel.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a working supervisory level class. Incumbents in this class will be required to use considerable independent judgment and initiative, as well as assigning and evaluating the work of subordinate personnel. As a working supervisor, the incumbent must maintain the knowledge, skills and abilities to perform the same general work as their subordinates. This classification performs skilled tasks as well as the most complex tasks necessary to assist in meeting the goals of the Division. The performance of skilled work generally performed by supervised personnel shall be subordinate to all other essential functions of the classification.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by the Fleet Services Manager. Responsibilities include direct supervision of Fleet Maintenance Mechanics (I/II and Sr. and part time mechanics).

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Performs skilled journey and advanced journey level work on fleet equipment.
- Schedules and assigns shifts and establishes work priorities; develops and implements programs of preventive maintenance; manages and analyzes operation and maintenance costs for all City equipment.
- Determines requirements for spare parts, supplies, and materials inventory; assists in preparation of specifications for equipment.
- Researches catalogues, checks prices, orders and makes direct purchases of parts and fuel as necessary to meet deadlines; makes work assignments, sets priority for work assignments in the shop, trains and reviews the work of fleet maintenance personnel; conducts performance evaluations; recommends hiring and discipline of subordinate employees. OBJ
- Establishes standards of performance for each position supervised; instructs assigned staff in work methods; checks and corrects work in progress; reports to Fleet Services Manager problems encountered.
- Provides supervision and assistance in the repair and maintenance of public transit buses.
- Observes and enforces safety regulations; status of projects; attends meeting and training sessions; approves the purchase of supplies and parts.
- Operates City vehicles and performs related work as required.
- Monitors the Fleet Maintenance system for incoming work orders, reviewing work of finished work orders, scheduling with vendors any outside work, closing work orders, correcting work order errors, training staff on the correct full use of the fleet management system.
- Discusses with end user customers any complicated equipment issues that need resolution, discuss the appropriateness, and schedule any equipment modifications.

- Performs periodic shop inspections of tooling, facilities, hazardous waste and monitors collection thereof. Make recommendations of any shop upgrades.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Methods, practices, material, and tools of the equipment mechanic trade.
- Electric arc welding and acetylene welding.
- Operating and repair characteristics of a variety of heavy automotive equipment.
- Occupational hazards and standard safety precautions necessary in the workplace.
- Equipment purchasing and acquisition practices and methods.
- Principles of gasoline, diesel, hybrid, CNG and electric engines.
- Principles and practices of supervision and training.
- Equipment maintenance record keeping systems.
- Principles of budget and fiscal policies.

Ability to:

- Plan and assign the work of equipment mechanics.
- Assist in the development of a comprehensive equipment maintenance program.
- Diagnose defects and repair a wide variety of heavy automotive equipment.
- Develop and review equipment specifications.
- Maintain records and reports.
- Supervise and train subordinate personnel.

Experience and Training Guidelines

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

Experience:

Equivalent to the twelfth grade's completion, supplemented by specialized training in auto mechanics and heavy equipment, with six continuing education units in a related field. Experience in supervision, and/or continuing education equivalent to three continuing education units in supervision.

Training:

Five years of experience as a journey level automotive or equipment mechanic, including at least two years of supervisory experience.

Certificates:

Possession of ASE Certifications in Brakes, Manual Drive Train and Axles, Suspension and Steering, Heating and Air Conditioning, Electrical/ Electronic Systems, Engine Performance, and Engine Repair, at time of appointment.

Licenses:

Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

FLEET SERVICES MANAGER

DEFINITION
Under general direction, plans, organizes, and manages the activities of the Fleet Services Division; oversees the maintenance and repair of City vehicles and equipment; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Department Director and Assistant Director; and performs other job-related work as required**.**

This position is designated as management for Labor Relations purposes and is considered exempt under FLSA.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Municipal Services Director or Assistant Municipal Services Director. The job incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex, responsible and sensitive areas. The Fleet Services Manager supervises assigned professional, technical and administrative support personnel.

DISTINGUISHING CHARACTERISTICS
This is a management classification and division head responsible for directing the activities of the Fleet Services Division. Reporting to the Assistant Municipal Services Director, the incumbent exercises considerable independent judgment in directing a system of planned vehicle, transit and equipment acquisition and maintenance for city departments. Duties and responsibilities are performed in accordance with law, ordinance, and City policy.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans, organizes, manages, and reviews the work of subordinate personnel engaged in the purchase, repair, and maintenance of automobiles, trucks, tractors, transit and other mechanical equipment, according to industry time standards.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Meets with operating department personnel to determine their equipment, vehicle and transit needs and requirements; writes the requirements into formal technical specifications preparatory to advertising the specifications for competitive bid.
- Selects, trains, coaches and evaluates subordinate personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and other employee procedures.
- Utilizes a computerized equipment management information system to control parts inventory, work standards, and cost accounting; oversees the operation and function of the Fleet asset and work order database including accuracy of data, preventive maintenance schedules, inspections, and automated reports.
- Directs, evaluates, and approves the purchase of inventory parts and materials, contractual services, new and replacement equipment, and other fleet/transit related requirements.
- Oversees the City’s fleet replacement program including vehicle acquisition and vehicle disposal.

- Ensures the work environment complies with government, safety and environmental standards; assures the shop area, equipment and materials are maintained in a safe, clean and orderly fashion; assures security of storage and repair facilities.
- Administers the division budget and reviews all division personnel transactions for completeness, accuracy, and conformance to established policy.
- Plans and implements safety and training programs; prepares safety meetings; reviews accidents with the Safety Committee and implements corrective procedures.
- Reviews maintenance complaints, vehicle accidents involving any negligence; develops corrective recommendations.
- Oversees and prepares reports, as required, to the Environmental Protection Agency (EPA), California Air Resources Board (CARB), San Joaquin Valley Air Pollution Control District (SJVAPCD), California Bureau of Automotive Repair (BAR), and other outside agencies; monitors legislation and regulations to insure City fleet remains in compliance with all rules and regulations.
- Participates in the selection of assigned personnel; provides or coordinates staff training; works with employees on their professional development.
- Perform other related work as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive municipal fleet maintenance and repair program.
- The principles and practices of centralized fleet/transit management, including acquisition, maintenance, repair, disposition, and parts inventory control.
- Methods, materials, tools and equipment used in the maintenance and repair of heavy equipment and vehicles.
- Types and level of maintenance and repair activities performed in a fleet maintenance program.
- The principles of applying and evaluating industry time standards relating to the repair and maintenance of a wide variety of automotive, heavy equipment, transit, agricultural, and construction equipment.
- Principles and practices of municipal budget preparation and administration.
- Cost accounting procedures, and management information systems relating to a large fleet/transit maintenance operation.
- Strategic planning principles.
- Contract management principles and practices.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Occupational hazards and standard safety practices including pertinent sections of CAL-OSHA.
- Pertinent federal, state, and local laws, codes and regulations.

Ability to:

- Oversee and participate in the management of a comprehensive fleet maintenance and repair and replacement program.
- Plan, organize, and supervise the work of a varied staff of skilled, semi-skilled and unskilled trades and office employees.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of division goals, objectives and procedures.
- Prepare and administer program budgets.
- Prepare clear and concise administrative and financial reports.
- Research, analyze and evaluate new service delivery methods and techniques.

- Ensure adherence to established safety rules, regulations and guidelines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and interpret specifications for the purchase of vehicles, including transit vehicles, and equipment.
- Interpret and apply federal, state and local policies, laws and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Respond to requests and inquiries from the general public.
- Establish and maintain cooperative working relationships with employees, other City departments, City officials, civic organizations, and the public.
- Communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Four years of supervisory or administrative experience in the maintenance and repair of a fleet of heavy-duty diesel trucks, buses/transit, and/or automotive equipment. Additional qualifying experience may be substituted for the required education on a year for year basis, up to a maximum of two years.
Training:
Graduation from an accredited college or university with an Associate's Degree in Business Administration, Public Administration, Automotive Technology or a closely related field.
Special Requirements:
Incumbents must file a Statement of Economic Interests.
Licenses:
Possession of a valid California Driver's License issued by the Department of Motor Vehicles at the time of appointment and the ability to maintain it as a condition of continued employment.
Desirable Qualifications:
Considerable experience and knowledge in governmental fleet services.

ADDITIONAL INFORMATION:

Physical Conditions:
While performing the essential duties of the position, the employee is regularly required to stand; sit; walk; use hands; move fingers to feel objects or controls and operate tools; and reach with hands and arms. The employee is required to see well enough to read, write and make observations and hear well enough to converse on the radio, telephone and in person. The employee is required to have sufficient bodily mobility to walk, bend, stand, crouch or climb for extended periods of time. The employee is required to operate assigned equipment and vehicles and may need to perform manual labor for short to moderate periods of time. The employee must occasionally lift and move equipment as necessary, as well as tolerate fluctuations in temperature while performing essential functions.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

GIS COORDINATOR

DEFINITION
Under general supervision provides Geographic Information Systems (GIS) leadership by coordinating activities and providing oversight for GIS activities for all City departments. The GIS Coordinator role is responsible for providing technical expertise and supervision of day-to-day implementation and operation of the GIS in alignment with organizational objectives. The GIS Coordinator is responsible for coordinating GIS activities, working with and coordinating the work of GIS vendors, planning and organizing system development, and other GIS management activities.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes.

DISTINGUISHING CHARACTERISTICS
This is a journey level class in the GIS series.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Information Technology Director or Information Technology Manager.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Confer and coordinate with user organizations and GIS personnel to determine user needs.
- Serve as chairperson of the GIS Users Group.
- Oversee and provide technical guidance regarding activity associated with implementation, operation, and enhancement of the GIS program.
- Assist in the design, development, maintenance and implementation of the organization's GIS web mapping applications.
- Automate manual GIS processes using geoprocessing models, Model Builder, and Python scripting.
- Coordinate GIS efforts throughout the City in conjunction with City departments; integrate GIS data development processes between departments; develop and manage programs to provide GIS resources to departments; manage central GIS data repository including organization, maintenance, and quality control.
- Develop, edit and maintain geospatial datasets and databases.
- Design data extraction, transformation and loading (ETL) automation workflows using a variety of tools and programming languages.
- Administer Enterprise GIS System infrastructure and databases.
- Develop new GIS databases, maintain and update current data, generate maps, tables and queries and maintain base maps.
- Coordinate GIS development with outside agencies.
- Design and develop computer GIS applications in support of City and departmental goals; consult with department managers in utilizing specialized functions in the GIS program to achieve departmental goals.
- Assure that GIS projects meet objectives by planning all project phases; work with user departments to develop project objectives and scope of work; analyze progress of GIS projects; recommend and coordinate corrective actions; report on performance and status of GIS projects.

- Represent the City at various meetings of technical organizations, and interagency projects and organizations as needed in conjunction with GIS.
- Serve as a technical resource to City departments, including providing assistance and training in the use of GIS data and systems, troubleshooting, and providing support for GIS software, databases, and other related applications.
- Monitor trends in GIS technology and recommend planning and operating improvements. Attend and participate in professional group meetings, seminars and trainings in order to stay abreast of new trends and innovations in the field of geographic information systems technology.
- Maintain confidential information in accordance with legal standards and/or City regulations.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- General principles and practices pertaining to GIG and desktop applications
- Mapping and geographic information processing systems
- ESRI software suite/spatial awareness
- Automated mapping and spatial information processing methods and techniques
- Effective public presentation techniques
- Methodologies for project management including project tracking and project control
- Database analysis and design
- Complex GIS analysis techniques
- Principles and methods of technical problem solving
- Local, County, State, and Federal statues, laws, ordinances, and rules as they apply to mapping requirements

Ability to:

- Translate technical concepts and terminology in terms understandable to elected officials and other department heads
- Make decisions based on factual data, and to evaluate progress or success of computerized projects and systems
- Compute rates, ratios, and percentages
- Analyze, identify, and interpret technical and numerical information
- Proficiently use ESRI software suite (version 10 and newer), including ArcGIS Desktop, ArcGIS Online, ArcGIS Enterprise and Portal, and implementing GIS web applications.
- Proficiently use common GIS analysis tools, including Model Builder or Python scripting
- Handle multiple projects and responsibilities simultaneously while meeting deadlines
- Work independently and efficiently with minimal supervision.
- Pay close attention to detail and carry tasks to completion.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Two (2) years of experience operating, implementing, and maintaining automated mapping and/or Geographic Information Systems.

Training:

Bachelor's degree in Geography, Information Management, Computer Science or a related field, with emphasis in GIS. A Master's degree is preferred.

Licenses:

Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard, copy machine, filing, writing, drive vehicles and answer telephone.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

HOUSING FINANCE SPECIALIST I/II

DEFINITION
Under general supervision performs specialized work obtaining, assembling and processing real estate loan packages for housing rehabilitation and development projects.

DISTINGUISHING CHARACTERISTICS
Housing Finance Specialist I – This is an entry-level position in the Housing Program Specialist series. Positions in this class will perform most of the duties performed by the Housing Program Specialist II. However, incumbents will usually exercise less independent discretion and judgement on matters related to work procedures and methods. Work is usually supervised while in progress and fits a pattern that has been previously established through the supervisor.
Housing Finance Specialist II – This is the journey level in the series and requires prior experience and established a record of performing the full range of duties on a more independent basis exercising judgement and initiative in the performance of duties. Promotion to the II level requires performing the full range of duties of the class and the ability to meet the standards of the class based on a non-competitive qualifying exam.

SUPERVISION RECEIVED AND EXERCISED
Under the general supervision of the Housing Program Manager.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Interviews applicants for housing and rehabilitation loans to obtain personal and financial data; assists applicants in completing forms.
- Reviews applications and gathers supporting documentation to verify applicant eligibility for loan programs; investigates conflicting information.
- Evaluates applicant's ability to repay; and determines, or seeks out upon direction, which loan programs and funding sources are best suited to individual cases.
- Obtains and evaluates property appraisals and title reports.
- Packages information with recommendations for supervisory review and submission to loan committee for disposition; recommends action to be taken in regard to loan servicing, including foreclosures.
- Assist program participants with temporary relocation and temporary storage of household goods, who are required to move during completion of rehabilitation of their property.
- Prepares forms and documents for settlement of approved loans; obtains signatures, performs computation, issues instructions to title companies, loan servicing organizations and fiscal agents; processes miscellaneous changes during life of loans.
- Conducts annual long-term project monitoring for various funding sources, to include workshops and technical assistance as needed.
- Prepares correspondence, documentation for files and required reports.
- Counsels delinquent borrowers and mediates disputes with loan collection agents.
- Communicates with bank personnel regarding the coordination of bank services and City and HUD housing program policies and regulations.
- Processes loan applications from investor owners for multi-family rental properties.
- Disseminates program information by phone or correspondence and may make oral presentation to individuals or groups.
- Gathers required statistical data for HUD and HCD quarterly and annual reports.
- Acts as a community liaison between the division and non-profit housing development participants.
- Uses appropriate marketing techniques and tools to create public awareness of program services.
- Perform duties as assigned.
- Performs related work as required.

QUALIFICATIONS:

Knowledge of:

- Real Estate practices and procedures for packaging and processing loans.
- Fair Housing Laws
- Modern office procedures.
- Proper interviewing techniques.
- Basic mathematical and statistical methods.

Ability to:

- Conduct effective interviews.
- Evaluate applicant personal and financial data.
- Assemble documents and forms into loan packages.
- Make accurate arithmetical computations.
- Communicate effectively, orally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Perform work that requires attention to detail.

Experience and Training Guidelines

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

Experience:

Housing Finance Specialist I:

One year of journey-level clerical experience directly related to loan processing or property rehabilitation.

Housing Finance Specialist II:

Equivalent to two years of experience performing duties comparable to a Housing Finance Specialist I in a program funded by HUD or a sub-recipient of HUD for the purpose of housing rehabilitation.

Training:

Equivalent to an Associate of Arts Degree from an accredited college or university with major coursework in Real Estate, Finance, Business or a related field.

License:

Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen and operate vehicles; hear well enough to converse on the telephone and in person and assist customers; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, driving and answering telephones; make job site visits and on-site apartment inspections

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

HOUSING FINANCE SPECIALIST TRAINEE

DEFINITION
Under immediate supervision, to perform specialized work obtaining, assembling, and processing real estate loan packages for housing rehabilitation and development projects.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a trainee level position in the Housing Finance Specialist series. Positions in this trainee class perform more routine and standardized tasks. Positions in this class perform most of the duties performed by the Housing Finance Specialist, however, incumbents will usually exercise less independent discretion and judgement on matters related to work procedures and methods. Work is usually supervised while in progress and fits a pattern that has been previously established through the manager.

The trainee is a probationary classification and is considered to be in a training status for a minimum of six months. Incumbents are expected to promote to the Housing Finance Specialist I classification within twelve months of appointment. Promotion to the Housing Finance Specialist I position will be based on the incumbent's demonstration of their ability to assume the full range of duties for the Housing Finance Specialist I. Once promoted to Housing Finance Specialist I the incumbent will serve an additional one-year probationary period. The department will evaluate the progress of the trainee during the first twelve (12) months of employment to determine when standards for promotion have been met. Failure to make continuous progress and/or failure to promote to Housing Finance Specialist I at the end of twelve (12) months will result in termination. The department may extend this deadline under extenuating circumstances.

SUPERVISION RECEIVED AND EXERCISED
Immediate supervision is provided by the Housing Program Manager.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Interview applicants for housing and rehabilitation loans to obtain personal and financial data; assist applicants in completing forms.
- Review applications and gather supporting documentation to verify applicant eligibility for loan programs; investigate conflicting information; make recommendations in accordance with housing regulations.
- Obtain and evaluate property appraisals and title reports.
- Package information with recommendations for supervisory review and submission to loan committee for disposition; recommend action to be taken regarding loan servicing, including foreclosures.
- Assist program participants with temporary relocation and temporary storage of household goods, who are required to move during completion of rehabilitation of their property.

- Prepare forms and documents for settlement of approved loans; obtain signatures, perform computation, issue instructions to title companies, loan servicing organizations and fiscal agents; process miscellaneous changes during life of loans.
- Assists in preparation of annual monitoring for various funding sources, to include workshops and technical assistance as needed.
- Prepare correspondence, documentation for files and required reports.
- Communicate with bank personnel regarding the coordination of bank services and City and HUD housing program policies and regulations.
- Disseminate program information by phone or correspondence and may make oral presentations to individuals or groups.
- Gather required statistical data for HUD and other housing agencies for reporting purposes.
- Act as a community liaison between the division and non-profit housing development participants and contractors.
- Use appropriate marketing techniques and tools to create public awareness of program services.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Real Estate practices and procedures for packaging and processing loans.
- Fair Housing Laws.
- Modern office procedures.
- Proper interviewing techniques.
- Basic mathematical and statistical methods.

Ability to:

- Conduct effective interviews.
- Evaluate applicant personal and financial data.
- Assemble documents and forms into loan packages.
- Make accurate arithmetical computations.
- Communicate effectively, orally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Perform work that requires attention to detail.

Experience and Training Guidelines

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

Experience:

Six months of clerical experience directly related to loan processing, property rehabilitation, escrow procedures, financial accounting, real estate transactions, or other related fields.

Training:

Equivalent to an Associate of Arts Degree from an accredited college or university, with major course work in Real Estate, Finance, Business, or related field.

License and/or Certificates:

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment; to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Physical refers to the requirement for physical exertion and coordination of limb and body movement. Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis and routine keyboard operations.

Mental Requirements:

Mental refers to the degree that the job involves cognitive activities, and use of mental processes May perform professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; may apply general understanding of operating policies and procedures to solve complex administrative problems; may require continuous, close attention for accurate results or frequent exposure to unusual pressure.

Environmental Conditions:

Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken. This job involves a risk of limited exposure to any environmental hazards.

Sensory Requirements:

Sensory refers to hearing, sight, touch, taste, and smell required by the job. The job requires normal visual acuity, and field of vision, hearing and speaking.

FLSA Status: Non-exempt

Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

HOUSING PROGRAM MANAGER

DEFINITION
Under general direction manages and administers complex and technical, financial, statistical, analytical work of housing programs; provides budget preparation, forecasting, funding and program direction; oversees loan and property related activities, audits and federal, state and local regulations related to housing programs.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a mid-management classification responsible for the supervision of discrete sub-departmental organizational component(s) and programs/functions as determined by the Department Director, City Manager and City Council. The incumbent serves as a member of the City policy advisory team with responsibilities for developing means for implementing policies and procedures developed by the executive team. Exercises policy development and promulgation responsibilities for specific program/functional areas. Demonstrates technical competence while working as a team member and exercises independent judgment in a number of confidential and sensitive assignments. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, Federal Department of Housing and Urban Development (HUD), State of California, Housing and Community Development Department (HCD) and related regulating entities.

SUPERVISION RECEIVED AND EXERCISED
General direction is provided by the Deputy City Manager. The incumbent provides general supervision to subordinate level supervisors and/or technical staff in the housing program area.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversees, plans, develops, and implements strategies to achieve the City's goals for local, state and federal programs related to community housing and economic development, including community preservation, neighborhood revitalization single and multiple rehabilitation, affordable housing, first time buyer, sweat-equity, homeless-shelter, real property nuisance abatement, mobile home rent control, block grant, and related housing, loan and community Development programs and projects.
- Oversees land purchases, relocations and financing related to Community Development projects. Serves as the City's HUD IDIS administrator in monitoring and approving all CDBG and HOME grant funds drawdowns. Coordinates with lenders.
- Serves as Secretary to the Housing Rehabilitation/Economic Development Loan Committee, member of the Neighborhood Revitalization Committee and alternate member to the Redevelopment Agency Loan Committee; provides professional advice, recommendations and information to these and other advisory groups.
- Prepares and submits reports and recommendations to the department head, City Manager and City Council on a broad range of community preservation, neighborhood revitalization, affordable housing and related issues and projects.
- Oversees and monitors programs, projects through all phases and assures compliance with regulations of various local, state and federal agencies; coordinates and monitors cooperation

agreements with Housing Authority, Amerinational Community Services, Inc., and local and countywide non-profit agencies.
- Oversees the preparation, implementation and compliance of the City/HUD 5-year Consolidated Housing Plan with local, state and federal agencies.
- Develops and monitors compliance with divisional policies and procedures.
- Consults and coordinates with City departments, citizens and officials regarding conflicts and issues related to contract and regulatory compliance.
- Prepares procedure manuals; oversees grant applications and other research and reports; assists with audits.
- Prepares multiple specialized budgets related to assigned activities; oversees budget implementation; determines budget forecasts; administers the approved budget.
- Makes presentations before various groups, including City Council, commissions, boards, committees, task forces, and on and off-site public meetings, as needed.
- The incumbent may assist the department head in public activities or meetings, and oversee coordination with other service areas, agencies, non-profit organizations, committees, boards, commissions and a consortium.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answers questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Performs other duties, as assigned.

QUALIFICATIONS:

Knowledge of:

- Advanced principles and practices of community revitalization, affordable housing, neighborhood preservation, housing rehabilitation and related areas.
- Statistical and audit methods and principles.
- Procedures involving real estate practices; appraisal methods; loan underwriting and administration; mortgage default resolution; foreclosure, title and escrow functions; loan eligibility and related activities.
- Modern office procedures, and methods including computer equipment and business applications, and other needed specialized software applications, and internet and electronic communication usage and methods.
- Principles of financial record keeping and reporting, auditing; technical report writing and grant writing
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training and personnel management.
- Principles of effective file management and time management
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.
- Provisions, principles and practices of, municipal structure and organization
- Applicable federal, state and local laws and regulations governing municipal housing finance, loan processing and related guidelines.

Ability to:

- Understand and interpret complex state and federal regulations, laws, codes, policies and solutions in the area of housing, revitalization and economic development.
- Develop program services that benefit the community; analyze policy issues and develop sound recommendations.
- Manage and monitor complex loans, grants and related programs, and other processes involving multiple institutions and groups.
- Understand City processes and procedures and specific requirements of assigned program area.
- Work with and control sensitive and confidential information.
- Estimate and project revenues and expenditures.
- Plan, initiate, manage and complete complex and multiple simultaneous work assignments with a minimum of direction; set priorities and organize work to meet deadlines.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives.
- Make presentations before groups and represent the City in public forums.
- Use computer and needed programs in a highly effective manner.
- Organize, analyze, manage and implement a variety of programs.
- Prepare, forecast and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

Experience and Training Guidelines

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

Experience:

Four years of increasingly responsible professional experience with a public agency in public administration, community preservation, housing program services or a related field and supervision, or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with significant course work in the areas of Business Administration, Finance, Accounting, Public Administration, Real Estate, Economics or related fields.

Licenses:

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.

Possession of a Real Estate license is desirable.

ADDITIONAL INFORMATION:

Physical Conditions:

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

FLSA Status: Exempt

Bargaining Unit: Management

Revised: August 12, 2025- Resolution No. 2025-153

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

HOUSING PROGRAM SPECIALIST I/II

DEFINITION
Under general supervision from the Housing Program Manager, provides administrative and technical support to the Housing Program Services Division. Also initiates and maintains contact with property owners, residents, organizations and governmental entities involved in community development programs offered through the Housing Program Services Division.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
Housing Program Specialist I – This class is distinguished from the Housing Program Specialist II by the performance of the more routine tasks and duties assigned to the position.

Housing Program Specialist II –This class is distinguished from the Housing Program Specialist I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the level I classification.

SUPERVISION RECEIVED AND EXERCISED
Under the general supervision of the Housing Program Manager.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Provide statistical methodology for major projects to include, but not limited to, identifying revenue source, funding utilization, and demographic data.
- Process accounts payable.
- Marketing the community development programs administered through the Housing Program Services Division; create and prepare division brochures and flyers.
- Develop and maintain automated systems, such as the HUD IDIS system.
- Gather data for the preparation of the required HUD Annual Action Plan application, CAPER, and related HUD documents.
- Monitor and gather data for environmental compliance for all program activities administered by the Housing Program Services Division.
- Compile, analyze and assist in the preparation of reports and required HUD and HCD documentation.
- Provide home counseling under the HUD Certified Counseling Program to all Stanislaus County residence in the area pre and post purchase counseling, money/debt management, and pre-foreclosure and foreclosure counseling.
- Conducts annual long-term monitoring of non-profits for HUD and HCD compliance,

may include workshops and technical assistance as needed.
- Conducts annual long-term monitoring of the HOME Consortium in order to ensure uniformity of the activities to HUD regulations, may include workshops and technical assistance as needed.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:
- Federal, State and local housing and community programs and regulations
- Effective communication skills with a diversity of clients
- Technical analytical report writing
- Basic statistical and record keeping methods
- Principles and practices of basic real estate transactions
- Basic computer skills and operations

Ability to:
- Conduct effective interviews
- Evaluate applicant personal and financial data
- Gather data and prepare recommendations
- Make accurate arithmetical computations
- Prepare statistical charts, graphs and exhibits
- Foster cooperative working relationships with the general public
- Deal effectively with individuals from a variety of ethnic and socioeconomic groups
- Prepare and present reports for public meeting and funding workshops
- Prepare work that requires attention to detail
- Establish and maintain cooperative-working relationships with those contacted in the course of work
- Communicate clearly and concisely, both orally and in writing

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

Training:
Equivalent to an Associate Degree with course work in real estate, finance, business or a related field.
Experience:
Housing Program Specialist I:
Considerable journey-level clerical experience directly related to loan processing, property rehabilitation, escrow procedures, financial accounting, real estate transactions or other related housing fields.
Housing Program Specialist II:
Equivalent to two years of experience performing duties comparable to a Housing Program Specialist I in a program funded by HUD or a sub-recipient of HUD for the purpose of affordable housing.
Licenses:
Possession of an appropriate valid California driver's license, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

WORKING CONDITIONS
Work is performed primarily in an office setting with occasional off-site assignments as needed.

PHYSICAL REQUIREMENTS
Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

HOUSING REHABILITATION SPECIALIST/INSPECTOR I

DEFINITION
Under general supervision, provides professional and technical assistance to property owners in the City of Turlock related to construction and rehabilitation of property and performs related work as required. Inspects buildings and structures in all stages of construction, alteration and repair; has the ability to review building plans and specifications; enforces building, plumbing, electrical, zoning and mechanical codes and laws.

This classification is assigned to the Turlock City Employees Association (TCEA) bargaining unit for labor relations purposes and is subject to overtime.

SUPERVISION RECEIVED AND EXERCISED
Incumbents in this classification report to and are supervised by the Housing Program Manager. The Housing Rehabilitation Specialist / Inspector I may receive training from the Housing Rehabilitation Specialist / Inspector II or Building Inspector I, II or Building Inspector, Sr.

DISTINGUISHING CHARACTERISTICS
This is the entry level in the Housing Rehabilitation Specialist / Inspector series. This classification performs the routine and standardized tasks which may include other specialized duties. Incumbents in this class are expected to perform most routine tasks in the Housing Division and back-up to the Building & Safety Division within the framework established by higher level employees fully utilizing existing skills required for the position. It is expected that the knowledge and skills of the incumbent will be enhanced through a comprehensive orientation program, which leads to performing increasingly responsible building inspection staff work with minimal direct supervision. Promotion eligibility to the Housing Rehabilitation Specialist / Inspector II position will be based on the incumbent's demonstration after mastering the full range of inspection expertise and possession of an International Code Council (ICC) Building Inspector Certification.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Makes field inspections of dwellings of potential participants in the Housing Rehabilitation Program.
- Prepares specifications for work to be performed.
- Drafts footprint of residential floor plans.
- Prepares detailed cost estimates of proposed work and presents the estimates to property owners.
- Assists property owners in preparing bids and soliciting bidders.
- Gives technical assistance to homeowners on all phases of construction.
- Works with property owners and contractors to develop suitable agreements.
- Inspects dwelling units during rehabilitation to determine compliance with applicable housing and building codes and policies of the Housing Rehabilitation Program.
- Housing Quality Standards inspections for Turlock and member jurisdictions First Time Homebuyer programs.
- Assists in marketing and promoting the rehabilitation program to potential clients.

- Make field inspections of industrial, commercial and residential buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations of the City, County, State and federal agencies.
- Inspect foundation, cement, framing, plastering, plumbing, mechanical and electrical installations and a large variety of other complex and routine building system elements.
- Check stud, joist, rafter spacing and other structural member factors.
- Examine grade, quality and treatment of lumber, cement, lath, wire and composition.
- Coordinate inspection activities with other city departments and public agencies as needed.
- Assist in conducting investigations of zoning, land use and construction code enforcement and abatement issues.
- Determine compliance to California Building, Plumbing, and Mechanical Codes, California Electric Code, and pertinent provisions of State and County health and environmental ordinances.
- Confer with architects, contractors, builders and general public in the field and office to resolve complaints and answer questions regarding plan check correction lists, conditions of permit approvals, and use of alternative methods or materials.
- Update and maintain records, files, field note as applicable and prepare reports.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- State and County laws, codes and ordinances relating to building construction and zoning.
- Types of building materials and variation in their quality.
- Methods of building construction and rehabilitation.
- Principles and techniques of building inspection.
- Principles and techniques of structural rehabilitation.
- Principles and techniques of real estate appraisal.
- Accepted safety standards and methods of building construction.
- Building related codes and ordinances enforceable by the City, specifically, the California Building Code.

Ability to:

- Interpret provisions of applicable codes, ordinances, and regulations enforceable by the City.
- Apply technical knowledge of building trades work.
- Use sound inspection methods to examine workmanship and materials and to detect deviations from plans, specifications, and standard installation practices.
- Prepare work specifications for rehabilitation.
- Accurately estimate the cost of material and labor for potential rehabilitation work.
- Relate to individuals of various social-economic levels.
- Read and interpret diagrams, plans, and specifications and building codes.
- Make arithmetic computations rapidly and accurately.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.
- Learn to perform journey level inspection skills in a variety of specialty trade areas and to perform competent and efficient work.
- Enforce a variety of State and City codes and regulations.
- Determine that construction systems conform to City Code requirements.
- Advise on standard construction methods and requirements.
- Enforce necessary regulations with firmness and tact.
- Establish and maintain an effective working relationship with those contacted during the course of work.
- Understand and carry out oral and written directions.

- Communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three (3) years of responsible construction or inspection experience equivalent to journey level construction work in the building trades involving work done in conformance with standard building, electrical, mechanical systems and plumbing codes;
OR
Equivalent to four (4) years of experience in residential/housing construction or related occupational field dealing with the residential/ housing construction industry.
Training:
Education requirement is high school diploma, GED or equivalent.
Licenses:
Possession of a certification or course completed in a related U.S. Department of Housing and Urban Development (HUD) regulation such as lead based paint, mold or other construction discipline within twelve months from date of appointment.
Possession of a Building Inspector Certification issued by the International Code Council (ICC) within one (1) year appointment for a total of one (1) certification.
Possession of a valid California Driver's License at the time of appointment and must be maintained thereafter as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write, make observations, view computer screen, read gauges and other instrumentation as well as operate a motor vehicle; hear well enough to converse on the radio, telephone, and in person; use hands and fingers well enough to use computer keyboard, write, file and answer telephones; bodily mobility to walk on uneven surfaces or sloped surfaces such as construction sites and roofs, bend, stand, climb on scaffolding and ladders, and be able to tolerate extreme fluctuations in temperatures while performing inspections or other duties.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

HOUSING REHABILITATION SPECIALIST/INSPECTOR II

DEFINITION
Under general supervision, provides professional and technical assistance to property owners in the City of Turlock related to construction and rehabilitation of property and performs related work as required. Inspects buildings and structures in all stages of construction, alteration and repair; reviews building plans and specifications; enforces building, plumbing, electrical, zoning and mechanical codes and laws.

This classification is assigned to the Turlock City Employees Association (TCEA) bargaining unit for labor relations purposes and is subject to overtime.

SUPERVISION RECEIVED AND EXERCISED
Incumbents in this classification report to and are supervised by the Housing Program Manager. The Housing Rehabilitation Specialist / Inspector II may receive training from the Building Inspector II or Building Inspector, Sr.

DISTINGUISHING CHARACTERISTICS
This is the journey level in the Housing Rehabilitation Specialist / Inspector series. This classification is normally filled by advancement from the lower classification of Housing Rehabilitation Specialist / Inspector I. Appointment to the higher classification requires that the employee be performing substantially the full range of duties for the classification requiring a complete knowledge of department policies and procedures and meet the qualification standards for the classification. The Housing Rehabilitation Specialist / Inspector II is expected to perform the entire range of moderately difficult inspections (building, electrical, fire, plumbing and mechanical) for a variety of construction inspections. It is expected that the knowledge and skills of the incumbent will be enhanced through a comprehensive orientation program, which leads to performing increasingly responsible building inspection staff work with minimal direct supervision.

Incumbents in this classification report to and are supervised by the Housing Program Manager. The Housing Rehabilitation Specialist / Inspector II may receive training from the Building Inspector II or Building Inspector, Sr.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Makes field inspections of dwellings of potential participants in the housing rehabilitation program.
- Prepares specifications for work to be performed.
- Drafts footprint of residential floor plans.
- Prepares detailed cost estimates of proposed work and presents the estimates to property owners.
- Assists property owners in preparing bids and soliciting bidders.
- Gives technical assistance to homeowners on all phases of construction.
- Works with property owners and contractors to develop suitable agreements.
- Inspects dwelling units during rehabilitation to determine compliance with applicable housing and building codes and policies of the Housing Rehabilitation Program.

- Housing Quality Standards inspections for Turlock and member jurisdictions First Time Homebuyer programs.
- Assists in marketing and promoting the rehabilitation program to potential clients.
- Perform field inspections of industrial, commercial and residential buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations of the City, County, state and federal agencies.
- Perform complex inspection duties in several trade specialties such as plumbing, electrical and mechanical, structural and finish trade areas.
- Inspect foundation, cement, framing, plastering, plumbing, heating and electrical installations, and a large variety of other complex and routine building system elements.
- May assist in the checking of building plans and perform field review of plans and specifications.
- Check stud, joist, rafter spacing and other structural member factors.
- Examine grade, quality and treatment of lumber, cement, lath, wire and composition including conducting research of new and/or alternative material reports from ICBO and other testing labs.
- Assure proper and safe installations of routine and complex building systems.
- Coordinate inspection activities with other City departments and public agencies as needed.
- Assist in conducting investigations of zoning, land use and construction code enforcement and abatement issues.
- Determine compliance to California Building, Plumbing, and Mechanical Codes, California Electric Code, and pertinent provisions of state and County health and environmental ordinances.
- Confer with architects, contractors, builders and the general public in the field and office to resolve complaints and answer questions regarding plan check correction lists, conditions of permit approval, and use of alternative methods or materials.
- Update and maintain records, files, field note as applicable and prepare reports.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- State and County laws, codes and ordinances relating to building construction and zoning.
- Types of building materials and variation in their quality.
- Methods of building construction and rehabilitation.
- Principles and techniques of building inspection.
- Principles and techniques of structural rehabilitation.
- Principles and techniques of real estate appraisal.
- Accepted safety standards and methods of building construction.
- Building related codes and ordinances enforceable by the City including the California Building, Mechanical, Plumbing and Housing Codes, the California Electric Code, and the municipal zoning and sign ordinances.
- Principles and techniques of building inspection work.
- Complex building, electrical, fire, plumbing and mechanical code enforcement.

Ability to:

- Interpret provisions of applicable codes, ordinances, and regulations enforceable by the City.
- Apply technical knowledge of building trades work.
- Use sound inspection methods to examine workmanship and materials and to detect deviations from plans, specifications, and standard installation practices.
- Prepare work specifications for rehabilitation.
- Accurately estimate the cost of material and labor for potential rehabilitation work.
- Relate to individuals of various social-economic levels.
- Read and interpret diagrams, plans, and specifications and building codes
- Make arithmetic computations rapidly and accurately.

- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.
- Perform high level inspection skills in a variety of specialty trade areas and to perform competent and efficient work as a Building Inspector.
- Enforce a variety of State and City codes and regulations
- Read and interpret building plans, specifications and building codes and determine that construction systems conform to City Code requirements.
- Advise on standard construction methods and requirements.
- Enforce necessary regulations with firmness and tact.
- Establish and maintain an effective working relationship with those contacted during the course of work.
- Apply City codes and policies regarding zoning, environmental matters and other regulations to field situations.
- Perform entire range of inspections, including building, electrical, fire, plumbing and mechanical for residential, commercial and industrial construction.
- Communicate clearly and concisely, both orally and in writing.
- Work independently without supervision.

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

Experience:
Four (4) years of responsible construction or inspection experience equivalent to journey level construction work in the building trades involving work done in conformance with standard building, electrical, mechanical systems and plumbing codes;
OR
Equivalent to five (5) years of experience in residential/housing construction or related occupational field dealing with the residential/ housing construction industry.

Training:
Education requirement is high school diploma, GED or equivalent.

Licenses:
Possession of a certification or course completed in a related U.S. Department of Housing and Urban Development (HUD) regulation such as lead based paint, mold or other construction discipline at the time of appointment.
Possession of a Building Inspector Certification issued by the International Code Council (ICC) at the time of appointment and possess a second Building Inspector Certification by the ICC within one (1) year appointment for a total of two (2) certifications.
Possession of a valid California Driver's License at the time of appointment and must be maintained thereafter as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write, make observations, view computer screen, read gauges and other instrumentation as well as operate a motor vehicle; hear well enough to converse on the radio, telephone, and in person; use hands and fingers well enough to use computer keyboard, write, file and answer telephones; bodily mobility to walk on uneven surfaces or sloped surfaces such as construction sites and roofs, bend, stand, climb on scaffolding and ladders,

and be able to tolerate extreme fluctuations in temperatures while performing inspections or other duties.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

HOUSING REHABILITATION SPECIALIST/INSPECTOR TRAINEE

DEFINITION
Under general supervision, provides professional and technical assistance to property owners in the City of Turlock related to construction and rehabilitation of property and performs related work as required. Assists and trains in: inspecting buildings and structures in all stages of construction, alteration and repair; reading building plans and specifications; enforcing building, plumbing, electrical and mechanical codes and laws.

This classification is assigned to the Turlock City Employees Association (TCEA) bargaining unit for labor relations purposes and is subject to overtime.

SUPERVISION RECEIVED AND EXERCISED
Incumbents in this classification report to and are supervised by the Housing Program Manager. The trainee classification may receive training from the Housing Rehabilitation Specialist / Inspector I or II or Building Inspector I, II or Building Inspector, Sr.

DISTINGUISHING CHARACTERISTICS
This is a trainee level position in the Housing Rehabilitation Specialist / Inspector series. The trainee classification performs more routine and standardized tasks. The Housing Rehabilitation Specialist / Inspector Trainee is considered to be in a training status for a minimum of one year. Promotion to the Housing Rehabilitation Specialist / Inspector I position will be based on the incumbent's demonstration of their ability to assume the full range of duties for the Housing Rehabilitation Specialist / Inspector I.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Makes field inspections of dwellings of potential participants in the Housing Rehabilitation Program.
- Prepares specifications for work to be performed.
- Drafts footprint of residential floor plans.
- Prepares detailed cost estimates of proposed work and presents the estimates to property owners.
- Assists property owners in preparing bids and soliciting bidders.
- Gives technical assistance to homeowners on all phases of construction.
- Works with property owners and contractors to develop suitable agreements.
- Inspects dwelling units during rehabilitation to determine compliance with applicable housing and building codes and policies of the Housing Rehabilitation Program.
- Housing Quality Standards inspections for Turlock and member jurisdictions First Time Homebuyer programs.
- Assists in marketing and promoting the rehabilitation program to potential clients.
- Make field inspections of residential buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations of the City, County, State and Federal agencies.
- May assist in the checking of building plans.

- Coordinate inspection activities with other City departments.
- Confer with architects, contractors, builders and the general public in the field and office.
- Update and maintain records, files, field note as applicable and prepare reports.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- State and County laws, codes and ordinances relating to building construction and zoning.
- Types of building materials and variation in their quality.
- Methods of building construction and rehabilitation.
- Principles and techniques of building inspection.
- Principles and techniques of structural rehabilitation.
- Principles and techniques of real estate appraisal.
- Accepted safety standards and methods of building construction.
- Building related codes and ordinances enforceable by the City, specifically, the California Building Code.

Ability to: Experience and Training Guidelines

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

Experience:

Two (2) years of responsible construction experience equivalent to journey level construction work in the building trades involving work done in conformance with standard building, electrical, mechanical systems and plumbing codes;

OR

Equivalent to three (3) years of experience in residential / housing construction or related occupational field dealing with the residential / housing construction industry.

Training:

Education requirement is high school diploma, GED or equivalent.

License:

Possession of a valid California Driver's License at the time of appointment and must be maintained thereafter as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read, write, make observations, view computer screen, read gauges and other instrumentation as well as operate a motor vehicle; hear well enough to converse on the radio, telephone, and in person; use hands and fingers well enough to use computer keyboard, write, file and answer telephones; bodily mobility to walk on uneven surfaces or sloped surfaces such as construction sites and roofs, bend, stand, climb on scaffolding and ladders, and be able to tolerate extreme fluctuations in temperatures while performing inspections or other duties.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

HUMAN RELATIONS ANALYST

DEFINITION
Under general supervision, performs a variety of human resources duties involving recruitment, selection, classification, salary administration, payroll, risk management, career development, retirement, benefits, and other related human resources programs.

This classification is assigned to the Confidential bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a professional human resources class with first level supervisory duties in a discrete sub-divisional organizational component involving the human resources and payroll administration programs/functional area within the department. Incumbents perform the full range of duties requiring specialized knowledge and training in the assigned areas. The job incumbent has responsibility for the day to day assigning, supervising, and directing the work of assigned staff. Incumbents are expected to perform more difficult and responsible duties and exercise independent judgment in resolving problems within established departmental guidelines and in accordance with law, ordinance, and City policy.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Human Relations Director or Principal Human Relations Analyst. The Human Relations Analyst may supervise technicians and office support staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist in the planning, development, and implementation of assigned programs.
- May supervise and direct the work of assigned staff.
- Ensure close coordination with other City departments and affected outside groups.
- May assist with presentations before various groups, including City Council, and professional and public meetings, as needed.
- Participate in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Assist with the supervision of staff including provision of timely performance evaluations; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answer questions; provides information to the public; recommend corrective actions; investigate, report, documents and resolve complaints.
- Build and maintain respectful, positive working relationships with staff, supervisors, outside agencies, and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Model appropriate professional conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Perform related duties as assigned.

When assigned to Human Resources functions:

- Develop, evaluate, and validate selection instruments such as written, oral, and/or performance examination activities.
- Conduct position classification studies, including audit and analysis of positions and classifications.
- Prepare and revise classification specifications including preparation of related documentation necessary for formal adoption.
- Supervise the activities of subordinates including employee selection, training, instruction, task assignment, work review, performance evaluation and administration of progressive discipline as needed.
- Conduct salary and employee fringe benefit surveys, analyze data, and recommend adjustments and internal relationships.
- Assist with the management of City self-insurance plans including health insurance and workers' compensation benefits.
- Assist in the resolution of employee disciplinary and grievance complaints.
- Assist in the development and implementation of negotiated labor agreements.
- Assist with the administration of formally adopted health, retirement, workers' compensation, drug & alcohol, bloodborne pathogens and employee incentive programs.
- Provide assistance to City Departments and employees on human resources problems, staffing and organizational needs, the interpretation of human resources policies and procedures, and in resolving human resources problems.
- Provide orientation for new employees on City operations and a variety of human resources, retirement, and benefit programs.
- Provide career advice and counseling to individuals and groups.
- Assist with administration of the operational functions of the city memorandum of understanding, retirement, benefits, and deferred compensation programs in accordance with established policies, regulations, and requirements.
- Assist with preparation and processing of the City's payroll and assists with the administration of the City's compensation plans.
- Responsible for assigning and tracking of employee training and coordination as needed.
- Performs other duties as assigned.

When assigned to Payroll functions:

- Prepares and processes the City's payroll and assists with the administration of the City's compensation plans.
- Maintain and prepare payroll-related records and reports to assist with various management projects.
- Maintain records of employee benefits to include vacation, sick leave, etc.; answers payroll related questions from employees.
- Prepare a variety of financial reports for multi-departmental use, prepares payroll journal entries, and assures compliance with City, State, and Federal requirements.
- Prepare quarterly, annual, and W-2 tax reporting statements; process retirement plan contributions.
- Work with other department staff to carry out various confidential personnel transactions; such as salaries, benefits, promotions, special pays, reclassifications, demotions, suspensions, terminations, and other related matters.
- Coordinate with outside vendors, plan sponsors, and governmental agencies; research and resolve discrepancies or problems.
- Assists with recruitment and selection related activities.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Fundamental principles and practices of public human resources management including recruitment, selection, classification, salary, career development, equal opportunity, benefit, and retirement programs.
- Methods and practices of payroll processing.
- Public agency administration.
- Federal, State, and local laws and regulations relating to human resources management and payroll administration.
- Principles of organization and management.
- Statistical concepts and methods; financial accounting principles and procedures.
- Career development planning techniques and methods.
- Principles of employee supervision, career development and training.
- Computer equipment and business-related computer applications.
- Modern methods of records management and report preparation.
- Principles and practices of supervision, staff selection, training, and human resources management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.

Ability to:

- Plan, organize, direct, review and supervise the work of a small administrative and office support staff.
- Organize, prioritize, and perform work activities in a confidential manner.
- Delegate authority and responsibility effectively.
- Perform professional, technical human resources management analysis including the preparation of complex analytical reports and documents.
- Maintain detailed and accurate payroll records.
- Interpret and apply human resources management and payroll administration laws, rules, regulations, policies, and guidelines.
- Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the general public.
- Present ideas effectively orally and in writing.
- Read, comprehend, and apply complex laws and regulations.
- Lead, supervise, evaluate, and train personnel effectively and maintain discipline.
- Organize, implement, and supervise departmental goals and City objectives.
- Operate standard office equipment including personal computers and business-related programs effectively.
- Organize, analyze, manage, and implement a variety of human resources and/or payroll programs.
- Establish and maintain respectful, effective, and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

Experience and Training Guidelines

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

Experience:

Three years of increasingly responsible administrative support or technical work in human resources including processing payroll, that would have provided the opportunity to develop the required skills, knowledge, and abilities.

Training:
Possession of a bachelor's degree from an accredited college or university in the areas of public administration, business administration, human resources management, accounting, or related fields preferably including course work in human resources management.
License:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver's license thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard, copy machine, filing, writing, drive vehicles and answer telephone.

FLSA Status: Non-exempt
Bargaining Unit: Confidential

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

HUMAN RELATIONS DIRECTOR

DEFINITION
Under administrative direction, plans, organizes, directs, and reviews the activities and operations of the Human Relations Department including functions such as performance management, recruiting and testing, employee training and development, equal employment opportunity, employee benefits, payroll processing, employee and labor relations; and any other administrative/organizational support function assigned by the Deputy City Manager or City Manager; to provide leadership to the department and City organization.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a department director classification responsible for the direction of a discrete departmental organizational component and divisions in the areas of Human Resources and Payroll; provides highly responsible and complex administrative assistance to the Deputy City Manager and City Manager.

This position serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole; approves and has final responsibility for all written and other types of presentations to the City Council and other commissions, boards and policy adopting bodies; demonstrates professional competence while working as a team member and exercises independent judgment in a number of confidential and sensitive areas; duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

SUPERVISION RECEIVED AND EXERCISED
Administrative direction is provided by the City Manager. The job incumbent directly supervises staff in Human Resources and Payroll functions.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Coordinate, maintain, and direct the administration of City Human Resources policies, practices, and procedures; advise employees, supervisors, and managers in their interpretation; recommend new or revised policies and procedures to department directors, City Manager's Office, and employee associations.
- Coordinate with employee associations, their leadership, business representatives, and legal counsel to resolve employee and labor relations issues, including contract interpretation, problem solving, and complaint and grievance resolution.
- Oversee the equal opportunity and diversity functions of the city including recruitment outreach, training, state and federal reporting, referral of complaints for investigation, and consultation with supervisors and managers.
- Oversee recruiting, testing, selection, classification, and compensation activities; review and negotiate changes.
- Oversee the employee benefits program; recommend and negotiate changes; consult with brokers and actuaries; recommend funding options to the City Manager’s Office.

- Oversee the employee compensation and payroll functions.
- Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.
- Coordinate division activities with those of other service areas and outside agencies and organizations, provide staff assistance to the City Manager's Office, prepare and present reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan, assigns work activities, projects and programs, monitors workflow, reviews and evaluates work products, methods and procedures.
- Supervise and participate in the development and administration of the Administrative Services Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, supplies, and services; monitor and approve expenditures; implement mid-year adjustments.
- Conduct research and develop recommendations on City-wide work methods, operation policy and procedures, programs, services, and other administrative issues.
- Provide highly responsible administrative staff assistance including conducting specific and comprehensive analysis of a wide range of municipal policies involving organization, procedures, and services.
- Ensure close coordination with other City departments and affected outside groups.
- Make presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Supervise staff including provision of timely performance evaluations; recommend and implement approved discipline; provide staff development; and maintain high standards necessary for efficient, professional operations.
- Build and maintain respectful and positive working relationships with staff, supervisors, outside agencies, and the public using principles of good customer service; provide effective conflict resolution.
- Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; comply with and support City policies and procedures, labor laws, and MOU provisions.
- Attend assigned meetings and training; interact with outside agencies and commissions; provide leadership for teams, or committees, as needed.
- Utilize automated equipment to prepare documents and maintain data related to department operations.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of public human resources administration, including methods and techniques used in labor relations, negotiations, recruitment and selection, testing, classification and pay, salary and benefits administration, training, and equal employment opportunity.
- Principles and practices of risk management, risk transfer, and asset protection programs relating to general and financial liability protection; practices and techniques of establishing, maintaining, and modifying a comprehensive risk management program.
- Health, life, property, casualty, and liability insurance coverages
- Workers' compensation law
- Principles and practices of information technology applicable to business and municipal operations
- Best practices and current information systems technology

- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Advanced principles, practices, and techniques of public program administration.
- Research methods and sources of information related to a broad range of municipal programs, services, and administration.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Municipal structure and organization in a Mayor-Council/City Manager form of government.
- Principles of employee supervision, career development, and training.
- The concepts of word processing, spreadsheets, micro-computer, and mainframe computer applications.
- Modern methods of records management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution, and excellent customer service.

Ability to:

- Organize, implement, and supervise departmental goals and City objectives.
- Administer a variety of City-wide programs and administrative activities; implement and manage complex system upgrades and/or replacements; manage all aspects of life cycle management for critical systems throughout City departments.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations; develop and implement department policies and procedures.
- Supervise, train, and evaluate assigned personnel.
- Prepare a variety of complex and comprehensive reports and documents.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of agency goals.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Prepare and administer a budget, manage resources within budget and policy parameters.
- Plan, organize, direct, and supervise the work professional, technical, and office support staff.
- Make presentations before groups and represent the City in public forums.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Use computer and needed programs effectively.
- Communicate effectively, orally, electronically, and in writing.
- Establish and maintain cooperative working relationships with City officials, employees, and the general public.

Experience and Training Guidelines

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

Experience:

Five years of increasingly responsible experience administering public sector Human Resources functions, including two years of managerial and supervisory responsibility that would have provided the opportunity to develop the required skills, knowledge and abilities.

Training:

Possession of a Bachelor's degree from an accredited college or university in business, public administration, information technology, or a closely related field.

Possession of a master's degree in public administration or a closely related field is desired.

Licenses:

Possession of a valid California Driver's License in the category necessary to perform essential

duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain required physical abilities including vision adequate to operate vehicles and equipment, read instructions and follow directions; hearing adequate to distinguish mechanical noises, converse on telephone and in person; body mobility adequate to drive and perform required duties; use of hands and fingers adequate for driving, writing, typing and computer related functions; ability to lift tools, files and equipment as needed.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

HUMAN RELATIONS SPECIALIST

DEFINITION
Under general supervision, performs technical and paraprofessional work in a variety of human resources program areas including recruitment, selection, classification, compensation, training, labor relations, personnel record maintenance, workers compensation and benefits, salary/payroll administration, and other related programs; may perform general office support duties.

This classification is assigned to the Confidential bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a paraprofessional classification with technical and specialized administrative responsibility in the operations of human resources and payroll functions. This confidential classification performs a variety of assignments within broad procedural guidelines with minimal supervision and instruction. Incumbents use specialized knowledge of citywide and Human Relations Department related policies, procedures and practices as well as applicable federal and state laws and regulations. Maintains confidentiality of records and information concerning other City employees including personnel files, medical records files, workers' compensation files, payroll, and all performance related information such as employee performance evaluations, wage, and salary information.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Human Relations Analyst with some assignments given by the Principal Human Relations Analyst or Human Relations Director. May provide lead direction to temporary employees.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Prepare and maintain records and logs and conduct special studies; may monitor budget accounts, as directed by supervisor.
- Provide assistance to City staff and the general public on matters regarding human resources and/or payroll.
- Conduct salary surveys, prepare, and process correspondence.
- May conduct employee training.
- Make travel arrangements, maintain appointment schedules and calendars, and arrange meetings and conferences.
- Assist supervisory and management staff in departmental projects and/or program activities.
- Process a variety of personnel transactions; such as salaries, benefits, promotions, special pays, reclassifications, demotions, suspensions, terminations, merit increases along with employee performance evaluations, and other related matters.
- Maintain records of employee benefits to include vacation, sick leave, etc.
- Processing in financial system of completed HR contracts, professional services agreements, payments, invoices and other financial transactions.
- Perform related duties as assigned.

When assigned to the Human Resources functions:
- Prepare recruitment materials including job announcements, writing, and placing advertising, social media, assembling mailing lists and preparing and issuing candidate notices.
- Prepare and create materials for city-wide events and department updates.
- May chair oral panels and written examinations.
- Schedule, administer and score written examinations.
- Review and evaluate applications; updates the applicant tracking system.

- Conducts orientation interviews with new employees and exit interviews.
- Schedule pre-employment and Department of Transportation (DOT) related medical examinations.
- Prepare employees workers' compensation initial reports and forwards to third party administrator for claims processing; monitors employees return to work status reports.
- Enroll employees in the City's retirement program (PERS) and other health care programs; answers questions regarding benefit programs; processes problem health care claims and coordinate with appropriate administrators and insurance carriers.
- Process paperwork relating to long-term disability claims.
- Process Family and Medical Leave Act (FMLA/CFRA/PDL) paperwork from sending initial correspondence to employee through submitting paperwork to payroll; monitor employees return to work status reports.

When assigned to the Payroll function:
- Prepare and process city-wide payroll in compliance with City, State, and Federal requirements; assists with the administration of the City's compensation plan; and prepare quarterly, annual, and W-2 tax reporting statements; process retirement plan contributions.
- Maintain and prepare payroll related records and reports; prepare payroll journal entries, prepare a variety of finance reports for multi-departmental use.
- Answer payroll related questions from employees.
- Research and resolve discrepancies or problems with a variety of vendors and governmental agencies, implement provisions and associated changes in employee bargaining agreements on the payroll system; coordinate with outside vendors, plan sponsors and governmental agencies.

QUALIFICATIONS:

Knowledge of:
- Principles and practices of organization and human resources administration.
- Applicable Federal, State and local codes, laws and regulations.
- Basic statistical analysis and financial accounting principles and procedures.
- Basic principles of employee relations.
- Methods and practices of payroll processing, recordkeeping, and report preparation.
- Modern office methods, procedures and equipment.
- Proper grammar and punctuation.
- Principles of effective interpersonal relationships and strong customer service skills.

Ability to:
- Type 45 words per minute net corrected.
- Operate standard office equipment including desktop computers and appropriate software with accuracy.
- Perform a variety of responsible clerical work without direct supervision.
- Interpret and apply policies, rules, laws, labor agreements and other standards appropriately in a wide variety of circumstances.
- Exercise independent judgment; organize, prioritize, and coordinate work activities.
- Research, analyze and develop comprehensive reports on a variety of human resources and organizational issues and make appropriate recommendations.
- Effectively plan, organize, and coordinate program activities; meet deadlines.
- Maintain the confidentiality of privileged information.
- Communicate clearly and concisely, both orally and in writing; understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with those contacted during the course of work.

Experience and Training Guidelines

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

Experience:

Three years of progressively responsible technical, clerical, and/or administrative support work of which one year must be in a human resources, payroll, or risk management related field.

Education:
Equivalent to an associate degree (60 semester units) in human resources, accounting, business administration or a related field.
License:
Possession of a valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read instructions, read fine print and view computer screen for extended periods; hear well enough to converse on the telephone and in person; use of hands and fingers for use of computer keyboard, ten key, filing, writing and answering telephones.

FLSA Status: Non-exempt
Bargaining Unit: Confidential

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

INFORMATION TECHNOLOGY ANALYST I

DEFINITION
Under general supervision, performs technical work in the design, research, programming, testing, installation, planning, updating and maintenance of computer application systems and networks. Performs diagnoses of software malfunctions and trains employees in computer and software utilization.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Information Technology Analyst I is assigned to monitor and maintain the operation of complex computer, network and software systems. The Information Technology Analyst II is distinguished from Information Technology Analyst I, by greater experience requirement, and by the increasing complexity of assigned duties. Advancement from one level to the other requires additional experience along with job performance evaluation showing consistently above average work performance and increasing levels of work responsibility.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from high level Management and Supervisory staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- May serve as system administrator for computer network systems.
- Research and evaluate advances in computer hardware and software.
- Participate in planning and implementation of current and future technology.
- Deployment of computer systems, hardware, peripherals, and software.
- Provide professional customer service.
- Test and troubleshoot computers, software and upgrades.
- Maintain records and prepare oral and written reports.
- Assist in the maintenance of Internet connections and Websites.
- Monitor and administer critical systems including email, enterprise software, and public safety systems.
- Keep abreast of current trends in server, database, network, and security concepts and technologies.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Local and Wide Area Network (LAN & WAN) hardware, concepts and terminology, and Internet access protocols.
- Computer software, including operating systems, office productivity software. Systems management software, database management and security systems.
- Computer hardware architecture.
- Server, Virtualization and Storage Technologies.

- Principles and techniques of computer systems analysis, programming, hardware/software diagnosis and repair, and security.
- Principles of design and development of websites.

Ability to:
- Communicate clearly and concisely, both orally and in writing.
- Analyze, design, program, install and maintain highly technical and complex programs and equipment.
- Read, interpret and apply information from complex technical publications, manuals and other documents.
- Troubleshoot, configure, perform repairs, and install computer hardware and software.
- Develop and maintain effective working relationships.
- Work independently with minimal supervision.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
A minimum of one year of full-time increasingly responsible experience in supporting computer systems, operating systems, software, Networking including routing, security and administrative support, computer system repairs and general programing.
Training:
A Bachelor's Degree from an accredited four-year college or university with major course work in computer science, electrical engineering, information system or a business-related field.
Licenses:
Possession of a valid California driver's license at the time of appointment and ability to maintain it as a requirement for continued employment.
Possession of one or more of the following certifications is desirable: Microsoft, Cisco, CompTIA, and Brocade regarding operating systems and software

ADDITIONAL INFORMATION:

Physical Conditions:
Work is typically performed in an office environment; occasional work in cooled air-conditioned data center/server rooms; occasional work outside in various types of inclement weather; occasional work in confined spaces. Work may take place at off-site locations throughout the city,
Mobility: continuous use of keyboard; frequent sitting, standing; occasional walking, bending, squatting.
Lifting: frequently up to 10 pounds; occasionally up to 75 pounds.
Vision: constant use of overall vision; continuous computer use; 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.
Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.
Environmental: frequent exposure to noise.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

INFORMATION TECHNOLOGY ANALYST II

DEFINITION
Under general supervision, performs technical work in the design, research, programming, testing, installation, planning, updating and maintenance of computer application systems and networks. Performs diagnoses of software malfunctions and trains employees in computer and software utilization.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Information Technology Analyst II is assigned to monitor and maintain the operation of complex computer, network and software systems. The Information Technology Analyst II is distinguished from Information Technology Analyst I by the added level of experience, more complex work assignment, along with job performance evaluation showing consistently above average work performance and increasing levels of work responsibility.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from high level management and supervisory staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- May serve as system administrator for computer network systems.
- Research and evaluate advances in computer hardware and software.
- Participate in planning, and implementation of current and future technology.
- Deployment of computer systems, hardware, peripherals, and software.
- Provide professional customer service.
- Test and troubleshoot computers, software and upgrades.
- Maintain records and prepare oral and written reports.
- Assist in the maintenance of Internet connections and Websites.
- Monitor and administer critical systems including email, enterprise software, and public safety systems.
- Keep abreast of current trends in server, database, network, and security concepts and technologies.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Local and Wide Area Network (LAN & WAN) hardware, concepts and terminology, and Internet access protocols.
- Computer software, including operating systems, office productivity software. Systems management software, database management and security systems.
- Computer hardware architecture.
- Server, Virtualization and Storage Technologies.
- Principles and techniques of computer systems analysis, programming, hardware/software diagnosis and repair, and security.

- Principles of design and development of websites.

Ability to:
- Communicate clearly and concisely, both orally and in writing.
- Analyze, design, program, install and maintain highly technical and complex programs and equipment.
- Read, interpret and apply information from complex technical publications, manuals and other documents.
- Troubleshoot, configure, perform repairs, and install computer hardware and software.
- Develop and maintain effective working relationships.
- Work independently with minimal supervision.
- Review computer systems for effectiveness and efficiency of system resources.
- Interface with vendors of hardware and software for prompt resolution of problems encountered.
- Review and maintain system security and make recommendations for improvement.
- Develop and evaluate training programs.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
A minimum of 4 years of full-time increasingly responsible experience in supporting computer systems, operating systems, software networking: including routing, security and administrative support, computer system repairs and general programing.
Training:
A Bachelor's Degree from an accredited four-year college or university with major course work in computer science, electrical engineering, information system or a business-related field.
Licenses:
Possession of a valid California driver's license at the time of appointment and ability to maintain it as a requirement for continued employment.
Possession of one or more of the following certifications is desirable: Microsoft, Cisco, CompTIA, and Brocade regarding operating systems and software

ADDITIONAL INFORMATION:

Physical Conditions:
Work is typically performed in an office environment; occasional work in cooled air-conditioned data center/server rooms; occasional work outside in various types of inclement weather; occasional work in confined spaces. Work may take place at off-site locations throughout the City,
Mobility: continuous use of keyboard; frequent sitting, standing; occasional walking, bending, squatting.
Lifting: frequently up to 10 pounds; occasionally up to 75 pounds.
Vision: constant use of overall vision; continuous computer use; 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.
Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.
Environmental Conditions:
Frequent exposure to noise.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

INFORMATION TECHNOLOGY ANALYST, SR.

DEFINITION
Under direction, provides responsible, professional project management, analytical, operational support, programming, coordination, and training resources in the implementation of application systems for city departments; to create, design, develop and/or engineer complex and technical information systems on a citywide basis.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This classification is the lead level in the Information Technology series and is responsible for the most complex assignments in planning, implementation, and support of information technology projects throughout the city.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Information Technology Manager. May exercise technical and functional supervision over technical positions, including Information Technology Technician, Information Technology Analyst I/II, and part-time employees or interns.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Design, analyze, implement, and manage major systems projects; prepare technical feasibility analysis; develop work plans; schedule and manage resources; manage overall technical aspects of projects; resolve complex technical problems and evaluate and develop systems implementation requirements.
- Participate in the development and implementation of city-wide information technology goals, objectives, policies, and priorities; assist in assessing the strategic direction of information technology; provide technical expertise in current technologies.
- Conduct cost versus benefit analysis of proposed systems.
- Perform computer programming activities when necessary.
- Coordinate computer information system activities with users and software and hardware vendors, as required; assist in the assessment of output requirements, data processing schedules, volume of transaction data and other factors to determine the level and type of computer information system support required.
- Perform research and analysis necessary to develop written and/or oral recommendations for hardware/software configurations and for interfacing with other computer information systems; considering policy standards, user needs, and the capabilities and limitations of hardware and software.
- Diagnose and resolve hardware and software problems.
- Analyze, assess and solve technical problems by assessing internal resources and capacity, and determining need for external assistance; contact and oversee appropriate external technical support.
- Coordinate and manage the intercommunications of major information systems, develop and implement standards that create efficiencies.

- Coordinate multi-department information system projects; coordinate and facilitate resolution of technical issues with department representatives.
- Test, prepare and execute new software. Develop the appropriate system/program documentation for the new software prior to implementation and conduct periodic updates.
- Establish operational controls to ensure accuracy of data processed.
- Develop instructions, documentation and procedure manuals for IT processes.
- Provide training to new IT personnel in knowledge base and familiarity of city-wide technology systems.
- Perform operations such as: back-ups; recovery procedures; telecommunications maintenance, maintain voice over IP systems and network support.
- Continue to maintain current technology information through research and education and provide options and recommendations to management.
- Analyze and monitor server and storage system logs to ensure optimum performance and up-time.
- Plan, install, deploy and administer virtualization software.
- Plan, install, deploy and administer Microsoft Windows server, Microsoft Active Directory, Microsoft Exchange and Group Policy.
- Participate with professional groups and associations/memberships to maintain current technology trends and develop resources.
- Monitor and administer critical systems including, email, enterprise software, public safety, and database management systems.
- Assist with planning, maintenance, deployment and testing of disaster recovery plans.
- Manage and document all hardware and software licensing.
- Deploy, manage and maintain all network and security systems, including firewalls, intrusion detection systems and antivirus.
- Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.
- Maintain confidentiality of ALL records and information including but not limited to personnel file or medical records, all performance related information such as reviews, reprimands, grievances, disciplinary actions, etc., as well as information relating to the collective bargaining process.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, procedures, practices, techniques and methods pertaining to modern information technology systems.
- Advanced knowledge of information technology operations,
- Specialized knowledge in systems analysis and design, project management and implementation, and application programming.
- Principles and practices of selection, development, testing, integration, cataloging, maintenance and support of application program components.
- Principles and practices of research and analytical methodology.
- Installation, maintenance, integration and testing of technology systems, subsystems and distributed systems.
- Principles and techniques of programming and programming documentation.
- Techniques for documenting user procedures.
- Basic budgeting principles.
- Effective public presentation techniques.
- Methodologies for project management including project tracking and project control.

Ability to:

- Properly interpret and make decisions in accordance with laws, regulations, and City policies.

- Know and understand all aspects of the position responsibilities including but not limited to: intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Analyze departmental technology system needs and requirements; identify goals, objectives, and problems, examine alternatives; develop recommendations and implement solutions; develop project plans; organize and monitor the work of others.
- Design and manage complex technology projects.
- Assist City departments in conducting procedure analysis and feasibility studies.
- Maintain a high level of customer service.
- Secure cooperation and teamwork among professional and technical project staff.
- Design, develop, test, and implement complex systems.
- Monitor technology systems utilization and recommend appropriate revisions to processes, procedures, and operations.
- Communicate clearly and concisely, orally, and in writing.
- Work independently with minimal supervision.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
A minimum of 4 years of full-time increasingly responsible experience in supporting computer systems, operating systems, software networking: including routing, security and administrative support, computer system repairs and general programing.
Training:
Equivalent to a Bachelor's Degree from an accredited college with major course work in computer science, information systems or a related field.
Licenses:
Possession of one or more of the following certifications is desirable: Microsoft, Cisco, and CompTIA.
Possession of an appropriate and valid California driver's license at the time of appointment and ability to maintain it as a requirement for continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Work is typically performed in an office environment; occasional work in cooled air-conditioned data center/server rooms; occasional work outside in various types of inclement weather; occasional work in confined spaces. Work may take place at off-site locations throughout the City.
Mobility: continuous use of keyboard; frequent sitting, standing; occasional walking, bending, squatting. Lifting: frequently up to 10 pounds; occasionally up to 75 pounds.
Vision: constant use of overall vision; continuous computer use; 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.
Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.
Environmental Conditions:
Frequent exposure to noise.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

INFORMATION TECHNOLOGY DIRECTOR

DEFINITION
Under administrative direction, plans, organizes, directs and reviews the activities of the Information Technology (I.T.) Department including functions such as information technology services, system development and support, network services, cybersecurity, Geographic Information Systems (GIS), the overall responsibility of all I.T. functions of the City and any other functions assigned by the Deputy City Manager and City Manager to provide leadership to the department and City organization.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a department director classification responsible for the direction of a discrete departmental organizational component and divisions in the Information Technology Department.

Serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies related to the Information Technology functions; demonstrates professional competence while working as a team member and exercise independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Deputy City Manager and City Manager. Direct management and supervisory responsibility over the Information Technology Department including subordinate manager and staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Manages the organization and coordination of information technology and other related activities and programs with department staff, other City departments, City Council, outside agencies and the public.
- Manages and is responsible for overall cybersecurity for the City including development and implementation of most current mitigation strategies.
- Manages and is responsible for GIS services for the city through subordinate Information Technology Manager and GIS Coordinator.
- Oversees the preparation of specialized budgets related to assigned activities; assists in budget implementation; participates in budget forecasts; administers the approved budget.
- Establishes department goals, objectives, strategies and priorities.
- Ensures close coordination with other City departments and affective outside groups.
- Prepares highly complex and technical reports; documents policies and procedures; performs research.
- Confers with and makes recommendations to the Deputy City Manager and City Manager regarding projects and programs.
- Manages the selection and discipline of departmental personnel.
- Develops and mentors managers and staff to include training and performance reviews.

- Makes presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Provides technical assistance and attends meetings of various boards and commissions.
- Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Utilizes automated equipment to prepare documents and maintain data related to department operations.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of information technology, especially in municipal government.
- Best practices and current information technology.
- Information technology systems and enterprise resources planning (ERP) systems.
- System administration and security protocols, especially in cybersecurity.
- Enterprise networking and wireless technology.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Pertinent Federal, State, and local laws, codes and regulations.
- Municipal structure and organization in a Mayor-Council/City Manager form of government.
- Principles of employee supervision, career development, and training.
- The concepts of word processing, spreadsheets, micro-computer, and mainframe computer applications.
- Modern methods of records and project management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution, and excellent customer service.

Ability to:

- Develop, plan, organize and implement Department goals and objectives.
- Administer a variety of City-wide programs and administrative activities; implement and manage complex system upgrades and/or replacements; manage all aspects of life cycle management for critical information systems throughout City departments.
- Develop and implement department policies and procedures.
- Supervise, train, and evaluate assigned personnel.

- Prepare a variety of complex and comprehensive reports and documents.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of agency goals.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Manage resources within budget and policy parameters.
- Plan, organize, direct, and supervise the work professional, technical, and office support staff.
- Make presentations before groups and represent the City in public forums.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Use computer and needed programs effectively.
- Communicate effectively, orally, electronically, and in writing.
- Establish and maintain cooperative working relationships with City officials, employees, and the general public.
- Provide users with cost effective long-range solutions to complex systems and technical problems; develop, justify, acquire and implement major information technology related projects and programs.
- Properly interpret and make decisions in accordance with laws, regulations, and City policies.
- Analyze departmental technology system needs and requirements; identify goals, objectives, and conflicts, examine alternatives; develop recommendations and implement solutions; develop project plans; organize and monitor the work of others.
- Design and manage complex technology projects.
- Assist City departments in conducting procedure analysis and feasibility studies.
- Maintain a high level of customer service.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five (5) years of increasingly responsible experience in the technology field and an additional two (2) years of managerial or supervisory responsibility that would have provided the opportunity to develop the required skills, knowledge and abilities to serve as Information Technology Director.
Training:
Possession of a Bachelor's Degree from an accredited college or university in business, public administration, computer science, information systems or a closely related field. Possession of a Master's Degree in Public Administration or a closely related field desirable.
Licenses:
Possession of one or more of the following certifications is desirable:
Certified Chief Technology Officer
Certified Information Systems Security Professional
Microsoft Certified Systems Engineer

Possession of an appropriate and valid California Driver License at the time of appointment and ability to maintain it as a requirement for continued employment. Maintenance of a valid California Driver License and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Work is typically performed in an office environment; occasional work in cooled air-conditioned data center/server rooms; occasional work outside in various types of inclement weather; occasional work in confined spaces. Work may take place at off-site locations throughout the City,

Mobility: continuous use of keyboard; frequent sitting, standing; occasional walking, bending, squatting.
Lifting: frequently up to 10 pounds; occasionally up to 20 pounds.
Vision: constant use of overall vision; continuous computer use; 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.
Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.
Environmental: frequent exposure to noise.

FLSA Status: Non-exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

INFORMATION TECHNOLOGY MANAGER

DEFINITION
Under direction, plans, organizes, and implements the city's Information Technology (I.T.) functions.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
Supports city leadership in aligning the department's goals with City goals; safeguarding data, systems, I.T. services, Geographic Information Systems (GIS) infrastructure; preparing I.T. strategies, City wide technology plan, disaster planning and protocols, policy & procedures, cybersecurity and security protocols.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Information Technology Director, Deputy City Manager, City Manager, or designee. Exercises supervision over the Information Technology and GIS subordinate staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversees and assists with the planning and coordination of information technology services which include enterprise computing, networking, disaster recovery, and electronic mail services.
- Selects, develops and mentors assigned staff to include training and performance reviews.
- Establishes work and technical standards, communicate those standards to staff and ensure adherence.
- Consults with vendors, consultants and outside agencies regarding technology issues facing the City.
- Complies with and enforces all laws, rules, regulations, policies and procedures.
- Develops and assists with the communication and implementation of a City-wide plan for the strategic use of information technology based on the needs of the City. Plans and assists with the long-range goals, organizational structure and direction for the Information Technology Division to realize the City-wide information technology strategic plan. Monitors implementation to ensure that goals and objectives are being met and that adequate progress is being made on the strategic plan.
- Manages and assists with the selection, procurement, implementation and maintenance of data systems and other technology while providing cost/benefit analysis to support decisions.
- Facilitates the implementation of enterprise systems and technologies used by multiple departments.
- Maintains awareness of effective applications of technology, especially those in local government, and provides consultation on technology issues to the City Manager, Deputy City Manager, Information Technology Director, City Council and City departments.
- Develops and assists with the annual and long-term budgets for the Information Technology Division. Ensures that the City's technology expenses are appropriate through cost control measures to ensure compliance with the established budget.
- Advises the Information Technology Director, Deputy City Manager and the City Manager on departmental technology needs.

- Provides ongoing measurement of appropriate employee productivity and workload to ensure departmental efficiency and timely completion of projects.
- Manages and assists with the selection, implementation and maintenance of telephone and telecommunications systems for the City.
- Supports collaborative networks and assumes a leadership role in developing similar technology initiatives with neighboring governments.
- Selects, supports, and motivates Information Technology staff; improves internal processes and enables the staff to more easily handle increasing workloads and maintain quality work.
- Researches, develops and implements plans for disaster recovery.
- Assists departments with needs assessments to evaluate the desirability and feasibility of automating certain City functions in terms of operating efficiencies; ensures all approved service and project requests are completed in an appropriate and timely manner.
- Maintains adequate security of City information technology systems and develops security plans to mitigate risk for the City; recommends policy and procedures related to the use and security of City information technology systems.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Effective applications of information technology, especially in local government.
- Best practices in the management of information technology.
- Information technology systems and enterprise resources planning (ERP) systems.
- System administration and security protocols.
- Enterprise networking and wireless technology.
- Procurement processes, budgeting and the ability to develop and negotiate contracts with vendors.

Ability to:

- Properly interpret and make decisions in accordance with laws, regulations, and City policies.
- Know and understand all aspects of the position responsibilities including but not limited to: intermittently analyze work documents, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Analyze departmental technology system needs and requirements; identify goals, objectives, and conflicts, examine alternatives; develop recommendations and implement solutions; develop project plans; organize and monitor the work of others.
- Design and manage complex technology projects.
- Assist City departments in conducting procedure analysis and feasibility studies.
- Maintain a high level of customer service.
- Secure cooperation and teamwork among professional and technical project staff.
- Establish and maintain effective working relationships with staff, peers, management, various agencies, community professionals, officials, and the public.
- Manage complex technology projects.
- Plan, organize, assign, direct, and supervise the activities of staff members.
- Develop and implement long-term technology plans.
- Explain information technology and related plans and programs to policy makers and staff in non-technical language.
- Work with department staff to identify technology needs.
- Develop policies and procedures for information technology.
- Develop budgets in a local government environment.
- Supervise and manage employees, using a consensus-building, team-oriented approach.

- Develop training programs and effectively train staff.
- Communicate clearly and concisely, orally and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Usually exhibited by a person with five (5) years of progressive experience in the technology field, of which two (2) years of experience are at the supervisory level with increasing responsibilities.
Training:
Possession of a Bachelor's Degree from an accredited college with major course work in computer science, information systems or a related field.
Licenses:
Possession of one or more of the following certifications is desirable:
ITIL or other management certification
Possession of an appropriate and valid California driver's license at the time of appointment and ability to maintain it as a requirement for continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Work is typically performed in an office environment; occasional work in cooled air-conditioned data center/server rooms; occasional work outside in various types of inclement weather; occasional work in confined spaces. Work may take place at off-site locations throughout the City,
Mobility: continuous use of keyboard; frequent sitting, standing; occasional walking, bending, squatting.
Lifting: frequently up to 10 pounds; occasionally up to 20 pounds.
Vision: constant use of overall vision; continuous computer use; 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.
Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.
Environmental: frequent exposure to noise.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

INFORMATION TECHNOLOGY TECHNICIAN

DEFINITION
Under general supervision, performs responsible technical duties related to computer hardware and software customer support; provide project support for new and modified systems; install and configure desktop computers and related peripheral equipment.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
A journey level technician class in the Information Technology (I.T.) series, responsible for the planning, implementation, and support of information technology projects throughout the city departments.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Information Technology Manager. Receives lead supervision from the Information Technology Analyst, Sr.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Install and configure desktop computers, printers, and other desktop peripherals such as scanners and cameras; install and support various software and train customers in the use of hardware and software.
- Support and troubleshoot current desktop operating systems; perform basic diagnostic testing; analyze root cause of problem and develop long-term solutions; identify and report network problems to the proper network areas.
- Create and maintain desktop deployment images.
- Deliver laptop computers, set up and train customers in their use.
- Analyze failed equipment and perform repairs or return equipment to vendor; review and test vendor repairs.
- Provide technical support in diagnosing and solving problems by telephone or remote access; respond to help desk trouble tickets according to urgency and priority levels; log calls into help desk database and use helpdesk software.
- Participate in projects related to PC deployment, software and hardware procurement, or hardware consolidation.
- Develop documentation and standard operating procedures as they relate to assignment.
- Deploy and maintain mobile devices.
- Assist users with log-on authentication; instruct users in saving data and backing up systems.
- Perform research to resolve problems or refer to higher level staff.
- Order supplies and maintain and track inventory; assist in asset management of personal computers, laptops, and related peripheral equipment.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

- Video recording of all City Council meetings and other meetings as assigned by the department manager.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic principles of computers, telecommunication, and peripheral equipment.
- Principles and practices of computer recordkeeping.
- Principles and techniques of a variety of desktop operating and data communications systems.
- Principles and techniques of installing, repairing, and maintaining desktop hardware and software.
- Principles and techniques of advanced troubleshooting for desktop computers and printers in network environment.
- Project management methodologies.

Ability to:

- Operate a variety of computer and office equipment including telephones, computers, printers, modems, and related software.
- Perform system installations, problem correction, and maintain and repair computer systems and network hardware and software.
- Explain department and City policies regarding use of computer and communications systems.
- Effectively troubleshoot, diagnose, and resolve hardware and software issues.
- Follow technical oral and written instructions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

One year of experience performing desktop computer system and network installation, operation, and maintenance functions.

Training:

Two years of full-time college or vocational coursework, equivalent to an Associate's degree from an accredited college or university, in computer science, information systems, or a related field, including network-related coursework.

Licenses:

Possession of an appropriate, valid California driver's license at time of appointment, to be maintained as a condition of continued employment.

Possession of Microsoft Certification is desirable.

ADDITIONAL INFORMATION:

Physical Conditions:

Work is typically performed in a typical office environment; occasional work in cold computer mainframe rooms; occasional work outside in various types of weather; occasional work in confined spaces. Work may take place at off-site locations throughout the City. Work is also performed in an office environment or in computer rooms.

Mobility: continuous use of keyboard; frequent sitting, standing; occasional walking, bending, squatting.

Lifting: frequently up to 10 pounds; occasionally up to 75 pounds.

Vision: constant use of overall vision; continuous computer use; 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.
Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.
Environmental: frequent exposure to noise.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

INSTRUMENT AND CONTROL TECHNICIAN, SR.

DEFINITION
Under general direction, the Instrument and Control Technician is responsible to install, modify, maintain and operate a variety of control, protection, and computer equipment for the Water Treatment Plant, Wastewater Treatment Plant, Storm/Sewer Collection Systems and Water Distribution Systems.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This position works closely with Water/Wastewater Plant Operations staff and Maintenance Technicians to ensure successful operations throughout its systems.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by a Supervisor or Manager.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Inspect, test, calibrate, and repair all plant instruments, controls, electrical and/or electronic devices.
- Reprogram controllers, PLC's, CEMS, SCADA and DCS equipment.
- Maintain records of equipment repair and replacement using CMMS-generated work orders for predictive and preventative maintenance.
- Modify all systems as directed including design, fabrication, assembly and testing.
- Inspect, adjust and operate equipment as required.
- Observe and enforce safety rules.
- Operate various small and medium equipment including forklifts and trucks.
- Use a wide range of hand and power tools and machinery.
- Perform overtime and/or emergency work as required.
- Participate in special projects or studies as assigned.
- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff through clear and concise communication.
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:
Principles, methods, materials, tools, and equipment used in the installation, inspection, testing, operation, maintenance, and modification of electrical, electronic, and computer-controlled systems.
Electrical theory and technology.
Working with medium voltage switchgear (480, 3-phase).
Current electrical codes.

Safety rules and regulations.
Hydraulics, metering, pumps, SCADA and chemicals used in water treatment.

Ability to:

Read and understand technical drawings, sketches, plans and specifications and maintenance manuals.
Plan and schedule work activities.
Work effectively with minimal supervision.
Prepare complete and concise reports and records.
Follow oral and written instructions.
Work cooperatively with others.
Assess changing conditions and initiate appropriate action.
Communicate clearly and concisely orally and in writing.
Use modern office equipment and applicable software.

Experience and Training Guidelines

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

Experience:

Equivalent to a high school diploma or GED certification and six college units or CEUs in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.). College course work in electronics, instrumentation and electrical theory and technology is preferred.

Training:

Four years of experience in a related area involving electrical and instrumentation inspection, testing, calibration, repair, replacement, maintenance, and operation. Note: In lieu of experience, an Associate's Degree in Electronics, Instrumentation or Electrical Theory and Technology will be considered qualifying.

Licenses:

Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Certificate(s):
T-1 Water Treatment Certification within 24 months of appointment (Required for assignments at the Water Treatment Plant).
D-1 Water Distribution Certification within 24 months of appointment (Required for assignments at the Water Treatment Plant).
CWEA Electrical & Instrumentation Technologist Certification within 24 months of appointment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

INSTRUMENTATION AND CONTROL SUPERVISOR

DEFINITION
Under direction, plans, organizes, directs, and supervises the activities of the Instrument and Control staff in a wide variety of equipment associated with Water Treatment Facility, Wastewater Treatment Plant, Storm/Sewer Collection Systems and Water Distribution Systems. This classification works closely with Water/Wastewater Plant Operations and Maintenance staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a supervisory level class. Individuals working in the Instrumentation and Control Supervisor position work under very general supervision and are expected to have advanced knowledge of instrumentation and control processes. It is distinguished from the Instrumentation and Control Technician Senior by its responsibility for the full scope of supervisory responsibilities and from the Water Reclamation Plant Manager by the latter's responsibility for oversight of the division.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Wastewater Treatment Plant Manager and exercises direct supervision over assigned technical staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversee the scheduling of projects and the completion of tasks within the required time schedule. Monitor progress of projects and communicates updates as required.
- Evaluate instrumentation and control activities within the area of responsibility and recommend improvements and modifications, document operation or maintenance procedures accordingly.
- Inspect, test, calibrate, and repair all plant instruments, controls, electrical and/or electronic devices
- Reprogram controllers, programmable logic controllers (PLC's), continuous emission system (CEMS), and distributed control system (DCS) equipment.
- Maintain records of equipment repair and replacement using CMMS-generated work orders for predictive and preventative maintenance
- Ensure that all analyzers and monitoring equipment are calibrated and appropriately sending and storing accurate information via a cyber-secure SCADA system.
- Assist the Department Director in the planning and implementation of upgrades, changes or expansions of water, wastewater treatment and conveyance facilities.
- Supervise the use of specialized equipment involved in water and wastewater treatment plant operations; develop, plan and direct preventative and corrective maintenance; recommend equipment maintenance and replacement and prepare budget estimates using the plant CMMS.
- Make critical decisions to resolve emergency situations.
- Assist with the development and implementation of goals, objectives, policies, and procedures.
- Plan, supervise and participate in special projects or studies as assigned.
- Research and prepare technical and administrative reports, and other written documents, including the submittal of all regulatory required reports

- Recommend operational efficiencies while maintaining the highest standard of water quality possible.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Assist the Department Director in developing and administering or assume delegated responsibility for the facilities safety program.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations, submit justifications for expenditures for equipment, materials, supplies and services; monitor and control expenditures.
- Participate in the recruitment and selection of staff, provide, or coordinate staff training; conduct employee performance evaluations, work with employees to correct performance deficiencies, and implement progressive discipline as required.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, methods, materials, tools, and equipment used in the installation, inspection, testing, operation, maintenance, and modification of electrical, electronic, and computer-controlled systems.
- Electrical theory and technology.
- Working with medium voltage switchgear (480, 3-phase).
- Current electrical codes.
- Hydraulics, applied mathematics, chemical metering, pumps, SCADA, PLC's, CEMS and DCS equipment
- Design and construction standards as they relate to wastewater treatment, and conveyance facilities.
- General principles and procedures of wastewater treatment, water treatment and distribution systems.
- Regulatory reporting.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of supervision; training and performance evaluation.
- Principles and practices of budget monitoring.
- Principles and practices of safety procedures and implementation.
- Use of modern office equipment and applicable software.

Ability to:

- Organize, implement, and direct all facets of instrument and control systems.
- Understand and troubleshoot maintenance problems and serve as a resource to staff to solve problems.
- Plan and schedule work activities.
- Read and understand technical drawings, sketches, plans and specifications and maintenance manuals
- Troubleshoot electrical and instrumentation control circuits.
- Diagnose electrical and electronic failures and take an effective course of action to correct the problem.
- Read and understand Process Control Narratives, Process Control and Instrument Diagrams (P&ID's), and other related SCADA architecture documents.
- Interpret, explain and dutifully carryout pertinent Federal, State, local and City of Turlock policies and procedures.

- Assist in the development of an assigned budget. Know appropriate laws, regulations, codes, and evaluate plant conformance. Recommend and implement adjustments to policies and procedures, when necessary, to maintain conformance.
- Analyze problems, identify, and recommend solutions, evaluate effectiveness of solution, and implement further changes if needed to attain goals.
- Establish and maintain effective working relationships with Federal, State, and local regulatory agencies.
- Communicate clearly and concisely orally and in writing.
- Manage material and service contracts.
- Coordinate and oversee the work of outside vendors, consultants, and contractors.
- Gain cooperation through clear communication and effective leadership.
- Supervise, develop, train, and evaluate personnel.
- Operate modern office equipment and software programs.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible experience in the instrumentation and control systems similar or greater in size and complexity to the City two years providing technical and functional supervision over assigned personnel.
Training:
Equivalent to a high school diploma or GED certification and six college units or CEU's in a related field or school general education (i.e. Speech, Math, English, Science, Foreign Language etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's. Possession of an associate's degree in a related field is desirable.
License:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Certificate(s):
California Water Treatment Certification Grade I within 24 months of appointment
California Water Distribution Certification Grade I within 24 months of appointment
CWEA Electrical & Instrumentation Technologist Certification within 18 months of appointment.
CWEA Mechanical Technologist Certification, Crane Operator Certification, Electrical License is desired.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

INSTRUMENTATION AND CONTROL TECHNICIAN, I/II

DEFINITION
Under general supervision, installs, modifies, maintains and operates a variety of control, protection, and computer equipment for the Water Treatment Plant, Wastewater Treatment Plant, Storm/Sewer Collection Systems and Water Distribution Systems. This class works closely with Water/Wastewater Plant Operations and Maintenance staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is an entry/journey level class. Individuals working in the Instrumentation and Control Technician I classification work under immediate supervision while they learn instrumentation and control procedures. This classification requires basic knowledge of instrumentation and control processes.

Individuals working in the Instrumentation and Control Technician II classification are expected to have all of the skills of an Instrumentation and Control Technician I and journey level knowledge and experience of more advanced instrumentation and control processes.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Instrumentation and Control Supervisor and may receive technical direction from the Senior Instrumentation and Control Technician and/or Instrumentation and Control Technician II.
When assigned to the SRWA Surface Water Treatment Plant, general supervision is provided by the Water Treatment Plant Operations Supervisor.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Instrumentation and Control Technician I

- Learn to inspect, test, calibrate, and repair all plant instruments, controls, electrical and/or electronic devices
- Learn to reprogram controllers, programmable logic controllers (PLC's), continuous emission system (CEMS), and distributed control system (DCS) equipment
- Learn to modify all systems as directed including design, fabrication, assembly and testing
- Learn to inspect, adjust and operate equipment as required
- Operate various small and medium equipment including forklifts and trucks
- Use a wide range of hand and power tools and machinery
- Maintain records of equipment repair and replacement using CMMS-generated work orders for predictive and preventative maintenance
- Participate in special projects or studies as assigned.
- Observe and enforce safety rules.
- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff through clear and concise communication.

- Perform overtime and/or emergency work as required.
- Perform related duties as assigned.

Instrumentation and Control Technician II
In addition to the essential functions for Instrumentation and Control Technician I classification:
- Inspect, test, calibrate, and repair all plant instruments, controls, electrical and/or electronic devices
- Reprogram controllers, PLC's, CEMS, SCADA and DCS equipment
- Modify all systems as directed including design, fabrication, assembly and testing
- Inspect, adjust and operate equipment as required.
- Maintain necessary reports and records.
- Make critical decisions to resolve emergency situations.
- Participate in the planning and implementation of upgrades, changes or expansions of wastewater treatment and conveyance facilities.
- Supervise and train subordinate staff.

QUALIFICATIONS:

Instrumentation and Control Technician I
Knowledge of:
- To learn principles, methods, materials, tools, and equipment used in the installation, inspection, testing, operation, maintenance, and modification of electrical, electronic, and computer-controlled systems
- To learn electrical theory and technology
- To learn to work with medium voltage switchgear (480, 3-phase)
- To learn current electrical codes
- To learn hydraulics, applied mathematics, chemical metering, pumps, SCADA, PLC's, CEMS and DCS equipment.
- To learn general principles and procedures of wastewater treatment, water treatment and distribution systems.
- Safety rules and regulations.
- Use of modern office equipment and applicable software.

Ability to:
- Read and understand technical drawings, sketches, plans and specifications and maintenance manuals
- Operate electronic/electrical testing equipment.
- Troubleshoot electrical and instrumentation control circuits.
- Diagnose electrical and electronic failures and take an effective course of action to correct the problem.
- Work cooperatively with others
- Complete all written data entry documentations with attention to detail and accuracy.
- Ability to follow oral and written instruction.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Instrumentation and Control Technician II
Knowledge of:
In addition to the minimum qualifications for Instrumentation and Control Technician I classification:
- Principles, methods, materials, tools, and equipment used in the installation, inspection, testing, operation, maintenance, and modification of electrical, electronic, and computer-controlled

systems
- Electrical theory and technology
- Working with medium voltage switchgear (480, 3-phase)
- Current electrical codes
- Hydraulics, applied mathematics, chemical metering, pumps, SCADA, PLC's, CEMS and DCS equipment.
- General principles and procedures of wastewater treatment, water treatment and distribution systems.

Ability to:
In addition to the minimum qualifications for Instrumentation and Control Technician I classification.
- Assess changing conditions and initiate appropriate action.
- Work with limited supervision and exercise sound judgment.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Instrumentation and Control Technician I
Experience in a related field involving instrumentation and control is desirable but not required.
Instrumentation and Control Technician II
Two years of increasingly responsible experience in the instrumentation and control systems similar or greater in size and complexity to the City of Turlock
Training:
Instrumentation and Control Technician I
Equivalent to a high school diploma or GED certification.
Instrumentation and Control Technician II
Equivalent to a high school diploma or GED certification and six college units or CEUs in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.).
License:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Certificate(s):
California Water Treatment Certification Grade I within 24 months of appointment.
California Water Distribution Certification Grade I within 24 months of appointment.
CWEA Electrical & Instrumentation Technologist Certification within 24 months of appointment.
CWEA Mechanical Technologist Certification, Crane Operator Certification, Electrical License is desired.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

INSTRUMENTATION AND CONTROL TECHNICIAN, SR.

DEFINITION
Under general supervision, the Instrumentation and Control Technician Senior installs, modifies, maintains and operates a variety of control, protection, and computer equipment for the Water Treatment Plant, Wastewater Treatment Plant, Storm/Sewer Collection Systems and Water Distribution Systems. This position works closely with Water/Wastewater Plant Operations and Maintenance staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is an advanced journey/lead level class. Individuals working at this level are expected to have extensive and advanced level knowledge of instrumentation and control processes.
This class is distinguished from the Level I/II class by its advanced level duties and from the Instrumentation and Control Technician, Supervisor, by the latter's responsibility for the full scope of supervisory duties.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Instrumentation and Control Supervisor; incumbent may provide technical direction to assigned staff.
When assigned to the SRWA Surface Water Treatment Plant, general supervision is provided by the Water Treatment Plant Operations Supervisor.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Inspect, test, calibrate, and repair all plant instruments, controls, electrical and/or electronic devices.
- Reprogram controllers, programmable logic controllers (PLC's), continuous emission system (CEMS), supervisory control and data acquisition system (SCADA) and distributed control system (DCS) equipment.
- Modify all systems as directed including design, fabrication, assembly and testing.
- Inspect, adjust and operate equipment as required.
- Operate various small and medium equipment including forklifts and trucks.
- Use a wide range of hand and power tools and machinery.
- Maintain records of equipment repair and replacement using CMMS-generated work orders for predictive and preventative maintenance.
- Ensure that all analyzers and monitoring equipment are calibrated and appropriately sending and storing accurate information via a cyber-secure SCADA system
- Make critical decisions to resolve emergency situations.
- Participate in the planning and implementation of upgrades, changes or expansions of wastewater treatment and conveyance facilities.
- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.

- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Maintain necessary reports and records.
- Observe and enforce safety rules.
- Oversee, lead, and train subordinate staff.
- Participate in special projects or studies as assigned.
- Perform overtime and/or emergency work as required
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, methods, materials, tools, and equipment used in the installation, inspection, testing, operation, maintenance, and modification of electrical, electronic, and computer-controlled systems
- Electrical theory and technology
- Working with medium voltage switchgear (480, 3-phase)
- Current electrical codes
- Hydraulics, applied mathematics, chemical metering, pumps, SCADA, PLC's, CEMS and DCS equipment
- General principles and procedures of wastewater treatment, water treatment and distribution systems.
- Safety rules and regulations
- Regulatory reporting
- Use of modern office equipment and applicable software.

Ability to:

- Read and understand technical drawings, sketches, plans and specifications and maintenance manuals
- Operate electronic/electrical testing equipment.
- Troubleshoot electrical and instrumentation control circuits.
- Diagnose electrical and electronic failures and take an effective course of action to correct the problem.
- Work cooperatively with others
- Understand and troubleshoot instrumentation and control systems and serve as a resource to staff to solve problems.
- Plan and schedule work activities
- Prepare complete and concise reports and records
- Work with minimal supervision.
- Ability to follow oral and written instruction.
- Assess changing conditions and initiate appropriate action.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Experience and Training Guidelines

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

Experience:

Four years of increasingly responsible experience in the instrumentation and control systems similar or greater in size and complexity to the City of Turlock.

Training:
Equivalent to a high school diploma or GED certification and six college units or CEUs in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's.
License:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Certificate(s):
California Water Treatment Certification Grade I within 24 months of appointment.
California Water Distribution Certification Grade I within 24 months of appointment.
CWEA Electrical & Instrumentation Technologist Certification within 24 months of appointment.
CWEA Mechanical Technologist Certification, Crane Operator Certification, Electrical License is desired.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

INVESTIGATIONS UNIT ANALYST

DEFINITION
Under the direct supervision of a Turlock Police Sergeant, the Investigations Unit Analyst investigates and analyzes digital evidence by performing hardware, software and virtual analysis of digital evidence in the office and in the field on sensitive, complex, criminal and civil investigations for the Turlock Police Department. This position processes and analyzes digital evidence including the disassembly of computer hardware; forensic imaging of digital media; examination of data related to criminal offenses; recovery of data from cellular telephones; and performs related duties as required. The Investigations Unit Analyst will prepare comprehensive examination reports for the analysis of digital media and will testify in court as a forensic expert. Incumbents in this classification must be able to work effectively in an environment in which they may encounter sensitive/confidential information and data that contains sexually explicit or disturbing content, including child pornography.

Additionally, the Investigations Unit Analyst will, at the direction of their supervisor, be responsible for general investigation support work including: assisting with the investigation of missing persons, crime scene response, evidence collection, and documentation, and other case follow up. Examples of crime scenes this position may respond to include homicides, sex crimes, aggravated assaults, robberies, burglaries, frauds, and narcotic investigations.

This position is assigned to the Turlock Associated Police Officers bargaining unit for Labor Relation's purposes and is subject to overtime assignments, callback, evening and weekend assignments.

SUPERVISION RECEIVED AND EXERCISED
Supervision is provided by designated Sergeant or other designee at the direction of the Police Chief.

DISTINGUISHING CHARACTERISTICS
Investigations Unit Analyst responsibilities include handling assignments with tact and confidentiality. A considerable amount of job assignments will be technical in nature and it is imperative that there is an aptitude in understanding technology. With technology constantly evolving, the incumbent will be tasked with staying abreast of changes in applicable fields. Training will be provided to assist in this endeavor.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- May be assigned to assist Investigators with complex crimes involving digital media under the jurisdiction of the Turlock Police Department;
- Incorporate computer forensic methods for searching seized computers in accordance with the rules of evidence and laws of search and seizure;
- Perform specialized assignments in the collection, preservation, analysis of evidence and does other related work as required;
- Examine, disassemble, reassemble, evaluate, extract data, and interpret extracted data from computer hardware, smart phones, data storage devices, media storage devices, compact discs, digital video disc (DVDs), floppy discs and detached or attached hard drives;
- Collect evidence, transfer data from evidentiary items to other forms of media for presentation in court and for long term storage as evidence;

- Prepare written reports on the analysis completed and verbally communicate significant findings to the assigned Turlock Police Staff responsible for the specific investigation;
- Testify in State and Federal courts on evidence related issues as an expert witness;
- Foster professionalism, collegiality, teamwork and information sharing with fellow examiners;
- Communicate and work effectively with City and department staff, contract partners, State and Federal agencies, local, public and private agencies, and Command staff;
- Complete and analyze data from various sources;
- Research and analysis of various issues;
- Analyze, interpret, and stay abreast of current legislation and case law as it applies to the position;
- Maintain accurate records;
- Maintain confidential information according to the legal standards and/or city regulations as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of digital media processing sufficient enough to conduct computer forensic examinations.
- Microsoft Suite.
- Computer system hardware and software installation and troubleshooting.
- Ability to operate various computer forensics software/equipment.
- Knowledge of evidence collection and chain-of-custody procedures.
- The principles and practices of electronic data storage, data encryption and computer security systems.

Ability to:

- Establish and maintain positive working relationships with the public and fellow workers;
- Understand and carry out written and verbal instructions;
- Effectively function under multiple deadlines;
- Interpret, and apply City and department polices, procedures, rules, and regulations;
- Present complex information in a clear and understandable manner;
- Write legible, clear, accurate reports;
- Testify in court;
- Communicate effectively, both orally and in writing;
- Operate office equipment including computers and supporting work processing, spreadsheet, and database applications.

Experience and Training Guidelines

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

Experience:

Two years of experience involving conducting forensic computer examinations or cellular phone data extractions for a public or private agency or experience working for a law enforcement agency in an investigative capacity, with an emphasis in a high-tech or cybercrimes capacity.

Additional qualifying experience may be substituted for the required education on a year-for year basis.

Training:

Possession of an Associate's Degree from an accredited college, with major course work in in computer science, information technology, criminal justice, or a related field.

OR

Experience:

Six years of experience involving conducting forensic computer examinations or cellular phone data extractions for a public or private agency or experience working for a law enforcement agency in an investigative capacity, with an emphasis in a high-tech or cybercrimes capacity.

Training:
Possession of a High School Diploma or GED.

Licenses:
Possession of an appropriate, valid California driver's license at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the required physical abilities: See well enough to drive a vehicle; hear and speak well enough to converse on the telephone and in person; communicate clearly without amplification; bodily mobility to move from one area to another sometimes over rough terrain; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; stamina to work long hours and work evening hours.

FLSA Status: Non-exempt
Bargaining Unit: TAPO

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

LABORATORY ANALYST I/II

DEFINITION
Under general direction, performs chemical, biological and bacteriological analysis of water/wastewater, related solids and liquids in support of efficient operation of water and wastewater treatment operations. This position works closely with Water/Wastewater/Distribution Operations and Environmental Compliance staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is an entry/journey level class. Individuals working in the Lab Analyst I classification work under close supervision to perform routine laboratory testing procedures. This classification requires basic knowledge of water and wastewater analysis and procedures.
Individuals working the Lab Analyst II classification are expected to have all the characteristics of a Lab Analyst I and journey level knowledge and experience of more advanced water and wastewater analysis and procedures.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Water Quality Control Laboratory Supervisor or Laboratory Analyst Supervisor; incumbents may receive technical direction from the Laboratory Analyst, Sr.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Laboratory Analyst I

- Learn to performs a variety of basic and advanced chemical, biological, and bacteriological tests of water, wastewater, and solids necessary to ensure that plant processes meet wastewater treatment and NPDES discharge permit standards and that drinking water meets State and Federal regulations.
- Learn to collect samples for analysis, prepare glassware and equipment for lab use and perform lab housekeeping duties as necessary.
- Learn to perform mathematical calculations and statistical analysis for test results;
- Learn to maintain and perform minor repairs on laboratory and field equipment.
- Learn to coordinate sample collection and provide input for process evaluation.
- Participate in special projects or studies as assigned.
- Observe and enforce safety rules.
- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff through clear and concise communication.
- Subject to rotating shifts, weekends, and holidays.
- Perform related duties as assigned.

Laboratory Analyst II
In addition to the essential functions for Laboratory Analyst I classification.

- Perform a variety of basic and advanced chemical, biological, and bacteriological tests of water, wastewater, and solids necessary to ensure that plant processes meet wastewater treatment and NPDES discharge permit standards and that drinking water meets State and Federal regulations.
- Collect samples for analysis, prepare glassware and equipment for lab use and perform lab housekeeping duties as necessary.
- Perform mathematical calculations and statistical analysis for test results.
- Maintain and perform minor repairs on laboratory and field equipment.
- Coordinate sample collection and provide input for process evaluation.
- Make recommendations for budgetary items.
- Oversee and train subordinate staff.

QUALIFICATIONS:

Laboratory Analyst I

Knowledge of:

- To learn chemistry and microbiology as applied in a water or wastewater treatment laboratory.
- To learn analytical procedures used in testing water and wastewater samples and the mathematics used to obtain results.
- To learn quality assurance and quality control procedures in the laboratory and water and wastewater sample collection procedures.
- To learn general principles and procedures of wastewater treatment, water treatment and distribution systems.
- Safety rules and regulations.
- Use of modern office equipment and applicable software.

Ability to:

- Perform a variety of chemical and biological laboratory tests.
- Recognize and communicate water and wastewater process control and compliance issues.
- Perform sample collection.
- Manage multiple tasks while maintaining accurate results.
- Complete all written data entry documentations with attention to detail and accuracy.
- Ability to follow oral and written instruction.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Laboratory Analyst II

Knowledge of:

In addition to the requirements for the Lab Analyst I classification:

- Intermediate to advanced chemistry and microbiology as applied in a water or wastewater treatment laboratory.
- Analytical procedures used in testing water and wastewater samples and the mathematics used to obtain results.
- Quality assurance and quality control procedures in the laboratory and water and wastewater sample collection procedures.
- General principles and procedures of wastewater treatment, water treatment and distribution systems.

Ability to:

In addition to the requirements for the Lab Analyst I classification:

- Assess changing conditions and initiate appropriate action.
- Work with limited supervision and exercise sound judgment.

Experience and Training Guidelines

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

Training:

Laboratory Analyst I

Equivalent to a high school diploma or GED certification.

Laboratory Analyst II

Equivalent to a high school diploma or GED certification and six college units or CEUs in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.).

Experience:

Laboratory Analyst I

Experience in a laboratory is desirable but not required.

Laboratory Analyst II

Two years of increasingly responsible experience in a water and wastewater laboratory analysis similar or greater in size and complexity to the City of Turlock.

License:

Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

Certificate(s):

Laboratory Analyst I

Possession of a valid Grade I Laboratory Analyst Certification from the California Water Environment Association or a Grade I Water Quality Laboratory Analyst Certification from the CA-NV Section of the American Water Works Association within 24 months of appointment to the position.

California Water Environment Association Environmental Compliance Inspector, Water Distribution and Water Treatment Certification is desired.

Laboratory Analyst II

Possession of a valid Grade I Laboratory Analyst Certification from the California Water Environment Association or a Grade I Water Quality Laboratory Analyst Certification from the CA-NV Section of the American Water Works Association at time of appointment

Obtain a Grade II Laboratory Analyst Certification from the California Water Environment Association or a Grade II Water Quality Laboratory Analyst Certification from the CA-NV Section of the American Water Works Association within 24 months of appointment to the position.

California Water Environment Association Environmental Compliance Inspector, Water Distribution and Water Treatment Certification is desired.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: See well enough to read fine print, computer screens and analytical equipment; hear well enough to receive and understand instructions, converse on the telephone, and in person; use of hands and fingers for use sensitive analytical equipment, computer keyboard, filing, writing and answering telephones; ability to differentiate odors; capable of clear speech; bodily mobility to stand for extended periods, stoop, bend as needed; able to lift and carry objects weighing up to 25 pounds.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

LABORATORY ANALYST SUPERVISOR

DEFINITION
Under direction, plans, organizes, coordinates, directs, and supervises the activities of the Laboratory including the chemical, biological and bacteriological analysis of water/wastewater, related solids and liquids in support of efficient operation of water and wastewater treatment operations. This position works closely with Water/Wastewater/Distribution Operators and Environmental Compliance staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a supervisory level class. Individuals working in the Laboratory Analyst Supervisor class are expected to have advanced knowledge of laboratory analysis and processes. It is distinguished from the Laboratory Analyst, Sr. position by its expectation for the full scope of supervisory responsibilities. It is distinguished from the Laboratory and Environmental Superintendent by the latter's broader responsibilities.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Wastewater Treatment Plant Manager and exercises direct supervision over assigned technical staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plan, prioritize, assign, supervise and review laboratory activities.
- Act as liaison between laboratory and regulatory agencies and laboratory users.
- Review all data before it is reported as final. Assure that results from different parameters of a sample correlate.
- Oversee the scheduling of projects and the completion of tasks within the required time schedule and sample hold times. Monitor progress of projects and communicate with laboratory staff and users as required.
- Oversee the Chain of Custody (COC) sample transport into the laboratory and assure that data handling and COC records are organized and accessible.
- Supervise the performance of chemical and bacteriological tests and analyses for compliance with Regional Water Quality Control Board, State Water Resources Control Board, Division of Drinking Water and other regulatory agencies.
- Schedule and coordinate the sampling and analyses of potable water, wastewater, and special projects performed by outside laboratories and in-house analyses.
- Plan and develop new laboratory techniques and evaluate new instruments.
- Assist with the development and implementation of goals, objectives, policies, and procedures.
- Plan, supervise and participate in special projects or studies as assigned.
- Research and prepare technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Recommend operational efficiencies while maintaining the highest standard of water quality possible.

- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Assist the Department Director in developing and administering or assume delegated responsibility for the facilities safety program.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations, submit justifications for expenditures for equipment, materials, supplies and services; monitor and control expenditures.
- Participate in the recruitment and selection of staff, provide, or coordinate staff training; conduct employee performance evaluations, work with employees to correct performance deficiencies, and implement progressive discipline as required.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and methods used in intermediate to advanced chemistry and microbiology as applied in a water or wastewater treatment laboratory.
- Analytical procedures used in testing water and wastewater samples and the mathematics used to obtain results.
- Quality assurance and quality control procedures in the laboratory and water and wastewater sample collection procedures.
- General principles and procedures of wastewater treatment, water treatment and distribution systems.
- Regulatory reporting.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of supervision; training and performance evaluation.
- Principles and practices of budget monitoring.
- Principles and practices of safety procedures and implementation.
- Use of modern office equipment and applicable software.

Ability to:

- Organize, implement, and direct all facets of the laboratory.
- Perform a variety of chemical and biological laboratory tests.
- Recognize and communicate water and wastewater process control and compliance issues.
- Understand and troubleshoot laboratory procedure/equipment/analysis problems and serve as a resource to staff to solve problems.
- Prepare and maintain a variety of complex technical records and reports.
- Understand and troubleshoot laboratory problems and serve as a resource to staff to solve problems.
- Interpret, explain and dutifully carryout pertinent Federal, State, local and City of Turlock policies and procedures.
- Assist in the development of an assigned budget. Know appropriate laws, regulations, codes, and evaluate plant conformance. Recommend and implement adjustments to policies and procedures, when necessary, to maintain conformance.
- Analyze problems, identify, and recommend solutions, evaluate effectiveness of solution, and implement further changes if needed to attain goals.
- Establish and maintain effective working relationships with Federal, State, and local regulatory agencies.
- Communicate clearly and concisely orally and in writing.
- Manage material and service contracts.
- Coordinate and oversee the work of outside vendors, consultants, and contractors.

- Gain cooperation through clear communication and effective leadership.
- Supervise, develop, train, and evaluate personnel.
- Operate modern office equipment and software programs.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible experience in a water and wastewater laboratory analysis similar or greater in size and complexity of the City of Turlock including two years providing technical and functional supervision over assigned personnel.
Training:
Equivalent to a high school diploma or GED certification and six college units or CEU's in a related field or school general education (i.e. Speech, Math, English, Science, Foreign Language etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's. Possession of an associate's degree in a related field is desirable.
License:
Possession of an appropriate, valid, Class C Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Certificate(s):
Possession of a valid Grade III Laboratory Analyst Certification from the California Water Environment Association or a Grade III Water Quality Laboratory Analyst Certification from the CA-NV Section of the American Water Works Association at the time of appointment to the position.
Obtain Grade IV Laboratory Analyst Certification from the California Water Environment Association or a Grade IV Water Quality Laboratory Analyst Certification from the CA-NV Section of the American Water Works Association within 24 months of appointment to this position and maintain thereafter as a condition of employment.
California Water Environment Association Environmental Compliance Inspector, Water Distribution and Water Treatment Certification is desired.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read fine print, computer screens and analytical equipment; hear well enough to receive and understand instructions, converse on the telephone, and in person; use of hands and fingers for use sensitive analytical equipment, computer keyboard, filing, writing and answering telephones; ability to differentiate odors; capable of clear speech; bodily mobility to stand for extended periods, stoop, bend as needed; able to lift and carry objects weighing up to 25 pounds.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

LABORATORY ANALYST, SR.

DEFINITION
Under general supervision, performs chemical, biological and bacteriological analysis of water/wastewater, related solids and liquids in support of efficient operation of water and wastewater treatment operations. This position works closely with Water/Wastewater/Distribution Operations and Environmental Compliance staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is an advanced/lead level class. Individuals working in this classification work under close supervision to perform more complex and difficult laboratory testing procedures.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Water Quality Control Supervisor or Laboratory Analyst Supervisor and may provide technical direction to assigned staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Performs a variety of basic and advanced chemical, biological, and bacteriological tests of water, wastewater, and solids necessary to ensure that plant processes meet wastewater treatment and NPDES discharge permit standards and that drinking water meets State and Federal regulations.
- Collects samples for analysis, prepares glassware and equipment for lab use and performs lab housekeeping duties as necessary.
- Ensures sufficient supply of materials and supplies for lab operation.
- Perform mathematical calculations and statistical analysis for test results.
- Coordinate sample collection and provide input for process evaluation.
- Develop quality assurance and quality control methods which will meet accreditation standards.
- Assist in establishing laboratory processes and workflow procedures.
- Solve technical problems related to the analysis of water and wastewater test results; monitor overall quality control of laboratory tests.
- Maintain and perform minor repairs on laboratory and field equipment.
- Makes recommendations for budgetary items.
- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Maintain necessary reports and records.
- Observe and enforce safety rules.
- Supervise and train subordinate staff.
- Participate in special projects or studies as assigned.
- Subject to rotating shifts, weekends, and holidays.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Intermediate to advanced chemistry and microbiology as applied in a water or wastewater treatment laboratory.
- Analytical procedures used in testing water and wastewater samples and the mathematics used to obtain results.
- Quality assurance and quality control procedures in the laboratory and water and wastewater sample collection procedures.
- General principles and procedures of wastewater treatment, water treatment and distribution systems.
- Safety rules and regulations
- Regulatory reporting
- Use of modern office equipment and applicable software

Ability to:

- Perform a variety of chemical and biological laboratory tests.
- Recognize and communicate water and wastewater process control and compliance issues.
- Perform sample collection.
- Manage multiple tasks while maintaining accurate results.
- Understand and troubleshoot laboratory procedure/equipment/analysis problems and serve as a resource to staff to solve problems.
- Plan and schedule work activities
- Prepare complete and concise reports and records
- Work with minimal supervision.
- Ability to follow oral and written instruction.
- Assess changing conditions and initiate appropriate action.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Experience and Training Guidelines

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

Experience:

Four years of increasingly responsible experience in a water and wastewater laboratory similar or greater in size and complexity to the City of Turlock.

Training:

Equivalent to a high school diploma or GED certification and six college units or CEUs in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's.

License:

Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

Certificate(s):

Possession of a valid Grade II Laboratory Analyst Certification from the California Water Environment Association or a Grade II Water Quality Laboratory Analyst Certification from the CA-NV Section of the American Water Works Association.

Obtain Grade III Laboratory Analyst Certification from the California Water Environment Association or a Grade III Water Quality Laboratory Analyst Certification from the CA-NV Section of the American Water Works Association within 24 months of appointment to the position.

California Water Environment Association Environmental Compliance Inspector, Water Distribution

and Water Treatment Certification is desired.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read fine print, computer screens and analytical equipment; hear well enough to receive and understand instructions, converse on the telephone, and in person; use of hands and fingers for use sensitive analytical equipment, computer keyboard, filing, writing and answering telephones; ability to differentiate odors; capable of clear speech; bodily mobility to stand for extended periods, stoop, bend as needed; able to lift and carry objects weighing up to 25 pounds.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

LABORATORY AND ENVIRONMENTAL SUPERINTENDENT

DEFINITION
Under general direction, the Laboratory and Environmental Superintendent plans, organizes, coordinates, and directs the daily operation of the City's Laboratory and Pretreatment Program. Responsible for the overall technical quality of the work performed in the Laboratory and for assuring the use of standard methods.

This classification is designed as unrepresented and assigned as Management for labor relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This class is distinguished from the Water Quality Control Laboratory Supervisor by its broader oversight responsibilities and is distinguished from the Wastewater Treatment Plant Manager by the latter's responsibility for overall plant operations.

SUPERVISION RECEIVED AND EXERCISED
The Laboratory and Environmental Superintendent receives general direction from the Wastewater Treatment Plant Manager and exercises direct supervision over laboratory and environmental compliance staff. The incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiate in a number of complex responsible and sensitive areas.

ESSENTIAL FUNCTIONS – INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plan, prioritize, assign, supervise and review the laboratory and environmental compliance divisions.
- Ensure compliance with all waste discharge requirements, recycled water standards, biosolids and air emission regulations.
- Oversee the laboratory and industrial waste pretreatment program and ensure compliance with Federal, State and local requirements.
- Develop and implement operational efficiencies while maintaining the highest standard of water quality.
- Develop and implement goals, objectives, policies, and procedures.
- Oversee the performance of chemical and bacteriological tests and analyses for compliance with Regional Water Quality Control Board, State Water Resources Control Board, Division of Drinking Water and other regulatory agencies.
- Oversee the schedule and coordination of the sampling and analyses of potable water, wastewater, and special projects performed by outside laboratories and in-house analyses.
- Develop and implement procedures and programs including safety, Enforcement Response Plan (ERP), Chemical Hygiene Plan (CHP), Spill Response Plan, purchasing, training and optimization studies.

- Recruit for and select staff, coordinate training, perform employee evaluations, implement appropriate improvement plans, as required. Set clear expectations of staff and maintain the highest standards to ensure the plant is operated and maintained in a professional manner and produces the highest quality water.
- Prepare contract documents, negotiate, and select outside vendors, contractors, and consultants in conformance with City of Turlock purchasing procedures.
- Provide support to the Department Director as a representative for the City of Turlock to outside agencies and organizations, and community groups.
- Research and prepare technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and methods used in intermediate to advanced chemistry and microbiology as applied in a water or wastewater treatment laboratory.
- Wastewater, recycled water, biosolids and air emission regulations.
- Analytical procedures used in testing water and wastewater samples and the mathematics used to obtain results.
- Quality assurance and quality control procedures in the laboratory and water and wastewater sample collection procedures.
- General principles and procedures of wastewater treatment, water treatment and distribution systems.
- Principles and practices of certified lab services and pretreatment program.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision; training and performance evaluation.
- Principles and practices of safety procedures and implementation.
- Use of modern office equipment and applicable software.

Ability to:

- Organize, implement, and direct all facets of a laboratory and pretreatment program.
- Understand laboratory and pretreatment problems and serve as a resource to staff to solve problems.
- Perform a variety of chemical and biological laboratory tests.
- Recognize and communicate water and wastewater process control and compliance issues.
- Interpret and apply City of Turlock policies, procedures, rules, and regulations.
- Understand applicable laws, regulations, codes, and evaluate plant conformance with them. Make adjustments to policies and procedures, when necessary, to maintain conformance.

- Analyze budgets and technical reports.
- Interpret, explain and dutifully carryout pertinent Federal, State, local and City of Turlock policies and procedures.
- Assist in the development of an assigned budget. Know appropriate laws, regulations, codes, and evaluate plant conformance. Recommend and implement adjustments to policies and procedures, when necessary, to maintain conformance.
- Analyze problems, identify, and recommend solutions, evaluate effectiveness of solution, and implement further changes if needed to attain goals.
- Establish and maintain effective working relationships with Federal, State, and local regulatory agencies.
- Communicate clearly and concisely orally and in writing.
- Manage material and service contracts.
- Coordinate and oversee the work of outside vendors, consultants, and contractors.
- Gain cooperation through clear communication and effective leadership.
- Supervise, develop, train, and evaluate personnel.
- Operate modern office equipment and software programs.

Experience and Training Guidelines
Any combination of education, training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and ability would be:
Training:
Equivalent to an associate's degree from an accredited college or university with major coursework in business or public administration, engineering, biology, chemistry, resources management, or a closely related field at time of appointment.
Incumbent must obtain a bachelor's degree or higher from an accredited institution of higher learning with a major in in business or public administration, engineering, biology, chemistry, resources management, or a closely related field within 36 months of appointment.
Experience:
Eight years of increasingly responsible experience in the laboratory of a water/wastewater laboratory environment or pretreatment program similar or greater in size and complexity to the City of Turlock.
LICENSE AND/OR CERTIFICATES
License:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Certificate(s):
Possession of a valid Grade IV Laboratory Analyst Certification from the California Water Environment Association or a Grade IV Water Quality Laboratory Analyst Certification from the CA-NV Section of the American Water Works Association at the time of appointment.
CWEA Environmental Compliance Inspector, Water Distribution and Water Treatment Certification is desired.

PHYSICAL REQUIREMENTS

Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Exempt

Bargaining Unit: Management

Established: August 17, 2025- Resolution No. 2025-152

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

LAND SURVEYING TECHNICIAN I

DEFINITION
Under immediate supervision, performs office and field land surveying and engineering work and assists the engineering staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the entry-level class in the paraprofessional land surveying series. Incumbents in this class perform routine office and field land surveying and engineering related work. Generally, work is observed and reviewed both during performance and upon completion, and changes in procedures or exceptions to rules are explained in detail as they arise until competency is established, then work is performed with greater independence.

SUPERVISION RECEIVED AND EXERCISED
Immediate supervision is provided by the Public Works Supervisor/City Surveyor. Technical or functional direction/assistance may be received from a variety of para-professional or professional personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist and/or lead the survey crew in the field performing surveys; Control Surveys; Boundary Surveys; Topography Surveys; Construction staking.
- Schedule and prioritize the field surveying activities to ensure that deadlines are met.
- Operate Optical, Robotic and GPS surveying instruments with modern technology in a variety of field survey work, conducting preliminary location, construction, property and topographic surveys; keep field notes and make sketches and computations; plot profiles and cross-sections, reduce field notes and compute grades.
- Perform routine maintenance and cleaning on the surveying equipment and other tools.
- Perform necessary routine calibrations on the surveying instruments.
- Assist the Public Works Inspectors during construction inspections verifying horizontal and vertical locations of improvements.
- Assist with reviewing maps and survey documents.
- Assist in preparing legal descriptions and plans.
- Research current technology and assist in determining the need for potential upgrades.
- Perform drafting and design work on computer aided drafting software and other related computer design equipment.
- File and retrieve surveying and engineering plans, maps, exhibits and various documents; update files and keep reference system current.
- Prepare drawn sketches and permanent plans, diagrams and maps for street, water and sewer improvements using CAD software.
- May draft (by hand or CAD software) maps, surveying and engineering plans, charts, diagrams, graphs, tables and sketches for the City-wide projects.
- Reduce field notes for application to drafting assignments.

- Operate copiers, scanners and printers to reproduce engineering plans and maps for staff and the public.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Terminology, methods, practices and techniques of both standard conventional drafting and Computer Aided Drafting (CAD).
- Control Survey datums utilized for horizontal and vertical data collection.
- Computer software and electronic field devices used to collect, transfer and manipulate survey data.
- Proficient operation of Optical, Robotic and GPS surveying instruments with modern technology.
- Proficient operation of a Virtual Reference Station.
- Mathematics as applied to computation of angles, areas, volumes and distances.
- Surveying practices.
- Surveying maps and records.
- Modern office methods and practices.

Ability to:

- Utilize surveying instruments with modern technology.
- Determine the appropriate control survey datum for a variety of surveying projects.
- Determine the necessary accuracy required for a variety of surveying projects.
- Identify the methods and techniques required for the surveying and mapping projects.
- Coordinate with the construction project team to complete the required construction staking.
- Utilize the computer for internet for research and email for communication.
- Interpret City policies and standards.
- Understand and follow oral and written instructions and sketches.
- Demonstrate advanced computer skills relevant to land surveying.
- Use and care for drafting, surveying and mechanical instruments and tools.
- Establish and maintain effective working relationships with those contacted during the course of work.

Experience and Training Guidelines

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

Experience:

One year of paraprofessional field and/or office experience performing routine surveying work utilizing modern technology and procedures. Qualifying experience shall be within five years of applying for this position.

Training:

High School diploma or GED certificate, supplemented by college level courses or equivalent vocational/technical institutional coursework in mathematics, engineering, surveying and computer aided drafting.

Licenses:

Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: See well enough to operate vehicles and survey equipment, read instructions and follow directions; hear well enough to distinguish mechanical noises, to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time; ability to operate survey equipment; use hands and fingers for writing, typing, drafting, manipulating precision tools and equipment and other computer related functions; able to lift equipment as necessary; able to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

FSLA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

LAND SURVEYING TECHNICIAN II

DEFINITION
Under general supervision performs office and field land surveying and engineering work and assists the engineering staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
Positions in this class perform complex and technical surveying work approaching that of the professional land surveying series. Work involves the application of precise para-professional surveying knowledge and techniques. It is performed under the general supervision of a Public Works Supervisor/City Surveyor who makes general assignments and inspects work to ensure that it is conducted according to instructions and in conformity with accepted surveying standards.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Public Works Supervisor/City Surveyor. Responsibilities may include functional supervision of subordinate paraprofessional positions.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist and/or lead the survey crew in the field performing surveys; Control Surveys; Boundary Surveys; Topography Surveys; Construction staking.
- Schedule and prioritize the field surveying activities to ensure that deadlines are met.
- Operate Optical, Robotic and GPS surveying instruments with modern technology in a variety of field survey work, conducting preliminary location, construction, property and topographic surveys; keep field notes and make sketches and computations; plot profiles and cross-sections, reduce field notes and compute grades.
- Perform routine maintenance and cleaning on the surveying equipment and other tools.
- Perform necessary routine calibrations on the surveying instruments.
- Assist the Public Works Inspectors during construction inspections verifying horizontal and vertical locations of improvements.
- Assist with reviewing maps and survey documents.
- Assist in preparing legal descriptions and plans.
- Research current technology and assist in determining the need for potential upgrades.
- Perform drafting and design work on computer aided drafting software and other related computer design equipment.
- File and retrieve surveying and engineering plans, maps, exhibits and various documents; update files and keep reference system current.
- Prepare drawn sketches and permanent plans, diagrams and maps for street, water and sewer improvements using CAD software.
- May draft (by hand or CAD software) maps, surveying and engineering plans, charts, diagrams, graphs, tables and sketches for the City-wide projects.
- Reduce field notes for application to drafting assignments.

- Operate copiers, scanners and printers to reproduce engineering plans and maps for staff and the public.
- Leading the survey crew in the field performing a variety of surveys.
- Prepare legal descriptions and plans.
- Research current technology and assist in determining the need for potential upgrades.
- Assist the public at the counter; provide information on surveying requirements; inform the public of application and checking procedures and related questions.
- Prepare reports and keep accurate records; maintain surveying files.
- Assist staff; prepare special reports; create exhibits.
- Respond to citizen complaints and maintain records.
- Provide information to other divisions.
- Perform complex land surveys and assist with boundary resolution.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Terminology, methods, practices and techniques of both standard conventional drafting and Computer Aided Drafting (CAD).
- Control Survey datums utilized for horizontal and vertical data collection.
- Computer software and electronic field devices used to collect, transfer and manipulate survey data.
- Proficient operation of Optical, Robotic and GPS surveying instruments with modern technology.
- Proficient operation of a Virtual Reference Station.
- Mathematics as applied to computation of angles, areas, volumes and distances.
- Surveying practices.
- Surveying maps and records.
- Modern office methods and practices.
- Principles and practices of surveying.
- Methods and materials in the construction of public works and utilities facilities.
- Advanced operation of Optical, Robotic and GPS surveying instruments with modern technology.
- Advanced operation of a Virtual Reference Station.
- Policies and regulations governing the construction, extension and maintenance of public works systems and facilities.
- Advanced methods and techniques of surveying and mapping projects.
- Conducting research of necessary land records for surveying, mapping and documents.

Ability to:

- Utilize surveying instruments with modern technology.
- Determine the appropriate control survey datum for a variety of surveying projects.
- Determine the necessary accuracy required for a variety of surveying projects.
- Identify the methods and techniques required for the surveying and mapping projects.
- Coordinate with the construction project team to complete the required construction staking.
- Utilize the computer for internet for research and email for communication.
- Interpret City policies and standards.
- Understand and follow oral and written instructions and sketches.
- Demonstrate advanced computer skills relevant to land surveying.
- Use and care for drafting, surveying and mechanical instruments and tools.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Perform technical research and provide reliable advice on surveying problems.
- Communicate clearly and concisely, both orally and in writing.

- Perform complex surveying calculations with speed and accuracy.
- Prepare technical reports.
- Complete calculations and staking plans for public works and utility projects.
- Use and care for surveying and computer equipment.
- Read and interpret land title documents.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Two years of experience as a Land Surveying Technician in a position comparable to a Land Surveying Technician in the City of Turlock. Qualifying experience shall be within five years of applying for this position.
Training:
Equivalent to completion of an Associate of Science Degree from an accredited college or vocational/technical institution in an engineering or surveying related field.
Licenses:
Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to operate vehicles and survey equipment, read instructions and follow directions; hear well enough to distinguish mechanical noises, to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time; ability to operate survey equipment; use hands and fingers for writing, typing, drafting, manipulating precision tools and equipment and other computer related functions; able to lift equipment as necessary; able to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

MAINTENANCE PLANNER

DEFINITION
Under direction, plans and coordinates broad spectrum preventative, predictive, routine and emergency installation, repair, maintenance, dismantling, and overhauling of treatment plant and pump station equipment and administrative facilities for the Water Treatment Plant, Wastewater Treatment Plant, Storm/Sewer Collection Systems and Water Distribution Systems. This position works closely with Water/Wastewater Plant Operations, Maintenance and Instrumentation and Control staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a single position class. Individuals are responsible for planning, coordinating and scheduling routine and preventative minor and major repairs in equipment used by the Water Treatment Plant, Wastewater Treatment Plant, Storm/Sewer Collection System, and Water Distribution systems.

SUPERVISION RECEIVED AND EXERCISED
The Maintenance Planner receives direction from the Maintenance Technical Supervisor and exercises direct supervision over assigned technical staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Maintain the Computerized Maintenance Management System (CMMS) and all data within.
- Use CMMS to develop a daily work schedule to secure adequate resources to complete preventative, predictive and planned maintenance. Audit assignments and resources to ensure repair schedules and performance expectations are met. This includes maintenance and operations staff, materials, documents, work orders, change orders, and necessary approvals to perform work as planned.
- Maintain all plant equipment records in CMMS, and that all maintenance work including planned and unplanned work scheduled through CMMS. This includes follow-up to ensure all labor hours, materials, and necessary notes or procedural changes associated with the work are accurately recorded within CMMS, and work is closed in a timely manner.
- Communicate directly with Purchasing and Inventory Specialist regarding parts required and inventory levels needed to complete all scheduled Work Orders and PM Orders.
- Manage and schedule maintenance activities such as inspections, instrument calibrations, and equipment preventive maintenance and validation assessments along with coordinating project workload.
- Prepare and maintain a weekly maintenance schedule.
- Plan all activities associated with planned plant outages under the direction of the Maintenance Supervisor to provide for maximum use of available resources.
- Recommend the need for and aid in securing the scheduling of outside resources on an as needed basis.
- Advise when a scheduled maintenance downtime should be rescheduled and communicate and coordinate new plan.
- Communicate regularly with operations and maintenance to be aware of engineering projects.

- Provide input to management and suggest improvements for efficiency.
- Responsible for notifying Maintenance Supervisor of any problems or issues with inventory, planning and scheduling.
- Assist in the implementation of a comprehensive preventative maintenance program including development of detailed preventative maintenance procedures for new and existing equipment utilizing manufacturer warranty requirements, routine maintenance specifications, O&M staff feedback, and field experience.
- Ensure the area, department, or facility in which they are assigned receive professional maintenance service in a timely manner to ensure high equipment availability and performance.
- Follow up and communicate schedules to all resources, including maintenance, outside services, purchasing, and engineering.
- Ensure safe work practices are provide a Job Hazard Analyses for each task.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations, submit justifications for expenditures for equipment, materials, supplies and services; monitor and control expenditures.
- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Maintain necessary reports and records.
- Observe and enforce safety rules.
- Supervise and train assigned subordinate staff.
- Participate in special projects or studies as assigned.
- Perform overtime and/or emergency work as required
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, methods, materials, tools, and equipment used in the installation, inspection, testing, operation, maintenance, and modification of electrical, electronic, and computer-controlled systems
- Industrial maintenance process and proper use of a work order system.
- Strong organizational and planning skills.
- General principles and procedures of wastewater treatment, water treatment and distribution systems.
- Regulatory reporting.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of supervision; training and performance evaluation.
- Principles and practices of budget monitoring.
- Principles and practices of safety procedures and implementation.
- Use of modern office equipment and applicable software.

Ability to:

- Read and understand technical drawings, sketches, plans and specifications and maintenance manuals.
- Work effectively with minimal supervision.
- Accurately estimate labor hours, material requirements, and skills needed to complete a job.
- Prepare complete and concise reports and records.
- Manage multiple priorities or projects simultaneously and keep them progressing to completion.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Assess changing conditions and initiate appropriate action.

- Assist in the development of an assigned budget. Know appropriate laws, regulations, codes, and evaluate plant conformance. Recommend and implement adjustments to policies and procedures, when necessary, to maintain conformance.
- Analyze problems, identify, and recommend solutions, evaluate effectiveness of solution, and implement further changes if needed to attain goals.
- Communicate clearly and concisely orally and in writing.
- Manage material and service contracts.
- Coordinate and oversee the work of outside vendors, consultants, and contractors.
- Gain cooperation through clear communication and effective leadership.
- Operate modern office equipment and software programs.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible experience in mechanical, electrical, instrumentation and automation background similar or greater in size and complexity to the City of Turlock including two years of maintenance planning/scheduling.
Training:
Equivalent to a high school diploma or GED certification and six college units or CEU's in a related field or school general education (i.e. Speech, Math, English, Science, Foreign Language etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's.
License:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Certificate(s):
California Water Treatment Certification Grade I within 24 months of appointment.
California Water Distribution Certification Grade I within 24 months of appointment.
CWEA Electrical & Instrumentation Technologist Certification, CWEA Mechanical Technologist Certification, Electrical License is desired.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

MAINTENANCE SUPERVISOR, ASSISTANT

DEFINITION
Under general direction, performs skilled and lead work over a crew of maintenance personnel in street maintenance, parks, tree trimming, buildings and ground maintenance, street and sign painting, landscape assessments, and storm basins.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call-back and standby assignments.

DISTINGUISHING CHARACTERISTICS
This is a supervisory assistant level position. The incumbent in this position will be required to assign and monitor the work of subordinate personnel as well as assist the Maintenance Supervisor.

SUPERVISION RECEIVED AND EXERCISED
General supervision is received by the Maintenance Supervisor. Supervision exercised includes direct supervision of self-directed work teams and the ability to take the lead role in the more complex and challenging projects.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Lead and assist subordinates in the maintenance, repair and upkeep of parks, buildings, streets and related facilities.
- Acts as project leader on special projects requiring the supervision of other staff to complete projects.
- Inspect and review the work of subordinate personnel.
- Determine type and quantity of material required for landscape of facility repair or installation projects and utilize established procedures to make necessary purchases.
- Perform skilled park and street maintenance and repair work; operate a variety of maintenance equipment including: backhoe, tractor, grader, trencher, gang mower and loader, air compressor and jackhammer.
- Plant, prune, and water trees and shrubs.
- Assist in the performance evaluations of subordinate personnel.
- Maintain a variety of records and reports such as personnel reports, work project reports, spraying reports and payroll reports.
- Conduct spraying tasks involving herbicides, insecticides and fungicides.
- Train and supervise Parks, Streets, and Public Works personnel.
- Ensure the application of basic safety rules, in the operation of equipment and work techniques.
- Break up concrete and asphalt; prepare street for patching and paving as assigned.
- Assist Public Works Maintenance Supervisor and Parks, Streets, and Public Facilities Superintendent.
- Perform preventative maintenance on equipment to ensure proper and safe operation.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Materials, methods, practices and equipment used in street construction and maintenance activities.

- Technical tree trimming methods, techniques, equipment and procedures to ensure safe traffic passage on the public right of way.
- Occupational hazards and standard safety precautions necessary in the work place.
- Operation of heavy or light equipment depending on area of assignment.
- Materials, methods, practices and equipment used in park maintenance, modification and facility repair activities.
- Procedures and techniques used in horticulture.
- Plant pests and diseases, and methods for their control and eradication.
- Methods and practices used in the supervision and training of personnel.
- Plumbing, electrical, cement work, basic carpentry and hydraulics related to the installation of irrigation systems.

Ability to:

- Lead maintenance personnel in the performance of grounds and facility development, repair and upkeep tasks, construction and maintenance of streets, sign installation and painting.
- Perform skilled landscape installation, maintenance and repair activities; read work plans and blueprints.
- Operate a variety of equipment used in street maintenance, repair and tree trimming, park maintenance, ground development, landscape assessments, and storm basins.
- Perform a wide variety of skilled street maintenance and repair work.
- Identify park and facility problems and supervise their correction.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Supervise and train subordinates.
- Develop and maintain necessary written records, logs, schedules and reports.
- Establish and maintain effective working relationships with those contacted during the course of work.

Experience and Training Guidelines

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

Experience:

Requires a minimum of four years of work experience, two of which must have been performing increasingly responsible duties in facilities maintenance related to public parks, grounds, streets and buildings. This position also requires a minimum of two years experience performing leadworker or supervisory duties. (Two years of supervisory experience in a related field can be applied to the four-year experience requirement.)

Training:

Requires completion of high school or G.E.D. and 18 college semester units in general education, construction, maintenance, ornamental horticulture or related field. Three of the eighteen units shall be in the field of supervision or management.

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

License/Certificates:

Must possess three of the following certifications within twenty-four (24) months of appointment and maintain certificates in current status.

- Pesticide Applicator's Certificate
- Playground Safety Certificate
- Certified Pool Operator

- Signs II and Pavement Markings II certificates or Risk Management Association approved equivalents (both are required, and will count as one of the three required certifications)
- Possession of a Hazardous Materials First Responder, Awareness Level, (FRA) Certification

Possession of an appropriate, valid California Class B Driver's License and proof of automobile liability insurance at the time of appointment, to be maintained as a condition of continued employment.

Desirable Qualifications:

Possession of an Associate's Degree in a related field.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read and write, view computer screens, make observations. Use of hands and fingers for use of computer keyboard, copy machine, filing, writing, answering telephones, operating hand and power tools, driving vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person assisting customers; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time and to operate assigned equipment and vehicles and perform heavy, manual labor for extended periods, able to work at elevated heights for extended periods, able to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

MAINTENANCE SUPERVISOR

DEFINITION
To plan, organize, and supervise the day to day maintenance and repair of streets, parks, landscaped assessment areas, playground areas, storm basins, street medians, right-of-ways, buildings and grounds; and supervise the work crews of the Parks, Streets, and Public Works Maintenance Division.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime and call-back assignments.

DISTINGUISHING CHARACTERISTICS
This is a supervisory level position. The incumbent in this position will be required to use considerable independent judgment and initiative, as well as assigning and evaluating the work of subordinate personnel.

SUPERVISION EXERCISED AND RECEIVED
General direction is provided by the Parks, Streets and Public Facilities Superintendent. Supervision is exercised over crew supervisors and other personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Provide day to day organization, direction and supervision of skilled and semi-skilled personnel in the repair and maintenance of streets, parks, park facilities, landscaped areas, government buildings and drainage facilities including such activities as street resurfacing, repainting and patching, street cleaning, storm drain maintenance, tree trimming, street and sign painting, mowing, edging, irrigation repairs, building repairs and janitorial duties.
- Determine type and quantity of material required for landscape or facility repair or installation projects and utilize established procedures to make necessary purchases.
- Assist in the evaluations of subordinate maintenance staff.
- Maintain a variety of records and reports such as personnel reports, work project reports, spraying reports and payroll reports.
- Participate in the maintenance and repair of streets and operate a variety of maintenance equipment.
- Investigate complaints and recommend corrective actions as necessary to resolve complaints, explaining programs and policies.
- Inspect the work of crews while in progress and provide advice and assistance to subordinate maintenance personnel.
- Assist in preparing the division budgets.
- Ensure compliance to established safety rules and performance of duties rules and procedures in the operation of equipment.
- Supervise and train subordinates.
- Assist in the preparation of specifications for the purchase of equipment and tools.
- Estimate labor and material costs, review plans and assist in the specifications for bid packages and service contracts.
- Direct and supervise the preparation and application of chemicals for the control and eradication of plant and lawn pests and diseases.
- Monitor special programs and service contracts.

QUALIFICATIONS:

Knowledge of:

- Materials, methods, techniques and equipment used in the construction, operation, installation and maintenance of streets, parks, trees and buildings facilities and repair activities.
- Safe construction and maintenance practices and procedures required in performing and directing assignments in Streets, Parks and Buildings and Grounds maintenance activities.
- Principles and practices of effective customer relations.
- Basic computer skills; word processing, spreadsheets, and computerized maintenance managements systems.
- Backflow and cross connections principles and operations of backflow devices.
- Procedures and techniques used in horticulture.
- Plant pests and diseases and methods for their control and eradication.
- Methods and practices used in the supervision and training of personnel and evaluations.
- Occupational hazards and standard safety precautions necessary in the work.
- Plumbing, electrical, cement work, basic carpentry and hydraulics related to the installation of irrigation systems.
- Principles of supervision.

Ability to:

- Effectively direct maintenance personnel in the performance of streets, parks, buildings and grounds and facility development, repair and upkeep tasks.
- Estimate labor and material requirements and implement decisions.
- Communicate clearly and concisely, both orally and in writing.
- Use computerized tracking of labor, parts, equipment and maintenance costs.
- Understand and carry out oral and written instructions.
- Identify problems and supervise their correction.
- Establish and effectively maintain cooperative working relationships with those contacted during the course of work.
- Respond effectively to emergency situations as they arise.
- Supervise and train subordinates.
- Develop and maintain necessary written records, logs, schedules and reports.
- Administer a Division budget.

Experience and Training Guidelines

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

Experience:

Four years experience performing increasingly responsible assignments equivalent to those performed by a Maintenance Worker, Sr., Maintenance Team Leader, or Maintenance Supervisor, Assistant.

Training:

Equivalent to the possession of an Associate's Degree with some coursework in construction, facilities, ornamental horticulture management, business or related fields within four years of appointment. (Must have a minimum of 30 college semester units at the time of appointment and obtain a total of 60 semester units within four years of appointment.)

Additional qualifying experience may be substituted for the required education on a year-for year basis.

License/Certificates:

Possession of an appropriate, valid California Class B Driver's License and proof of automobile liability insurance at the time of appointment, to be maintained as a condition of continued

employment.
Must possess three of the following certifications within twenty-four (24) months of appointment and maintain certificates in current status.

- Pesticide Applicator's Certificate
- Playground Safety Certificate
- Certified Pool Operator
- Signs II and Pavement Markings II certificates or Risk Management Association approved equivalents (both are required, and will count as one of the three required certifications)
- Possession of a Hazardous Materials First Responder, Awareness Level (FRA) Certification

Desirable Qualifications:
Possession of an Associate's Degree in a related field.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read and write, view computer screens, make observations. Use of hands and fingers for use of computer keyboard, copy machine, filing, writing, answering telephones, operating hand and power tools, driving vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person assisting customers; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time and to operate assigned equipment and vehicles and perform heavy, manual labor for extended periods, able to work at elevated heights for extended periods, able to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

MAINTENANCE TEAM LEADER

DEFINITION
Under general supervision, performs a variety of skilled and semi-skilled tasks in construction, operation, maintenance and repairs of public works and related facilities; including street maintenance, park maintenance and building and grounds maintenance and custodial duties, sign and sign painting, landscaping and streetscaping, street and storm water facilities, sidewalks, athletic facilities, swimming facilities and perform other necessary work as required to meet City needs.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the lead advanced journey level classification in the Maintenance Worker series assigned to one of five functional areas, Facilities, Parks/Storm, Sports Complexes, Landscape Assessments and Streets Maintenance. Incumbents will be assigned to a primary area however they should expect to cross train at various times with other Team Leaders in order to broaden their skills and knowledge. The Team Leader is distinguished from the Maintenance Worker II or higher in that the Team Leader is responsible for leading an assigned team and coordinating all of the related activities. Positions assigned to this class are filled by advancement from the Maintenance Worker II or higher class.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Parks, Streets, Public Facilities Superintendent, Maintenance Supervisor or Maintenance Supervisor, Assistant. Technical or functional supervision may be provided by the Maintenance Supervisor, Assistant. Responsibilities include general supervision of lower-level maintenance personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Water, mow, edge, weed, trim, renovate and fertilize lawns, shrubs, trees and flowerbeds using established landscaping techniques.
- Identify pest and disease problems, calibrate and apply pesticides and herbicides while adhering to proper safety and application guidelines.
- Participate in paving, patching, grading and repair of pot holes.
- Maintain and repair traffic signs; inspect and evaluate sign and road paint conditions; mix and apply paints.
- Design, install, maintain and repair irrigation systems.
- Operate and oversee operation of a wide variety of construction and maintenance equipment such as backhoes, loaders, graders, tractors, air compressors, dump trucks, packers, chippers, paving machines, vibratory rollers, trenchers, gang mowers, paint spray truck, traffic striper, etc.
- Set up and oversee activities at a jobsite ensuring use of proper safety techniques and use of correct working standards.
- Maintain records of activities and supplies used.
- Respond to public inquiries and complaints using established customer service techniques.

- Clean and maintain park facilities and restrooms to include electrical, plumbing and cement work.
- Requisition and purchase supplies and materials to complete projects; maintain records and inventory of activities and supplies used.
- Perform more complex and difficult work requiring independent judgement and action.
- Assist and train less experienced personnel.
- Clean and maintain buildings and grounds using safe work techniques and established work practices.
- Troubleshoot, diagnose and repair machines and equipment such as air conditioners, heaters, dishwashers, water pipes, lights, toilets, etc.
- Maintain facilities such as swimming pools, tennis courts and other athletic facilities.
- Inspect buildings and park facilities for vandalism and perform necessary maintenance; inspect buildings to ensure they are ready for rental use.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Materials, methods, practices and equipment used in parks and street maintenance and construction activities, traffic sign repair, road striping and building and grounds maintenance and repair.
- OSHA regulations pertaining to workplace safety, occupational hazards, standard safety procedures and safety equipment including personal protective equipment.
- Technical tree trimming methods, techniques, equipment and procedures.
- Operation of heavy and light maintenance and construction equipment.
- Procedures for requisitioning and purchasing necessary materials and supplies.
- Preventative maintenance of mechanical equipment.
- Plant pests and diseases and methods of control and eradication.
- Plumbing, electrical, cement and carpentry work related to parks facilities, buildings and grounds facilities.
- Principles and practices of supervision and training.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out written and oral instructions.
- Provide training and perform lead work assignments as directed.
- Perform skilled park and street and building and grounds maintenance work.
- Estimate costs for jobs.
- Read and interpret construction plans and specifications.
- Learn and apply City standards and specifications related to Parks and Trees Ordinances, Sign Ordinances and paving and striping projects.
- Work independently in the absence of supervision.
- Operate a variety of light and heavy equipment.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Prepare reports and maintain records.
- Perform heavy manual labor.
- Perform the more difficult maintenance tasks requiring special skills in; carpentry, plumbing and electrical work.
- Operate computers and access files.

Experience and Training Guidelines

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

Experience:

Four years of experience in a position comparable to a Maintenance Worker II or higher with the City of Turlock. Additional qualifying experience may be substituted for required education on a year for year basis.

Training:

High School diploma or GED certificate. Six college units or CEU's in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's. Additional qualifying experience may be substituted for required education on a year for year basis.

Licenses:

Possession of an appropriate, valid California Class B Driver's License with tanker endorsement and proof of automobile liability insurance at the time of appointment, to be maintained as a condition of continued employment.
Possession of a Hazardous Materials First Responder, Awareness Level, (FRA) Certification.
Flagger Traffic Control – OSHA 1598-1599
Possession of Signs and Markings I Certification
Work Zone Safety Certification
Possession of two of the following certifications from the list below at time of appointment:
Pesticide Applicator's Certificate
Certified Pool Operator Certification
Playground Safety Certification
Signs and Pavement Markings II or Risk Management Association approved equivalent

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read and write, view computer screens, make observations. Use of hands and fingers for use of computer keyboard, copy machine, filing, writing, answering telephones, operating hand and power tools, driving vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person assisting customers; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time and to operate assigned equipment and vehicles and perform heavy, manual labor for extended periods, able to work at elevated heights for extended periods, able to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary. Lift on a frequent basis 25 pounds and an infrequent basis 40 pounds.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

MAINTENANCE TECHNICIAN I/II

DEFINITION
Under general supervision, modifies, repairs and maintains the Water Treatment Plant, Wastewater Treatment Plant, Storm/Sewer Collection Systems and Water Distribution Systems. This position works closely with Water/Wastewater Plant Operations and Instrumentation and Control staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call back, and standby assignments.

DISTINGUISHING CHARACTERISTICS
This is an entry/journey level class. Individuals working in the Maintenance Technician I classification work under general supervision to learn to make repairs and perform routine maintenance. This classification requires basic knowledge of mechanical and electrical systems.

Individuals working the Maintenance Technician II classification are expected to have all the characteristics of a Maintenance Technician I and journey level knowledge and experience of more advanced mechanical and electrical systems.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Maintenance Supervisor; entry level incumbents may receive technical direction from the Senior Maintenance Technician and Maintenance Technician, II.
When assigned to the SRWA Surface Water Treatment Plant, general supervision is provided by the Water Treatment Plant Operations Supervisor.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to the following:

Maintenance Technician, I
- Learn to install and maintain water/wastewater treatment equipment including 480 volt, 3-phase electrical and mechanical components to include testing, troubleshooting and repair.
- Learn to modify all systems as directed including design, fabrication, assembly and testing.
- Learn to inspect, adjust and operate equipment as required.
- Operate various small and medium sized equipment including forklifts and trucks.
- Use a wide range of hand and power tools and machinery.
- Maintain records of equipment repair and replacement using CMMS-generated work orders for predictive and preventative maintenance.
- Participate in special projects or studies as assigned.
- Observe and enforce safety rules.
- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff through clear and concise communication.
- Perform overtime and/or emergency work as required
- Perform other duties as assigned.

Maintenance Technician, II
In addition to the essential functions for Maintenance Technician I classification:

- Install and maintain water/wastewater treatment equipment including 480 volt, 3-phase electrical and mechanical components to include testing, troubleshooting and repair.
- Modify all systems as directed including design, fabrication, assembly and testing.
- Inspect, adjust and operate equipment as required.
- Maintain necessary reports and records.
- Make critical decisions to resolve emergency situations.
- Participate in the planning and implementation of upgrades, changes or expansions of wastewater treatment and conveyance facilities.
- Supervise and train subordinate staff.

QUALIFICATIONS:

Maintenance Technician, I
Knowledge of:

- To learn principles, methods, materials, tools and equipment used in the installation, operation, maintenance and modification of electrical, electronic, mechanical and hydraulic systems.
- To learn equipment, tools and materials used in the operation and maintenance of the water, sewer and storm systems.
- To learn hydraulics, metering, pumps, SCADA and chemicals used in water and wastewater treatment.
- To learn general principles and procedures of wastewater treatment, water treatment and distribution systems.
- Safety rules and regulations.
- Use of modern office equipment and applicable software.

Ability to:

- Ability to read and understand technical drawings, sketches, plans and specifications and maintenance manuals.
- Work with high voltage, equipment and machinery.
- Work cooperatively with others.
- Complete all written data entry documentations with attention to detail and accuracy.
- Ability to follow oral and written instruction.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Maintenance Technician, II
Knowledge of:
In addition to the minimum qualifications for Maintenance Technician I classification:

- Principles, methods, materials, tools and equipment used in the installation, operation, maintenance and modification of electrical, electronic, mechanical and hydraulic systems.
- Equipment, tools and materials used in the operation and maintenance of the water, sewer and storm systems.
- Hydraulics, metering, pumps, SCADA and chemicals used in water and wastewater treatment.
- General principles and procedures of wastewater treatment, water treatment and distribution systems.

Ability to:

In addition to the qualifications Maintenance Technician I classification:

- Assess changing conditions and initiate appropriate action.
- Work with limited supervision and exercise sound judgment.

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

Training:
Maintenance Technician, I
Equivalent to a high school diploma or GED certification. Experience in a related field involving mechanical systems is desirable but not required.
Maintenance Technician, II
Equivalent to a high school diploma or GED certification and six college units or CEUs in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.). Two years of increasingly responsible experience in the mechanical and electrical systems similar or greater in size and complexity to the City of Turlock.
License:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Ability to obtain a Class B Driver's License within (12) months from date of employment, to be maintained as a condition of continued employment.
Certificates:
California Water Treatment Certification Grade I within 24 months of appointment.
California Water Distribution Certification Grade I within 24 months of appointment.
CWEA Mechanical Technologist Certification within18 months of appointment.
Ability to obtain Crane Operator Certification within 12 months from date of employment, to be maintained as a condition of continued employment.

CWEA Electrical & Instrumentation Technologist Certification and Electrical License is desired.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

MAINTENANCE TECHNICIAN SUPERVISOR

DEFINITION
Under direction, plans, organizes, directs, and supervises the maintenance activities of the Water Treatment Plant, Wastewater Treatment Plant, Storm/Sewer Collection Systems and Water Distribution Systems. This position works closely with Water/Wastewater Plant Operations and Instrumentation and Control staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call back, and standby assignments.

DISTINGUISHING CHARACTERISTICS
This is the supervisory level in the maintenance series. Individuals working in the Maintenance Supervisor class work under direction and are expected to have advanced knowledge of electrical and mechanical systems. It is distinguished from the Maintenance Technician Senior by the expectation to perform the full scope of supervisory responsibilities and from the Wastewater Treatment Plant Manager by the latter's responsibility for oversight of the division.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Wastewater Treatment Plant Manager and exercises direct supervision over assigned technical staff. This class is responsible for supervising lower level Maintenance Technician classes.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversee the scheduling of projects and the completion of tasks within the required time schedule. Monitor progress of projects and communicates updates as required.
- Evaluate Maintenance Technician activities within the area of responsibility and recommend improvements and modifications, document operation or maintenance procedures accordingly.
- Install and maintain water/wastewater treatment equipment including 480 volt, 3-phase electrical and mechanical components to include testing, troubleshooting and repair.
- Maintain records of equipment repair and replacement using CMMS-generated work orders for predictive and preventative maintenance.
- Modify all systems as directed including design, fabrication, assembly and testing.
- Monitor processes using a SCADA control system.
- Assist the Department Director in the planning and implementation of upgrades, changes or expansions of water, wastewater treatment and conveyance facilities.
- Supervise the use of specialized equipment involved in water and wastewater treatment plant operations; develop, plan and direct preventative and corrective maintenance; recommend equipment maintenance and replacement and prepare budget estimates using the plant CMMS.
- Make critical decisions to resolve emergency situations.
- Assist with the development and implementation of goals, objectives, policies, and procedures.
- Plan, supervise and participate in special projects or studies as assigned.
- Research and prepare technical and administrative reports, and other written documents, including the submittal of all regulatory required reports

- Recommend operational efficiencies while maintaining the highest standard of water quality possible.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Assist the Department Director in developing and administering or assuming delegated responsibility for the facilities safety program.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations, submit justifications for expenditures for equipment, materials, supplies and services; monitor and control expenditures.
- Participate in the recruitment and selection of staff, provide, or coordinate staff training; conduct employee performance evaluations, work with employees to correct performance deficiencies, and implement progressive discipline as required.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, methods, materials, tools and equipment used in the installation, operation, maintenance and modification of electrical, electronic, mechanical and hydraulic systems.
- Equipment, tools and materials used in the operation and maintenance of the water, sewer and storm systems.
- Hydraulics, metering, pumps, SCADA and chemicals used in water and wastewater treatment.
- General principles and procedures of wastewater treatment, water treatment and distribution systems.
- Design and construction standards as they relate to wastewater treatment, and conveyance facilities.
- Regulatory reporting.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of supervision; training and performance evaluation.
- Principles and practices of budget monitoring.
- Principles and practices of safety procedures and implementation.
- Use of modern office equipment and applicable software.

Ability to:

- Organize, implement, and direct all facets of mechanical and electrical systems.
- Understand and troubleshoot mechanical and electrical system and serve as a resource to staff to solve problems.
- Plan and schedule work activities.
- Ability to read and understand technical drawings, sketches, plans and specifications and maintenance manuals.
- Work with high voltage, equipment and machinery
- Interpret, explain and dutifully carryout pertinent Federal, State, local and City of Turlock policies and procedures.
- Assist in the development of an assigned budget. Know appropriate laws, regulations, codes, and evaluate plant conformance. Recommend and implement adjustments to policies and procedures, when necessary, to maintain conformance.
- Analyze problems, identify, and recommend solutions, evaluate effectiveness of solution, and implement further changes if needed to attain goals.
- Establish and maintain effective working relationships with Federal, State, and local regulatory agencies.
- Communicate clearly and concisely orally and in writing.
- Manage material and service contracts.

- Coordinate and oversee the work of outside vendors, consultants, and contractors.
- Gain cooperation through clear communication and effective leadership.
- Supervise, develop, train, and evaluate personnel.
- Operate modern office equipment and software programs.

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

Training:
Equivalent to a high school diploma or GED certification and six college units or CEU's in a related field or school general education (i.e. Speech, Math, English, Science, Foreign Language etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's. Possession of an associate's degree in a related field is desirable.
Experience:
Five years of increasingly responsible experience in the mechanical and electrical systems similar or greater in size and complexity to the City of Turlock including two years providing technical and functional supervision over assigned personnel.
License:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
California Water Treatment Certification Grade I within 24 months of appointment
California Water Distribution Certification Grade I within 24 months of appointment
CWEA Mechanical Technologist Certification within 18 months of appointment.
CWEA Electrical & Instrumentation Technologist Certification, Crane Operator Certification, Electrical License is desired.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

MAINTENANCE TECHNICIAN, SR.

DEFINITION
Under general supervision, modifies, repairs and maintains the Water Treatment Plant, Wastewater Treatment Plant, Storm/Sewer Collection Systems and Water Distribution Systems. This position works closely with Water/Wastewater Plant Operations and Instrumentation and Control staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call back, and standby assignments.

DISTINGUISHING CHARACTERISTICS
This is an advanced journey/lead level class. Individuals working at this level are expected to have extensive and advanced level knowledge of electrical and mechanical systems. This class is distinguished from the Level I/II class by its advanced level duties and from the Maintenance Technician Supervisor by the latter's responsibility for the full scope of supervisory duties.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Maintenance Supervisor and may provide technical direction to assigned staff.

When assigned to the SRWA Surface Water Treatment Plant, general supervision is provided by the Water Treatment Plant Operations Supervisor.

ESSENTIAL FUNCTIONS – INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Install and maintain water/wastewater treatment equipment including 480 volt, 3-phase electrical and mechanical components to include testing, troubleshooting and repair.
- Modify all systems as directed including design, fabrication, assembly and testing.
- Inspect, adjust and operate equipment as required.
- Make critical decisions to resolve emergency situations.
- Participate in the planning and implementation of upgrades, changes or expansions of wastewater treatment and conveyance facilities.
- Operate various small and medium sized equipment including forklifts and trucks.
- Use a wide range of hand and power tools and machinery.
- Maintain records of equipment repair and replacement using CMMS-generated work orders for predictive and preventative maintenance.
- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Maintain necessary reports and records.
- Observe and enforce safety rules.
- Oversee and train subordinate staff.
- Participate in special projects or studies as assigned.
- Perform overtime and/or emergency work as required
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, methods, materials, tools and equipment used in the installation, operation, maintenance and modification of electrical, electronic, mechanical and hydraulic systems.
- Equipment, tools and materials used in the operation and maintenance of the water, sewer and storm systems.
- Hydraulics, metering, pumps, SCADA and chemicals used in water and wastewater treatment.
- General principles and procedures of wastewater treatment, water treatment and distribution systems.
- Safety rules and regulations
- Regulatory reporting
- Use of modern office equipment and applicable software.

Ability to:

- Ability to read and understand technical drawings, sketches, plans and specifications and maintenance manuals.
- Work with high voltage, equipment and machinery.
- Work cooperatively with others.
- Understand and troubleshoot mechanical and electrical system and serve as a resource to staff to solve problems.
- Plan and schedule work activities
- Prepare complete and concise reports and records
- Work with minimal supervision.
- Ability to follow oral and written instruction.
- Assess changing conditions and initiate appropriate action.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing

Experience and Training Guidelines

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

Training:

Equivalent to a high school diploma or GED certification and six college units or CEUs in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's.

Experience:

Four years of increasingly responsible experience in the mechanical and electrical systems similar or greater in size and complexity to the City of Turlock.

Licenses:

Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

Ability to obtain a Class B Driver's License within (12) months from date of employment, to be maintained as a condition of continued employment.

Certification:

California Water Treatment Certification Grade I within 24 months of appointment.

California Water Distribution Certification Grade I within 24 months of appointment.

CWEA Mechanical Technologist Certification within 18 months of appointment.

Ability to obtain Crane Operator Certification within 12 months from date of employment, to be maintained as a condition of continued employment.

CWEA Electrical & Instrumentation Technologist Certification and Electrical License is desired.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-Exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

MAINTENANCE WORKER I/II

DEFINITION
Under general supervision performs unskilled, semi-skilled and skilled tasks in the construction, operation, maintenance and repairs of public works and related facilities; general building maintenance and custodial duties; grounds work in parks, landscaping and streetscaping; street and storm water facilities; sidewalk and signs.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
Maintenance Worker I: This is the entry level class in the Maintenance Worker series. Positions in this class will usually perform most of the duties required of Maintenance Worker I and II; however, as compared to the Maintenance Worker II, is not expected to function at the same skill level and will usually exercise less independent discretion and judgment on matters related to work procedures and methods. Work is usually supervised while in progress and fits a pattern which has been established and explained before the work is started.

Maintenance Worker II: This is the journey level in the Maintenance Worker series. Positions in this class are normally filled by advancement from the Maintenance Worker I class, or when filled from the outside, require prior experience in the maintenance of streets, public works facilities, parks and buildings. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualifications standards for the class. All positions assigned to this class require the ability to work independently and exercise judgment and initiative. Duties will normally require the ability to operate the full range of mechanical equipment related to a specific assignment.

SUPERVISION RECEIVED AND EXERCISED
Maintenance Worker I
Immediate supervision is provided by the Maintenance Supervisor, Assistant. Functional or technical supervision is received from other higher-level maintenance staff.

Maintenance Worker II
General supervision is provided by the Maintenance Supervisor, Assistant. Technical or functional supervision is provided by other higher-level maintenance staff. Assignments may require either the direct or indirect lead supervision of Maintenance Worker I's.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Perform a variety of unskilled, semiskilled and skilled laboring tasks in the construction, operation and maintenance of streets, parks, storm ponds, buildings and related City owned equipment, facilities and other properties.
- Clean and perform maintenance on wastewater treatment plant grounds and associated equipment.
- Perform ground maintenance such as irrigation installation and maintenance, planting, mowing,

edging, trimming, pruning, weeding, staking trees and shrubs of parks and streetscapes.
- Maintain plantings, grounds and buildings.
- Turn on valves or set irrigation system clocks to water lawns, trees and shrubs.
- Mix and apply herbicides, pesticides and fertilizers utilizing appropriate containers and equipment provided for such purposes.
- Clean and maintain restrooms, building floors, walls, ceilings, windows, fixtures, pick up litter and dump garbage.
- Mow and edge lawns utilizing a variety of equipment including push mowers, gang mowers, deck mowers, gas edgers and tractors with attachments.
- Repair and maintain park playground equipment; perform plumbing and cement work; repair sprinklers and aerators which require the use of hand tools and small motorized equipment.
- Operate a variety of equipment used in park and landscape maintenance work; perform routine preventative maintenance on equipment.
- Operate a variety of hand and power tools which could include edgers, saws, drills, floor buffers, vacuums, and blowers used in building and grounds maintenance.
- Assist in setting up and taking down tables, chairs, decorations, etc. for City sponsored activities.
- Maintain and prepare athletic fields.
- Perform unskilled and semiskilled carpentry, plumbing, electrical, welding necessary in maintaining park sites, buildings, facilities and grounds.
- Repair and patch streets by loading asphalt, raking and shoveling asphalt, operating asphalt spreader and applying hot tar crack sealant.
- Install traffic buttons, reflectors and signs.
- Operate equipment on routine assignments or on a training basis, including backhoe, compressor, street sweeper, vac-all truck, loader and paint sprayers.
- Participate in concrete work such as curb, gutter and sidewalk repair.
- Paint walks, curbs, intersections and signs.
- Clean debris from culverts, ditches and right-of-way.
- Set up, maintain and remove barricades; direct traffic.
- Clean and care for tools and equipment.
- Prepare, tint and mix paints for painting and spraying.
- Perform leaf removal from City Street trees utilizing a variety of mechanized equipment including front end loaders.
- Trim and take out trees utilizing chain saw, pole saws, and stump grinders.
- Remove dead, broken and undesired branches and tops of trees using saws, axes and other tools, both hand and powered.
- Service assigned equipment by checking oil pressure, fuel and tire conditions.
- Assist and train less experienced personnel.
- Perform related duties as assigned.

QUALIFICATIONS:

Maintenance Worker I
Knowledge of:
- Basic uses and purposes of tools, materials and equipment used in buildings, streets, grounds and parks maintenance.
- Basic knowledge of plumbing, carpentry and electrical work.
- Safety precautions used in hazardous construction work.
- Basic tree trimming methods, techniques, equipment and procedures.
- Operation and use of a variety of light to heavy mechanical equipment, such as trimmers, mowers, tampers, backhoes, rollers, tractors, compressors, loaders and graders, including safety

precautions and practices.

Ability to:
- Understand and carry out oral and written instructions required for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Perform semi-skilled tasks in the construction and maintenance of streets and related public works facilities, parks, landscape areas, streetscapes and buildings.
- Perform heavy physical labor.
- Operate a variety of tree trimming equipment and tools.
- Establish and maintain effective working relationships with others contacted during the course of work.
- Operate a variety of parks, streets and building maintenance equipment, mechanical equipment, hand tools, power tools and vehicles in a safe and effective manner.
- Learn to mix and apply pesticides and herbicides in a safe and effective manner
- Work independently in the absence of a supervisor.
- Lift on a frequent basis 25 pounds and an infrequent basis 40 pounds.

Maintenance Worker II
Knowledge of:
In addition to the knowledges required of the Maintenance Worker I
- Basic uses and purposes of tools, materials and equipment used in buildings, streets, grounds and parks maintenance.
- Basic knowledge of plumbing, carpentry and electrical work.
- Safety precautions used in hazardous construction work.
- Operation and use of a variety of light to heavy mechanical equipment, such as trimmers, mowers, tampers, backhoes, rollers, tractors, compressors, loaders and graders, including safety precautions and practices.
- Basic tree trimming methods, techniques, equipment and procedures
- In addition to the qualifications for Maintenance Worker I:
- Methods, techniques and safety practices used in maintaining parks, streets, buildings and related facilities.
- Plant pests and diseases and methods of their control eradication.
- Use and application of herbicides, pesticides and fertilizers.
- Streets, Buildings and Grounds and Parks construction materials, methods, terminology and practices.
- Safety precautions and practices necessary in working with hand tools, mechanical equipment and other items related to the construction, operation and maintenance of facilities.

Ability to:
In addition to the abilities of the Maintenance Worker I
- Understand and carry out oral and written instructions required for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Perform semi-skilled tasks in the construction and maintenance of streets and related public works facilities, parks, landscape areas, streetscapes and buildings.
- Perform heavy physical labor.
- Operate a variety of tree trimming equipment and tools.
- Establish and maintain effective working relationships with others contacted during the course of work.
- Operate a variety of parks, streets and building maintenance equipment, mechanical equipment, hand tools, power tools and vehicles in a safe and effective manner.

- Learn to mix and apply pesticides and herbicides in a safe and effective manner
- Work independently in the absence of a supervisor.
- Lift on a frequent basis 25 pounds and an infrequent basis 40 pounds
- Set up forms, pour and finish cement.
- Work independently in the absence of supervision.
- Assist in the training of less experienced personnel.
- Remove concrete and asphalt
- Operate heavy duty trucks to job sites.

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

Maintenance Worker I
Experience:
One year of increasingly responsible work involving construction, maintenance and repair of equipment and facilities as described herein. Current City of Turlock Part-Time Maintenance Workers experience may be considered as full-time hours.
Training:
High School Diploma or GED Certificate.
License:
Possession of an appropriate, valid California Driver's License and proof of automobile liability insurance at the time of appointment, to be maintained as a condition of continued employment. Employee responsible to obtain a Class B Driver's License within nine (9) months from date of employment, to be maintained as a condition of continued employment.
Certificate:
Training for the following certificates will be provided by the City.
Flagger Traffic Control – OSHA 1598-1599 within 12 months of appointment.
HAZMAT – First Responder Awareness within 12 months of appointment.

Maintenance Worker II
Experience:
One year of experience as a Maintenance Worker in a position comparable to a Maintenance Worker I for the City of Turlock.
Training:
High School diploma or GED certificate. Six college units or CEU's in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language etc).
desired within 3 years from date of appointment. Additional qualifying experience may be substituted for required education on a year for year basis.
License:
Possession of an appropriate, valid California Class B Driver's License with tanker endorsement and proof of automobile liability insurance at the time of appointment, to be maintained as a condition of continued employment.
Certificate:
Flagger Traffic Control – OSHA 1598-1599
HAZMAT – First Responder Awareness
Possession of Work Zone Safety Certification within 12 months of appointment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read and write, view computer screens, make observations. Use of hands and fingers for use of computer keyboard, copy machine, filing, writing, answering telephones, operating hand and power tools, driving vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person assisting customers; body mobility to walk, bend, stand, crouch or climb for extended periods of time and to operate assigned equipment and vehicles and perform heavy, manual labor for extended periods, able to work at elevated heights for extended periods, able to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

MAINTENANCE WORKER, SR.

DEFINITION
Under general supervision performs a variety of skilled and semi-skilled tasks in construction, operation, maintenance and repairs of public works and related facilities; including street maintenance, park maintenance and building and grounds maintenance and custodial duties; sign and sign painting, landscaping and streetscaping, street and storm water facilities, sidewalks, athletic facilities, swimming facilities and perform other necessary work as required to meet City needs.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level classification in the Maintenance Worker series. The Senior Maintenance Worker is distinguished from the Maintenance Worker I/II in that the Senior performs more difficult and technical assignments requiring specialized skill on an independent basis as well as the operation of field maintenance equipment and lead worker assignments as required. Positions assigned to this class are typically filled by advancement from the Maintenance Worker I/II class.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Public Facilities Maintenance Assistant Supervisor, the Public Facilities Maintenance Supervisor or the Superintendent. Incumbent also coordinates and oversees work performed by less experienced personnel as assigned. Technical or functional supervision may be provided by the Maintenance Supervisor or Assistant Supervisors.
Responsibilities may include indirect supervision of lower-level maintenance personnel on a project basis.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Water, mow, edge, weed, trim, renovate and fertilize lawns, shrubs, trees and flowerbeds using established landscaping techniques.
- Identify pest and disease problems, calibrate and apply pesticides and herbicides while adhering to proper safety and application guidelines.
- Participate in paving, patching, grading and repair of potholes.
- Maintain and repair traffic signs; inspect and evaluate sign and road paint conditions; mix and apply paints.
- Design, install, maintain and repair irrigation systems.
- Operate and oversee operation of a wide variety of construction and maintenance equipment such as backhoes, loaders, graders, tractors, air compressors, dump trucks, packers, chippers, paving machines, vibratory rollers, trenchers, gang mowers, paint spray truck, traffic striper, etc.
- Set up and oversee activities at a jobsite ensuring use of proper safety techniques and use of correct working standards.
- Maintain records of activities and supplies used.
- Respond to public inquiries and complaints using established customer service techniques.

- Clean and maintain park facilities and restrooms to include electrical, plumbing and cement work.
- Requisition and purchase supplies and materials to complete projects; maintain records and inventory of activities and supplies used.
- Perform more complex and difficult work requiring independent judgement and action.
- Assist and train less experienced personnel.
- Clean and maintain buildings and grounds using safe work techniques and established work practices.
- Troubleshoot, diagnose and repair machines and equipment such as air conditioners, heaters, dishwashers, water pipes, lights, toilets, etc.
- Maintain facilities such as swimming pools, tennis courts and other athletic facilities.
- Inspect buildings and park facilities for vandalism and perform necessary maintenance; inspect buildings to ensure they are ready for rental use.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Materials, methods, practices and equipment used in parks and street maintenance and construction activities, traffic sign repair, road striping and building and grounds maintenance and repair.
- OSHA regulations pertaining to workplace safety, occupational hazards, standard safety procedures and safety equipment including personal protective equipment.
- Technical tree trimming methods, techniques, equipment and procedures.
- Operation of heavy and light maintenance and construction equipment.
- Procedures for requisitioning and purchasing necessary materials and supplies.
- Preventative maintenance of mechanical equipment.
- Plant pests and diseases and methods of control and eradication.
- Plumbing, electrical, cement and carpentry work related to parks facilities, buildings and grounds facilities.
- Principles and practices of supervision and training.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out written and oral instructions.
- Provide training and perform lead work assignments as directed.
- Perform skilled park and street and building and grounds maintenance work.
- Estimate costs for jobs.
- Read and interpret construction plans and specifications.
- Learn and apply City standards and specifications related to Parks and Trees Ordinances, Sign Ordinances and paving and striping projects.
- Work independently in the absence of supervision.
- Operate a variety of light and heavy equipment.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Prepare reports and maintain records.
- Perform heavy manual labor.
- Perform the more difficult maintenance tasks requiring special skills in carpentry, plumbing and electrical work.
- Operate computers and access files.

Experience and Training Guidelines

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

Experience:

Four years of experience as a Maintenance Worker in a position comparable to a Maintenance Worker II with the City of Turlock.

Training:

High School diploma or GED certificate. Six college units or CEU's in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's Additional Qualifying experience may be substituted for the required education on a year for year basis

License:

Possession of an appropriate, valid California Class B Driver's License with tanker endorsement and proof of automobile liability insurance at the time of appointment, to be maintained as a condition of continued employment.

Certificates:

Possession of Signs and Markings I Certification.
Work Zone Safety Certificate
Flagger Traffic control – OSHA 1598-1599
Possession of a Hazardous Materials First Responder, Awareness Level, (FRA) Certification.
Possession of one of the following certifications from the list below at time of appointment:
Pesticide Applicator's Certificate
Certified Pool Operator Certification
Playground Safety Certification

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read and write, view computer screens, make observations. Use of hands and fingers for use of computer keyboard, copy machine, filing, writing, answering telephones, operating hand and power tools, driving vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person assisting customers; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time and to operate assigned equipment and vehicles and perform heavy, manual labor for extended periods, able to work at elevated heights for extended periods, able to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

MANAGEMENT ANALYST

DEFINITION
Under general direction, performs advanced assignments including grant management/development and other special projects involving confidential and complex duties. May be required to represent the department in public activities, meetings and facilitate positive relationships with other service areas, agencies or organizations.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
The incumbent is expected to demonstrate a high level of competence while working as a team member and be capable of exercising independent judgement and initiative in a number of confidential and sensitive assignments. Performs the full range of duties as assigned, working independently, and exercising judgment and initiative.

SUPERVISION RECEIVED AND EXERCISED
General direction is provided from the City Manager or Deputy City Manager. The incumbent in this classification is expected to work with minimal direct supervision or assistance in highly confidential and complex duties or situations. The incumbent will supervise others, as assigned.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:
- Coordinates and performs professional-level administrative and programmatic duties; conducts assessments and monitors program performance by researching data and impact to determine feasibility, resolve problems, and increase efficiency; consults with City staff, management, and outside agencies; recommends and implements modifications to systems and procedures.
- Assists in developing goals, objectives, policies, procedures and administrative control systems.
- Manages and prepares responses and proposals for relevant grant opportunities.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Plans, oversees, and administers assigned programs and projects; performs professional and complex administrative work in such areas as financial administration and reporting, grants, purchasing, contract administration, management analysis, public information and program evaluation.
- Research, develop, write and submit grants, donations to funding sources.
- Primary responsibility of working with key City staff and stakeholders to support the City's grant program.
- Identify appropriate grant opportunities; research and prepare grant proposals; outline plans, strategies, goals, and objectives.
- Solicits and assists departments with grant recommendations and proposals for a wide-array of City programs.
- Works with staff to allocate funding and coordinate funding deadlines; prepare reports involving grant performance, including but not limited to expenditures, activity levels, outcomes, and goals.
- Assists departments with preparing grant reports and presenting these documents to City management or Council for approval.

- Participates in the development, implementation, oversight and maintenance of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff including complex financial, budget, or administrative issues or questions; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations.
- Plans, organizes, assigns, trains, reviews and evaluates the activities of assigned technical and administrative staff.
- Serves as a liaison with employees, public, and private organizations, community groups, commissions and committees, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Prepares and submits various City Council, commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Maintains accurate records and files.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Statistical methods and methods of graphic presentation.
- Principles and practices of budgeting accounting in a municipal government.
- Modern office procedures, methods and computer equipment and word processing and software applications.
- Principles and procedures of financial record keeping and reporting.
- Advanced technical report writing procedures and grant proposal development.
- Principles, practices, and techniques of program and grant fund administration and monitoring.

Ability to:

- Learn the process and structure of the City of Turlock.
- Learn pertinent federal, state and local laws, codes and regulations.
- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze facts and make sound recommendations.
- Prepare completed staff work for oral and written communications.
- Work with and control sensitive, confidential information.
- Estimate and project revenues and expenditures.
- Plan, initiate and complete work assignments with a minimum of direction.
- Communicate clearly and concisely orally, in writing and statistical summaries with City staff, the public and representatives of various organizations.
- Establish and maintain cooperative-working relationships in a team environment and with those contracted in the course work.
- Utilize word processing, spreadsheet and presentation computer software in an effective and efficient manner.

Experience and Training Guidelines

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

Experience:

Four (4) years of increasingly responsible technical, administrative or analytical experience in a public agency.

Training:

Equivalent to a bachelor's degree in business, public administration, or a closely related field.

License:

Possession of and the ability to maintain an appropriate, valid California Drivers License as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person, assist customers and program supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; tolerate extreme fluctuation in temperature while performing essential functions and be able to lift equipment as necessary.

FLSA Status: Exempt

Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

MUNICIPAL SERVICES DIRECTOR/STANISLAUS REGIONAL WATER AUTHORITY (SWRA) GENERAL MANAGER

DEFINITION:
Under administrative direction, directs and administers the, utility maintenance, fleet maintenance, water quality, and regulatory affairs sections and programs; May act as City Manager in his/her absence and perform other job-related work as required**.**

The Municipal Services Director is appointed to serve as the Stanislaus Regional Water Authority (SRWA) General Manager under the direction of the Governing Board of SRWA. Attached is Exhibit A for reference.

This position is as assigned to the management bargaining unit for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED
Administrative direction is provided by the City Manager. The job incumbent directly supervises subordinate level mangers responsible for the utility maintenance, fleet maintenance, water quality, and regulatory affairs sections and programs areas.

DISTINGUISHING CHARACTERISTICS
This is a department head management classification responsible for the direction of a discrete departmental organizational component(s) and programs/functions in a variety of public utility related organizational components of the City as determined by the City Manager and City Council. The incumbent exercises policy development and promulgation responsibilities for multiple program/functional areas. Serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole. Approves and has final responsibility for all written and other types of presentations to the City Council and other commissions, boards and policy adopting bodies. Demonstrates professional competence while working as a team member and exercise independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Manages the organization and coordination of public utility and other related activities and programs with department staff, other City departments, City Council, outside agencies, and the public.
- Oversees the preparation of specialized budgets related to assigned activities; assists in budget implementation; participates in budget forecasts; administers the approved budget.
- Establishes department goals, objectives, strategies, and priorities.

- Develops five-year capital improvement plan.
- Ensures close coordination with other City departments and affected outside groups.
- Prepares highly complex and technical reports; documents policies and procedures; performs research
- Confers with and makes recommendations to the City Manager regarding projects and programs.
- Provides administrative direction to activities relating to the effective utilization of personnel, facilities, and equipment.
- Selects, oversees, and evaluates consulting engineering services.
- Manages the selection and discipline of departmental personnel; directly supervises subordinate mangers.
- Makes presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Provides technical assistance to and attends meetings of various boards and commissions.
- Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Utilize automated equipment to prepare documents and maintain data related to department operations.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Advanced principles, practices and techniques of public program administration and personnel management.
- Principles and techniques of budget development and administration.
- Pertinent Federal, State and local laws, codes and regulations relating to public utilities and other related operations and activities.
- Research methods and sources of information related to a broad range of municipal programs, services, and administration.
- Modern governmental accounting and financial practices, procedures and standards.
- Principles of and current trends in public utility facility design, development, maintenance and operation.
- Municipal structure and organization in a Mayor-Council/City Manager form of government.
- Principles of employee supervision, career development and training.

- The concepts of word processing, spreadsheets, micro-computer and mainframe computer applications.
- Modern methods of records management.

Ability to:
- Administer a variety of public utility programs and activities.
- Develop and implement policies and procedures related to the administration of a variety of public utility programs and activities.
- Develop and administer program budgets and controls.
- Forecast and plan for future needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of agency goals.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Manage resources within budget and policy parameters.
- Plan, organize, direct and supervise the work professional, technical and office support staff.
- Delegate authority and responsibility effectively.
- Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the general public.
- Present ideas effectively orally and in writing.
- Prepare a variety of complex and comprehensive reports and documents.
- Prepare speeches, articles and letters for publications.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible municipal public utility program administration experience including three years of supervisory responsibility that would have provided the opportunity to develop the required skills, knowledge and abilities.
Training:
Equivalent to graduation from an accredited college or university with a major in civil engineering, public administration, business administration or close related field.
Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to drive a vehicle; hear and speak well enough to converse on the telephone and in person; communicate clearly without amplification; bodily mobility to move rapidly from one area to another sometimes over rough terrain; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; stamina to work long hours and attend night meetings several times a week.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

EXHIBIT A

SRWA GENERAL MANAGER JOB DESCRIPTION

OVERVIEW AND SUMMARY

The Stanislaus Regional Water Authority (SRWA) is a regional Joint Powers Authority formed to obtain, treat and deliver sustainable, reliable and high-quality water supplies for participating member customers and stakeholders.

The General Manager reports to and receives direction from the SRWA Board of Directors. Responsibilities may include direct or indirect management, administrative oversight, or supervision of managerial, professional, technical, administrative or clerical personnel employed by or contracted to the SRWA, or City staff (Ceres or Turlock) assigned to the SRWA.

DISTINGUISHING CHARACTERISTICS

The General Manager will have overall responsibility for the timely and cost-effective execution and management of actions associated with the Surface Water Supply Project. The General Manager will be accountable for accomplishing and furthering SRWA goals and objectives within general policy guidelines; and, under administrative direction of the Board of Directors, will be granted considerable leeway to exercise independent judgment and initiative. The General Manager shall provide energetic leadership and have a track record of accomplishing similar projects in size and/or complexity.

ESSENTIAL DUTIES AND FUNCTIONS

- Represent Board policies, programs and interests in Board meetings, with state and local government regulators, and in media and public relations interactions with SRWA member employees, community representatives, and the general public.
- Perform a variety of highly complex administrative and managerial duties required to oversee and coordinate operations and special projects lo ensure they are in concert with the policies and goals of the SRWA and SRWA Board of Directors.
- Prepare monthly Board packets.
- Formulate and implement policies, standards and procedures; ensure compliance with applicable laws and regulations.
- Accomplish and submit special studies and reports to the Board of Directors with recommendations for policy decisions.
- Keep informed and keep the Board informed of national, state or regional issues that may potentially impact SRWA.
- Ensure formal and informal, internal and external communication is effective and avoids confusion.
- Work with Plant Manager (PM) team to develop and administer SRWA operating and capital budgets and cash flows.
- Present an annual budget for Board adoption; monitor expenditures to ensure the efficient and effective use of resources.
- Research grant and supplemental funding source availability; prepare and administer grant applications and reimbursements.
- Review budget requests and make recommendations on final expenditure levels.
- Develop organizational, staffing or technology modifications necessary to optimize effectiveness and minimize costs.
- Recommend changes to administrative practices to increase the efficiency and economy of SRWA operations and services.

• Prepare, negotiate and administer contracts and agreements; oversee existing and future SRWA contracts with others.
• Maintain positive working relationships and customer service principles in responding to complaints and information requests.

QUALIFICATIONS

Knowledge of and experience in:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Advanced principles, practices and techniques of public program administration and personnel management.
- Principles and techniques of budget development and administration.
- Pertinent Federal, State and local laws, codes and regulations relating to public utilities and other related operations and activities.
- Research methods and sources of information related to a broad range of municipal programs, services, and administration.
- Modern governmental accounting and financial practices, procedures and standards.
- Principles of and current trends in public utility facility design, development, maintenance and operation.
- Municipal structure and organization in a Mayor-Council/City Manager form of government.
- Principles of employee supervision, career development and training.
- The concepts of word processing, spreadsheets, micro-computer and mainframe computer applications.
- Modern methods of records management.

Ability to:

- Administer a variety of public utility programs and activities.
- Develop and implement policies and procedures related to the administration of a variety of public utility programs and activities.
- Develop and administer program budgets and controls.
- Forecast and plan for future needs.
- Analyze problem, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of agency goals.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Manage resources within budget and policy parameters.
- Plan, organize, direct and supervise the work professional, technical and office support staff.
- Delegate authority and responsibility effectively.
- Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the general public.
- Present ideas effectively orally and in writing.
- Prepare a variety of complex and comprehensive reports and documents.
- Prepare speeches, articles and letters for publications.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.

EXPERIENCE

Five years of increasingly responsible municipal public utility program administration experience including three years of supervisory responsibility that would have provided the opportunity to develop the required skills, knowledge and abilities.

EDUCATION & TRAINING

Equivalent to graduation from an accredited college or university with a major in civil engineering, public administration, business administration or close related field.

LICENSE AND/OR CERTIFICATE

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

PHYSICAL REQUIREMENTS:
Maintain the following physical abilities: See well enough to drive a vehicle; hear and speak well enough to converse on the telephone and in person; communicate clearly without amplification; bodily mobility to move rapidly from one area to another sometimes over rough terrain; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; stamina to work long hours and attend night meetings several times a week.

Class Established: 7/23

City of Turlock

MUNICIPAL SERVICES DIRECTOR

DEFINITION
Under administrative direction, directs and administers the, utility maintenance, fleet maintenance, water quality, and regulatory affairs sections and programs; May act as City Manager in his/her absence and perform other job-related work as required.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a department head management classification responsible for the direction of a discrete departmental organizational component(s) and programs/functions in a variety of public utility related organizational components of the City as determined by the City Manager and City Council. The incumbent exercises policy development and promulgation responsibilities for multiple program/functional areas. Serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole. Approves and has final responsibility for all written and other types of presentations to the City Council and other commissions, boards and policy adopting bodies. Demonstrates professional competence while working as a team member and exercise independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

SUPERVISION RECEIVED AND EXERCISED
Administrative direction is provided by the City Manager. The job incumbent directly supervises subordinate level mangers responsible for the utility maintenance, fleet maintenance, water quality, and regulatory affairs sections and programs areas.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Manages the organization and coordination of public utility and other related activities and programs with department staff, other City departments, City Council, outside agencies, and the public.
- Oversees the preparation of specialized budgets related to assigned activities; assists in budget implementation; participates in budget forecasts; administers the approved budget.
- Establishes department goals, objectives, strategies, and priorities.
- Develops five-year capital improvement plan.
- Ensures close coordination with other City departments and affected outside groups.
- Prepares highly complex and technical reports; documents policies and procedures; performs research
- Confers with and makes recommendations to the City Manager regarding projects and programs.
- Provides administrative direction to activities relating to the effective utilization of personnel, facilities, and equipment.
- Selects, oversees, and evaluates consulting engineering services.
- Manages the selection and discipline of departmental personnel; directly supervises subordinate mangers.

- Makes presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Provides technical assistance to and attends meetings of various boards and commissions.
- Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Utilize automated equipment to prepare documents and maintain data related to department operations.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Advanced principles, practices and techniques of public program administration and personnel management.
- Principles and techniques of budget development and administration.
- Pertinent Federal, State and local laws, codes and regulations relating to public utilities and other related operations and activities.
- Research methods and sources of information related to a broad range of municipal programs, services, and administration.
- Modern governmental accounting and financial practices, procedures and standards.
- Principles of and current trends in public utility facility design, development, maintenance and operation.
- Municipal structure and organization in a Mayor-Council/City Manager form of government.
- Principles of employee supervision, career development and training.
- The concepts of word processing, spreadsheets, micro-computer and mainframe computer applications.
- Modern methods of records management.

Ability to:

- Administer a variety of public utility programs and activities.
- Develop and implement policies and procedures related to the administration of a variety of public utility programs and activities.
- Develop and administer program budgets and controls.
- Forecast and plan for future needs.

- Analyze problem, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of agency goals.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Manage resources within budget and policy parameters.
- Plan, organize, direct and supervise the work professional, technical and office support staff.
- Delegate authority and responsibility effectively.
- Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the general public.
- Present ideas effectively orally and in writing.
- Prepare a variety of complex and comprehensive reports and documents.
- Prepare speeches, articles and letters for publications.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible municipal public utility program administration experience including three years of supervisory responsibility that would have provided the opportunity to develop the required skills, knowledge and abilities.
Training:
Equivalent to graduation from an accredited college or university with a major in civil engineering, public administration, business administration or close related field.
Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to drive a vehicle; hear and speak well enough to converse on the telephone and in person; communicate clearly without amplification; bodily mobility to move rapidly from one area to another sometimes over rough terrain; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; stamina to work long hours and attend night meetings several times a week.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PARKS, STREETS AND PUBLIC FACILITIES SUPERINTENDENT

DEFINITION
Under general direction, plans, organizes, promotes, budgets, schedules, directs, evaluates and coordinates through subordinate supervisors the activities and operations of the Parks, Streets and Public Facilities Maintenance Division including streets, parks, airport, public facilities, landscape assessments, and storm basins;, as well as the design, construction, maintenance, and acquisition of all parks, parkways, landscape areas, and related facilities and buildings; coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the Assistant Municipal Services Director or designee.

This position is designated as management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a superintendent classification responsible for the oversight of a discrete divisional organizational component and programs/functions in the areas of the parks, streets, and public facilities maintenance. Duties and responsibilities are performed in accordance with municipal codes, laws, ordinances, City policy, federal, and state regulating entities.

SUPERVISION RECEIVED AND EXERCISED
General direction is provided by the Assistant Municipal Services Director. The incumbent supervises and trains full-time, part-time, seasonal and volunteer staff responsible for parks, streets, public facilities, and related program areas.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Recommend and administer policies and procedures.
- Participate in the development of the Division's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Assist with the planning and development of new parks, facilities, and improvements to existing facilities.
- Research and prepare applications for funding alternatives such as those obtained through grants and state programs; identify long-term financing alternatives.
- Assist with the development and administration of joint use and funding agreements and contracts with public and private agencies.
- Prepare and submit reports, make recommendations and presentations, and provide technical advice to the Assistant Director, Department Director, City Manager, City Council, and Parks, Arts, and Recreation Commission. Make presentations to various service clubs.
- Coordinate Division activities with those of other departments and outside agencies and organizations; provide staff assistance to the Assistant Director; prepare and present staff reports and other necessary correspondence.
- Respond to citizen service and facility use related complaints and requests.
- Participate in the development and administration of the Parks, Streets and Public Facilities Maintenance Division budget; forecast additional funds needed for staffing, equipment, materials

and supplies; monitor expenditures and inform the Assistant Director of any budget related issues.
- Organize available resources for acquisition, maintenance, improvement and repair of parks and recreation facilities.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies
- Oversee the establishment and maintenance of files and records of the Division's activities.
- Assist in the development, implementation and administration of the City's capital improvement program as it relates to parks, streets, and recreation facilities.
- Write, administer, and oversee contracts with the City of Turlock in the landscaping areas.
- Oversee maintenance of all landscape assessment districts and storm basins.
- Administer, and oversee the functions of the street maintenance division including but not limited to the sidewalk repair program, street signage repairs, pothole repair program, street striping and legend painting, sand bagging program, tree pruning and planting programs.
- Plan, organize, and oversee the annual Arbor Day Tree Planting Celebration.
- Administrate the Tree City USA program for the City.
- Assist with the ongoing evaluation of programs, staff and facilities.
- Responsible for payroll and time record forms for all full-time, part-time and seasonal employees.
- Determines and recommends program and activity fees as directed.
- Audit part-time employees payroll accounts on a continuing basis.
- Tracks and monitors full-time and part-time employees hours and performance.
- Performs various office functions as needed.
- Recommends and monitors program budgets.
- Create community partnerships to leverage existing resources.
- As assigned, supervises organized community groups and committees in the promotion and organization of parks, and other community programs and use of City facilities.
- Assist with the administration and oversight of the Turlock Municipal Airport.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern highly complex principles and practices of parks and streets program development and administration, and park facility design and use.
- Volunteer commissions and laws and regulations related to their administration
- Occupational hazard and standard safety precautions necessary to maintain safe work practices.
- All phases of turf and landscape maintenance, sprinkler system installation, operation and repair, weed and insect detection and control methods and plant disease detection and control.
- The installation/removal and maintenance of all City trees, including leaf clean-up programs and mistletoe removal programs.
- Materials, methods, tools and equipment used in the maintenance, repair and construction of various City facilities.
- Organizational and management practices as applied to the analysis and evaluation of programs, polices and operational needs.
- Pertinent State, Federal, and local laws, codes, and regulations, Grants and Foundations.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.

Ability to:

- Organize, supervise and coordinate the activities of the division in a manner conducive to full performance and high morale.
- Understand and implement the park and streets needs of the community and recommend facilities and programs to meet those needs.

- Prepare and present complex reports.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply City policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Maintain liaison with various private and public agencies and deal successfully with the public and other interested groups.
- Prepare and administer a budget.
- Develop, implement, and administer a variety of maintenance programs and activities.
- Research, write, oversee and monitor grants.
- Forecast and plan for future needs.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Manage resources within budget and policy parameters.
- Plan, organize, and supervise the work of professional, technical and office support staff.
- Establish and maintain cooperative working relationships with elected officials, City personnel, consultants, commission and board members, representatives of outside agencies, youth organizations and groups and members of the public.
- Present ideas effectively orally and in writing.
- Prepare a variety of complex and comprehensive reports and documents.
- Prepare speeches, articles and letters for publications.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Organize, implement and supervise Division's goals and City objectives. Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Make presentations before groups and represent the City in public forums. Use computer and needed programs effectively.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Four years of increasingly responsible technical, administrative or analytical experience in a public agency in related function areas or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities. One of experience must be in a supervisory capacity. Additional qualifying experience may be substituted for the required education on a year-for-year basis.
Training:
Possession of a Bachelor's degree from an accredited college or university with major course work in public administration, park administration, ornamental horticulture, business or a related field.
License:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position will be required at the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the required physical abilities: See well enough to drive a vehicle; hear and speak well enough to converse on the telephone and in person; communicate clearly without amplification; bodily mobility to move rapidly from one area to another sometimes over rough terrain; climb stairs

or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; stamina to work long hours and attend night meetings several times a week.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PARTS CLERK

DEFINITION
Under general supervision, assists in the purchasing of a variety of parts for the Municipal Services Department including automotive and utilities, maintain parts room(s), coordinate, and control inventory program, pickup and deliver parts upon request and insures that all parts are charged to the proper accounts and work orders using a computerized maintenance management system.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This class is distinguished from the Fleet Maintenance Mechanic class series by its focus on the purchase and maintenance of automotive and utility parts and its focus on inventory control. It is distinguished from the Fleet Maintenance Supervisor by the latter's responsibility for oversight of activities within the Division.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Fleet Services Manager or designee in the Fleet Services Division within Municipal Services.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Work within the equipment parts purchasing program for the Fleet Service Division.
- Coordinate material requirements for the City's Fleet Services Division.
- Locate and maintain sources for equipment parts.
- Review and ensure that written specifications and purchasing practices for supplies, materials, and equipment conform to industry standards.
- Prepare informal bids and evaluate bids and parts/equipment purchases. Assist in the preparation and evaluation of formal bids.
- Process purchase requisitions and purchase orders in a timely manner.
- Receive, count, and inspect equipment materials to ensure accurate quantity and quality.
- Store and issue a variety of equipment parts; process requests for parts room items via computer.
- Make periodic inventory counts of parts room(s) items to ensure proper identification and re-supply needs.
- Prepare reorder requests.
- Maintain the equipment parts room, including lubricant storage tanks, waste oil tanks, tires, and waste tires in a clean and orderly fashion and in accordance with standard accepted warehouse procedures.
- Maintain records, memos, letters, and related documentation on hazardous materials.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Materials, supplies, and equipment used in equipment parts industries.
- Fundamental principles and practices of public purchasing, material management methods and

procedures, particularly automotive equipment parts specialties.
- Principles of vehicle parts management.
- Specific terminology of the equipment parts industry.
- History and format of equipment parts numbering.
- Warehousing/store keeping methods and procedures.
- Inventory control methods and procedures.
- Techniques for establishing sources of supply.
- Basic computer skills with an emphasis on Windows-based programs.
- Principles and procedures of record keeping and inventory management.
- Hazardous materials storage and handling.
- Basic mathematical principles.

Ability to:
- Interact with automotive mechanics at a highly technical level.
- Prepare equipment parts purchase specifications.
- Maintain required purchasing records.
- Use automotive parts catalogs and other methods to identify correct parts to be ordered.
- Ensure that the City obtains the best valve for parts given the required material specifications, delivery urgency, and availability, as well as price and quality.
- Operate a personal computer and related word processing and/or spreadsheet software.
- Evaluate needs and estimate future supply requirements for a variety of parts and related items.
- Select and recommend the purchase of routinely used materials and supplies.
- Communicate clearly and concisely, both orally and in writing.
- Type at a speed necessary for successful job performance.
- Perform arithmetic calculations accurately and rapidly.
- Operate a forklift and drive a medium-size truck.
- Establish and maintain cooperative work relationships with those contacted during the course of work.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Two years of increasingly responsible experience in automotive parts-related work involving the selection, purchasing, storing, and issuing of a variety of fleet/equipment materials and supplies.
Training:
Equivalent to completion of the twelfth grade.
Certificates:
Must obtain and maintain an Automotive Service Excellence (A.S.E.) Automotive Parts Specialist certification within 24 months from date of employment.
License:
Possession of appropriate, valid California driver's license at the time of appointment, to be maintained as a condition of employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person, assist employees and vendors with the distribution of parts and equipment; bodily mobility to walk, bend, crouch, climb ladders and stairs, and stand for long periods of time; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, driving

equipment and answering telephones; tolerate extreme fluctuations in temperature while performing essential functions and be able to lift and carry objects weighing up to 100 pounds.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PART-TIME GRANT WRITER

DEFINITION
This position will plan, write, develop, coordinate activities related to grant proposals, grant implementation and grant management. The incumbent will provide analytical and technical assistance in the strategic planning, coordination and implementation of activities to financially build and sustain programs and services.

This classification is Unrepresented for labor relations purposes and is subject to overtime assignments.

SUPERVISION RECEIVED AND EXERCISED
Receives direction and supervision from the City Manager/Deputy City Manager. This position does not have supervisory responsibilities.

DISTINGUISHING CHARACTERISTICS
This position has technical and administrative responsibilities. Incumbents in this position are expected to be able to exercise good judgement and make appropriate decisions.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Research, develop, write and submit grants, donations to funding sources.
- Primary responsibility is working with key City staff and stakeholders to support the City's grant program.
- Identify appropriate grant opportunities; research and prepare grant proposals; outline plans, strategies, goals, and objectives.
- Solicits and assists departments with grant recommendations and proposals for a wide-array of City programs.
- Works with staff to allocate funding and coordinate funding deadlines; prepare reports involving grant performance, including but not limited to expenditures, activity levels, outcomes, and goals.
- Assists departments with preparing grant reports and presenting these documents to City management or Council for approval.
- Perform other related work as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of program and grant fund administration and monitoring.
- Principles of grant application and proposal preparation.
- Grant record keeping and budgeting.
- Modern office administrative practices and procedures, including the use of standard office equipment.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, web design, database, and spreadsheet applications.
- Modern office practices, methods, and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability To:

- Administer and monitor contracts and grant funds.
- Work proficiently with Microsoft Office, including effective use of Word, Excel and PowerPoint.
- Communicate effectively orally and in writing.
- Comprehend and follow oral and written instructions; manage time and activities to complete assignments timely.
- Effectively complete project assignments and multiple priorities to operate within budget, meet all objectives and meet deadlines.
- Establish effective relationships with those contacted in the course of work, ensuring positive interpersonal relations with others.
- Develop and maintain administrative databases and other information.
- Develop and deliver presentations.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Effectively communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Two (2) years administrative and analytical experience. Required experience may be substituted with the education requirement on a year-for-year basis.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in business or public administration, political science, social sciences, social welfare, urban studies, or a related field.

Licenses:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles at the time of appointment and the ability to maintain it as a condition of continued employment.

Desirable Qualifications:

Experience in fund development and revenue generation through competitive federal, state, local or private grant writing and application completion. Experience and knowledge in local government communications. Experience coordinating grants and/or social services with homeless or low-income services is highly desired.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to view and work with computer screen(s) for extended periods, read fine print; hear well enough to converse on the telephone in assisting the public with emergency and non-emergency situations; use of hands and fingers for use of answering telephones, computer keyboard, writing and filing.

FLSA Status: Non-exempt
Bargaining Unit: Unrepresented

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PERMIT TECHNICIAN

DEFINITION
Under general supervision, performs a wide variety of technical and clerical duties involved in the initial review for permit acceptance; processing of building plans & specifications for routine structures and building systems; review of minor permit applications, for alterations, replacement or repair while at the public counter.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the entry level in the technical Plans Examiner series. Positions assigned to this class perform the more routine and standardized tasks. It is expected that the knowledge and skills of the incumbent will be enhanced through a comprehensive orientation program, which leads to performing increasingly responsible work with minimal direct supervision. This class is distinguished from the office support classes by the performance of technical and/or specialized duties that require application of a larger base of technical knowledge and skill in addition to standard office support skills.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Building Official, Chief, or Plans Examiner, Sr. Technical or functional supervision may be provided by higher level Plans Examiner personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Accept, review and process completed building permit applications; ensure information is accurate, complete, and in compliance with the California Building Code and other regulations; advise public on necessary corrections for completeness and acceptance of plan submittals
- Provide limited information at the public counter regarding the City Building Codes and Ordinances including regulations on occupancies, structures, fire life safety issues, accessibility, energy conservation and other construction related issues.
- Perform over-the-counter plan check of minor plans such as fences, walls, small room additions, patios, decks, garages, and other small construction projects.
- Assist Building Plan Checkers in the review of simple residential projects and plans to insure Code compliance with applicable California Building, Plumbing, Mechanical and Electrical Codes, and pertinent provisions of State, County & local ordinances to insure completeness and conformance with the department's requirements.
- Calculate and collect fees required for building permits and issue receipts for fees collected.
- Route plans to other affected departments, while coordinating plan review activities with other city departments and public agencies as needed while maintaining permit records and plan review reports; distribute plan check submittals to builders/contractors for corrections.
- Perform a variety of clerical and technical tasks in support of assigned office functions, including assisting the public, record keeping, and report preparation; answer a variety of phone calls.
- Assist the public at the front counter; receive permit applications; issue building permits; answer questions on policies and procedures, provide information on the permit process.
- Verify licensing and insurances on contractors; document information on file.

- Maintain, retrieve, and research electronic files and databases.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Accepted safety standards and methods of building construction.
- Building related codes and ordinances enforceable by the City, specifically, the California Building Code.
- Principles and practices of all building construction.
- Principles and techniques of plans examination work.
- Mathematical principles and practices.
- Front counter operations and activities.
- Basic methods and techniques of technical research.
- Modern computer programs, including file systems and databases.

Ability to:

- Apply technical knowledge and follow proper plan review techniques, and detect deviations from model codes, regulations and standard construction practices.
- Explain City policies and procedures related to the building permit process.
- Learn to perform apprentice level plan review in a variety of trade areas and to perform competent and efficient work as a plans examiner.
- Learn technical terms related to building construction.
- Read and interpret building plans, specifications and building codes.
- Work independently in the absence of supervision
- Perform mathematical calculations quickly and accurately.
- Enforce necessary regulations with firmness and tact.
- Establish and maintain an effective working relationship with those contacted during the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Use a variety of computer programs, including maintenance of electronic files and databases, retrieve and research information from electronic files and databases.
- Maintain records and prepare computer-generated reports.
- Use tact, initiative, and prudence within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Under supervision, perform inspections of minor projects.

Experience and Training Guidelines

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

Experience:

2 years of residential drafting experience OR
5 years of licensed residential contracting experience OR
30 college units with major course work in Building Technology, Construction Management or a related field AND
Two years of customer service experience involving working with the general public.

Training:

Equivalent to completion of the twelfth grade.

Licenses:

Possession of a valid California Driver's License at the time of appointment and must be maintained thereafter as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write, make observations, view computer screen as well as operate a motor vehicle; hear well enough to converse on the telephone, and in person; use hands and fingers well enough to use computer keyboard, write, file and answer telephones; capable of clear speech; able to lift and carry objects weighing up to 40 pounds; climb stairs and ladders; bodily mobility to walk on uneven surfaces such as construction sites and roofs, bend, stand, climb on scaffolding and ladders, while performing other duties.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PLANNER, ASSISTANT

DEFINITION
Under immediate supervision, performs a broad range of professional planning and technical assignments supporting the development review, long-range and special projects programs of the city.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the entry level class in the professional planning series. This class is distinguished from the Associate Planner by the performance of more routine tasks and duties assigned to positions within the professional planning series, which require the application of fundamental planning principles. Since this is an entry level class, employees in this class may have only limited work-related experience and are expected to carry out assignments with a greater degree of supervision.

SUPERVISION RECEIVED AND EXERCISED
Immediate supervision is provided by higher level supervisory positions.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Respond to public inquiries by telephone, in person and electronically.
- Conduct research projects concerning land use, transportation, zoning, population, and the economy; conduct site visits.
- Prepare and process administrative permits for a variety of projects.
- Assist in the compilation, analysis, and presentation of data.
- Assist in the drafting and administration of ordinances and policies related to the city's planning program.
- Prepare and present reports to the Planning Commission and other bodies.
- Present and explain projects, programs and planning related issues at public meetings.
- Prepare graphics, charts, and other illustrative materials.
- Work as part of a team assigned to various projects.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of city planning.
- Basic statistical measurements and methods of analysis.
- Engineering/architectural drawings and site plans.

Ability to:

- Review, collect, analyze, and interpret data pertaining to planning.
- Understand governmental structures and current policy issues affecting the city.
- Prepare clear and concise verbal and written reports.
- Complete work assignments in a timely and accurate manner.

- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Use personal computers and word processing programs.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
One year of experience working for a governmental or quasi-governmental or private agency related to land use issues. A master's degree in planning, Public Administration, or a related field may be substituted for some work experience.
Training:
Equivalent to a bachelor's degree in city or Regional Planning, Architecture, Landscape Architecture, Civil Engineering, Public Administration, Economics, Geography or a related field.
OR
Completion of an accredited certificate program in land use planning approved by the City of Turlock may be substituted for the bachelor's degree requirement.
License:
Applicants must possess (or be able to obtain, if currently residing out of state) and maintain a valid California Driver's License as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PLANNER, ASSOCIATE

DEFINITION
Under general supervision performs a broad range of professional planning and technical assignments supporting the development review, long-range and special projects programs of the city.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the journey level class within the professional planning series. This class is distinguished from the Assistant Planner by experience and by the performance of a full range of tasks and duties, which call for the application of professional knowledge and skills to various municipal planning problems and projects. Responsibilities include the preparation of specific reports and plans that require independent judgment in making recommendations and technical determinations. Employees at this level are expected to be knowledgeable about the city's ordinances and policies and to work effectively with only minimal instruction and direction.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Planning Manager and other management positions within the department and are expected to supervise the work of subordinate positions, as may be necessary from time to time depending on tasks assigned.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Provides information to the public via telephone, front counter and/or Internet.
- Gathers and evaluates data for various planning studies (e.g. land use, transportation, zoning, economic development, redevelopment, and housing, etc.).
- Prepares comprehensive reports and develops solutions and/or recommendations.
- Reviews development proposals for compliance with the city's policies and ordinances.
- Conducts meetings with developers, property owners, developer representatives and other interested parties.
- Prepares and presents reports to the Planning Commission, City Council and other bodies.
- Participates in public hearings and public meetings relative to planning applications and/or policy decisions.
- Confers with the public, other city employees, other agency employees and governmental officials regarding planning related issues and projects.
- Works with and coordinates the work of consultants, including contract management.
- Reviews existing laws and regulations as required.
- Prepares drafts of policies and regulations as directed.
- May train, plan, assign and supervise the work of subordinate personnel.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices applying to city planning.
- California Planning and Zoning Law, and California Environmental Quality Act.
- Current trends in local, state and federal planning.
- Basic statistical measurements and methods of analysis.
- Engineering/architectural drawings and site plans.

Ability to:
- Review, collect, analyze and interpret data pertaining to planning.
- Understand the organizational structure of the city and current policy issues affecting the city.
- Prepare clear, concise and comprehensive verbal and written reports.
- Complete work assignments in a timely and accurate manner.
- Work on several complex planning projects simultaneously and successfully coordinate these activities.
- Review and understand current legislation affecting planning practices and policies.
- Plan, assign and supervise the work of other subordinate employees.
- Maintain effective working relationships with co-workers and the public.
- Work independently with minimum supervision.
- Use personal computers generally and word processing programs (MS Word) specifically.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Two (2) years of full-time, professional level work in planning, public administration or a related field which includes two years of progressively responsible experience, preferably in a municipal setting.
Training:
Equivalent to a Bachelor's Degree in City or Regional Planning, Architecture, Landscape Architecture, Civil Engineering, Public Administration, Urban Studies, Social Science, Geography or a related field OR completion of an accredited certificate program in land use planning approved by the City of Turlock may be substituted for this requirement.
A Master's Degree in Planning, Public Administration, or a related field may be substituted for some work experience.
Licenses:
Applicants must possess (or be able to obtain, if currently residing out of state) and maintain a valid California Driver's License as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PLANNER, PRINCIPAL

DEFINITION
Under direction, performs the difficult and complex planning duties related to urban planning and the coordination of planning and development projects to ensure compliance with Federal, State and local regulations governing planning and the environment; to coordinate activities with citizens, applicants, community groups, other agencies and other divisions/service areas of the city.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the advanced/lead level in the Planner series. This class provides highly complex staff assistance to the Planning Manager. The incumbent may serve as team leader for special projects and supervise subordinate staff as assigned.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Planning Manager. The incumbent in this classification is expected to work with minimal direct supervision, exercising independent judgment and initiative in many complex, responsible and sensitive duties. Exercises direct supervision of professional, technical and clerical staff within the Planning Division as assigned by the Planning Manager.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Prepares and submits reports and recommendations to the Planning Commission and City Council on planning, zoning and subdivision issues in the form of staff reports, surveys, studies, resolutions and ordinances.
- Prepares complex and sensitive reports for State and Federal regulatory agencies; analyzes and develops recommendations on complex planning, zoning and development proposals.
- Assists with activities relating to public assistance and code compliance for miscellaneous land use permits including business licenses, administrative permits and home occupation permits.
- Coordinates the evaluation of development applications and issues with other city service areas to ensure input is included in the processing of projects which impact their operations.
- Confers with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating planning and zoning matters; provides information regarding the City's development policies, procedures and requirements.
- Directs the development, maintenance and enforcement of the City's General Plan, zoning, subdivision and environmental ordinances.
- Participates in the formulation and recommendation of policies and procedures.
- Supervises, trains and evaluates Planning Division personnel as assigned.
- Manages the activities of consultants in regard to division and department activities including selection, evaluation and contract administration.
- Attends and participates in meetings of legislative and advisory bodies, City and non-City, as required.
- Coordinates activities with other Department on capital and development work projects including redevelopment, annexation, building & safety, engineering, housing programs and other special studies.

- Performs other professional/administrative duties as required.
- Prepares staff reports and graphic displays and make necessary presentations to the Planning Commission and City Council
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Advanced principles, practices and theories of urban planning, land use environmental review and zoning.
- State Planning Law, California Environmental Quality Act (CEQA) and Local Agency Formation Commission's annexation.
- California State laws affecting the planning, development, subdivision and zoning processes.
- Research methods and sources of information related to urban growth and development.
- Recent developments, current literature and sources of information related to municipal planning administration.

Ability to:

- Interpret complex laws, rules and regulations as they pertain to the field of urban planning, land use, environment and community organization.
- Analyze policy issues and develop sound recommendations regarding land use planning, environmental and operational organizational issues.
- Represent City goals and objectives effectively in meetings with governmental agencies, the public, staff and public officials.
- Set priorities and organize work as necessary to meet deadlines and achieve Division and City goals as established by policy makers.
- Communicate effectively, both orally and in writing, with diverse groups including large public audiences and small developmental teams.
- Supervise, train, evaluate and empower personnel to work efficiently and effectively.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Four years of full-time, professional level work in planning, public administration or a related field that includes two years of progressively responsible experience in a lead or supervisory capacity, preferably in a municipal setting. A Master's Degree in Planning, Public Administration, or a related field may be substituted for two years of work experience and one year of lead/supervisory experience.

Training:

A Bachelor's Degree in Planning, Architecture, Landscape Architecture, Civil Engineering, Public Administration, Urban Studies, Social Science, Geography or a related field. Four years of experience in urban, land use, or regional planning, OR completion of an accredited certificate program in land use planning approved by the City of Turlock may be substituted for the bachelor's degree requirement.

Licenses:

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.

A.I.C.P. Certificate is desirable

ADDITIONAL INFORMATION:

Physical Conditions:
Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PLANNER, SR.

DEFINITION
Under general supervision performs advanced level professional planning and technical assignments supporting the development review, long-range and special projects programs of the city; and to provide responsible staff assistance to the Development Services Director.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level class within the professional planning series. Higher level of responsibility, complexity of assignments and level of supervision exercised distinguishes this class from the Associate Planner.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Planning Manager. The job incumbents provide general supervision to subordinate level professional/technical and clerical staff in the Planning Division as assigned by the Planning Manager.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Prepares specific reports and plans that require independent judgement in making recommendations and technical determinations.
- Supervises the work of subordinate positions
- Provides GIS information to the public via telephone, front counter and/or Internet.
- Gathers and evaluates data for various planning studies (e.g. land use, transportation, zoning, economic development, redevelopment, and housing, etc.).
- Prepares comprehensive reports and develops solutions and/or recommendations.
- Reviews development proposals for compliance with the city's policies and ordinances.
- Conducts and chairs meetings with developers, property owners, developer representatives and other interested parties.
- Prepares and presents reports to the Planning Commission, City Council and other bodies.
- Participates in public hearings and public meetings relative to planning applications and/or policy decisions.
- Confers with the public, other city employees, other agency employees and governmental officials regarding planning related issues and projects.
- Works with and coordinates the work of consultants, including the preparation of requests for proposals and contract management.
- Reviews existing laws and regulations as required.
- Prepares drafts of policies and regulations as directed.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices applying to city planning.

- California Planning and Zoning Law, and California Environmental Quality Act.
- Current trends in local, state and federal planning.
- Basic statistical measurements and methods of analysis.
- Engineering/architectural drawings and site plans.
- City ordinances and policies

Ability to:
- Apply professional knowledge and skills to various municipal planning problems and projects.
- Review, collect, and analyze and interpret data pertaining to planning.
- Understand the organizational structure of the city and current policy issues affecting the city.
- Prepare clear, concise and comprehensive verbal and written reports.
- Complete work assignments in a timely and accurate manner.
- Work on several complex planning projects simultaneously and successfully coordinate these activities.
- Review and understand current legislation affecting planning practices and policies.
- Plan, assign and supervise the work of other subordinate employees.
- Maintain effective working relationships with fellow employees and the public.
- Work independently with minimum supervision.
- Use personal computers generally and word processing programs (MS Word) specifically.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three (3) years of full-time, professional level work in planning, public administration or a related field including one (1) year of progressively responsible experience in a lead or supervisory capacity.
Training:
Equivalent to a bachelor’s degree in city or Regional Planning, Architecture, Landscape Architecture, Civil Engineering, Public Administration, Urban Studies, Social Science, Geography, or a related field. OR
Completion of an accredited certificate program in land use planning approved by the City of Turlock may be substituted for the bachelor’s degree requirement. A master’s degree in planning, Public Administration, or a related field may be substituted for some work experience.
Licenses:
Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Vision sufficient to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PLANNING MANAGER

DEFINITION
Under general direction manages and administers complex and technical, financial, statistical, analytical work of the Planning Division including land use planning, environmental review, General Plan administration and environmental review functions. The incumbent may assist the department head in public activities or meetings, and oversee coordination with other service areas, agencies, committees, boards, and commissions.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a mid-management classification responsible for the supervision of discrete sub-departmental organizational component(s) and programs/functions within a department as determined by the Department Director, City Manager and City Council. The incumbent serves as a member of the City policy advisory team with responsibilities for developing means for implementing policies and procedures developed by the executive team. Exercises policy development and promulgation responsibilities for specific program/functional areas. Demonstrates technical competence while working as a team member and exercises independent judgment in a number of confidential and sensitive assignments. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal and state law and related regulating entities.

SUPERVISION RECEIVED AND EXERCISED
General direction is provided by the Development Services Director. The job incumbent provides general supervision to subordinate level professional/technical and clerical staff in the Planning program area.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Manages the development, maintenance, and enforcement of the City's General Plan, zoning, subdivision, and environmental ordinances.
- Serves as Secretary to the Planning Commission and provides professional advice, recommendations and information to this and other advisory groups.
- Manages the day-to-day activities of the Planning Division of the Development Services Department.
- Acts as project planner on the most complex land use planning projects.
- Prepares staff reports and other appropriate analysis to the Planning Commission and City Council on planning, zoning, and subdivision issues. Prepares complex reports, surveys, studies, resolutions, ordinances and exhibits.
- Oversees the state-mandated environmental review duties of the division, including preparation of the core complex California Environmental Quality Act (CEQA) documents.
- Manages division activity and the coordination of workload for all division responsibilities related to public assistance, ministerial permits and land use entitlements.
- Prepares and submits reports and recommendations to the department head, Planning Commission, City Manager and City Council on a broad range of planning projects and issues.

- Oversees and monitors projects through all phases and assures compliance with regulations of various local, state and federal agencies.
- Develops and monitors compliance with divisional policies and procedures.
- Prepares multiple specialized budgets related to assigned activities; oversees budget implementation; determines budget forecasts; administers the approved budget.
- Makes presentations before various groups, including City Council, commissions, boards, committees, task forces, and on and off-site public meetings, as needed.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Manages the activities of consultants, including selection, evaluation, and contract administration.
- Answers questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Attends assigned meetings and training; interacts with outside agencies and commissions; consortium, participates in teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Advanced principles and practices and theories of urban planning, land use, zoning and related areas.
- State Planning Law, California Environmental Quality Act (CEQA) and Cortese-Knox-Hertzberg policies and procedures.
- California state laws regulating the planning, development, subdivision, and zoning processes.
- Statistical methods and principles.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training and personnel management.
- Principles of effective file management and time management
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.
- Provisions, principles and practices of, municipal structure and organization

Ability to:

- Understand and interpret complex state and federal regulations, laws, codes, policies and solutions in the area of planning, land use, environment, and community organization.
- Develop program services that benefit the community; analyze policy issues and develop sound recommendations.
- Understand City processes and procedures and specific requirements of assigned program area.

- Work with and control sensitive and confidential information.
- Plan, initiate, manage and complete complex and multiple simultaneous work assignments with a minimum of direction; set priorities and organize work to meet deadlines.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives.
- Make presentations before groups and represent the City in public forums.
- Use computer and needed programs in a highly effective manner.
- Organize, analyze, manage and implement a variety of programs.
- Prepare, forecast and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible professional experience with a public agency in planning, public administration, or a related field, which includes three years of progressively responsible administrative and supervisory experience, or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities.
Training:
Possession of a Bachelor's degree from an accredited college or university with significant course work in the areas of Planning, Urban Studies, Geography, Public Administration, or related fields. A Master's degree in Planning, Public Administration or a related field may be substituted for some work experience. Master's Degree in Planning, Administration or a related field desirable.
Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required as the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.
A.I.C.P. Certificate desirable

ADDITIONAL INFORMATION:

Physical Conditions:
Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PLANNING TECHNICIAN

DEFINITION
Under general supervision provides information on General Plan, Zoning and other planning related policies and procedures to the public, city staff and representatives of other agencies; receives and processes various applications for planning approval and permits generally considered more routine and administrative in nature.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Planning Technician is a para-professional class performing less complicated and more routine tasks and duties as well as providing technical support services to the professional planning staff.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Planning Manager or their designee(s).

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Answer questions and provide information to the public, via telephone, front counter and/or Internet.
- Assist in responding to requests for information from other departments, agencies and the general public; providing basic property information and interpreting the zoning ordinance
- Evaluate and approve home occupation permits and business occupancies for business license issuance.
- Receive and process applications for less complex, more routine applications such as Minor Discretionary Permits, Minor Administrative Approvals-sign permits, temporary uses of land, seasonal sales permits, and the like.
- Conduct field surveys and compile property research, including zoning history, size, dimensions, development patterns, and land use and property ownership.
- Prepare written reports and correspondence, maintain a variety of records and files, and oversee the maintenance and updating of various city databases.
- Performs a variety of technical tasks to assist the professional staff
- May provide administrative and clerical support services such as acting as recording secretary for the Planning Commission, taking notes, filing, posting notices, and other administrative duties. as needed.
- May assist in the preparation of reports to the Planning Commission and other bodies.
- Update and maintain statistical records, including but not limited to land use trends, population trends, building permits, assessor’s map amendments, and development application activity.
- Perform a variety of routine clerical work including filing, billing, copying, and checking and recording information on various records, taking notes, preparing minutes.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- The rudimentary principles of public administration; record keeping and filing practices; and government practices and requirements.
- Land use planning and zoning concepts.
- Word processing and spreadsheet applications.
- English language usage, spelling, grammar and punctuation.

Ability to:
- Communicate clearly and concisely, both orally and in writing.
- Operate a computer and other office equipment and machinery.
- Utilize various computer software programs.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Gather, prepare and maintain data pertaining to development projects and Division functions.
- Understand and carry out oral and written directions.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
One (1) year of experience in planning, administration, public administration, or a related field, preferably in local government, that involved heavy public contact and which provided the necessary skills and experience to perform the responsibilities of the position.
Training:
Equivalent to completion of sixty (60) semester units of college coursework in land use planning, environmental studies, public administration, economics, business, geography, social sciences, or a related field is required.

Licenses:
Possession of a California Driver's License at time of appointment and the ability to maintain it as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PLANS EXAMINER I

DEFINITION
Under general supervision screens and conducts preliminary reviews for industrial and commercial structures to determine compliance with structural calculation standards and building and related codes and regulations; investigates and secures compliance with applicable laws, ordinances, codes, standards, plans and specifications.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the entry level in the Plans Examiner series. Positions assigned to this class perform the more routine and standardized tasks. It is expected that the knowledge and skills of the incumbent will be enhanced through a comprehensive orientation program, which leads to performing increasingly responsible work with minimal direct supervision.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Building Official, Chief or Plans Examiner, Sr. Technical or functional supervision may be provided by higher level Plans Examiner personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Accept, review and process a wide variety of permit applications relating to construction and development activities administered by the City Building & Safety Division.
- Review plans, architectural drawings, structural calculations, and specifications submitted with development permit applications to insure completeness and conformance with the department's requirements.
- Calculate and collect required fees for building permit applications.
- Provide information at the public counter regarding the City Building Codes and Ordinances including regulations on occupancies, structures, fire life safety issues, accessibility, energy conservation and other construction related issues.
- Perform over-the-counter plan check of fences, walls, small room additions, patios, decks, garages, and other small construction projects.
- Review building plans for sufficiency and code compliance; route plans to other affected departments and distribute plan check submittals to builders/contractors for corrections.
- Assist with nonresidential plan review.
- Research construction products and techniques for code approval.
- Coordinate plan review activities with other city departments and public agencies as needed.
- Assist in conducting investigations of construction code enforcement and abatement issues.
- Determine compliance to California Building, Plumbing, Mechanical and Electrical Code, and pertinent provisions of State, County, & local ordinances.
- Confer with architects, contractors, builders and general public in the office and on site to resolve complaints and answer questions regarding plan check correction lists, conditions of permit approvals, and use of alternative methods or materials.
- Maintain permit records and plan review reports.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Accepted safety standards and methods of building construction.
- Building related codes and ordinances enforceable by the City, specifically, the California Building Code.
- Principles and techniques of Plans Examiner work.

Ability to:

- Apply technical knowledge and follow proper plan review techniques, and detect deviations from model codes, regulations and standard construction practices.
- Learn to perform journey level plan review skills in a variety of specialty trade areas and to perform competent and efficient work as a plans examiner.
- Determine that construction systems conform to City Code requirements.
- Read and interpret building plans, specifications and building codes.
- Advise on standard construction methods and requirements.
- Make arithmetical computations rapidly and accurately.
- Enforce necessary regulations with firmness and tact.
- Establish and maintain an effective working relationship with those contacted during the course of work.
- Communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines

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

Experience:

2 years of residential drafting or inspection experience (30 college units with major course work in Building Technology, Construction Management or a related field may be substituted for 1 year of the required experience).

Training:

Equivalent to completion of the twelfth grade supplemented with related college courses.

Licenses:

Possession of a Code Certification issued by the International Code Conference (ICC) or California Building Officials (CALBO) as a Residential Plans Examiner or Residential Building Inspector or equivalent, or registration as an Architect or Professional Civil Engineer in the State of California (For an Architect or Engineer, certification by the ICC or CALBO as a Residential Building Plans Examiner is required within 12 months of employment). Possession of a valid California Driver's License at the time of appointment and must be maintained thereafter as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read, write, make observations, view computer screen, read gauges and other instrumentation as well as operate a motor vehicle; hear well enough to converse on the radio, telephone, and in person; use hands and fingers well enough to use computer keyboard, write, file and answer telephones; bodily mobility to walk on uneven surfaces or sloped surfaces such as construction sites and roofs, bend, stand, climb on scaffolding and ladders, and be able to tolerate extreme fluctuations in temperatures while performing inspections or other duties.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PLANS EXAMINER II

DEFINITION
Under general supervision screens and conducts preliminary reviews for industrial and commercial structures to determine compliance with structural calculation standards and building and related codes and regulations; investigates and secures compliance with applicable laws, ordinances, codes, standards, plans and specifications.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the journey level in the Plans Examiner series. Positions assigned to this class perform the full range of assigned tasks. Performs responsible work with minimal direct supervision.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Chief Building Official, or Plans Examiner, Sr.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Monitor and perform the plan review; examine construction documents for residential, commercial and industrial building construction and alterations.
- In coordination with the Chief Building Official and Senior Plans Examiner develops and administer systems and procedures to ensure that plans, structural calculations, and specifications comply with building and related codes and regulations.
- Confer with homeowners, builders, engineers and architects to give and obtain information and interpret building codes and regulations; recommend necessary changes to obtain compliance with applicable codes and regulations.
- Make on-site inspections as required as follow-up to plan check activities.
- Check the stability of soils and footing systems.
- May perform routine building inspection assignments in support of inspection staff.
- Prepare correspondence to architects, engineers and contractors relating to the correction of plans and engineering detail.
- Advise building inspectors on structural and other building related problems arising in the field during construction.
- Perform related duties as assigned.

QUALIFICATIONS:
Knowledge of:

- Principles and practices of structural construction and engineering.
- Residential, commercial and industrial construction materials, methods and equipment.
- Federal, state and municipal codes and regulations governing housing and building construction, rehabilitation, alteration, use and occupancy.
- Appropriate safety and fire prevention construction and building methods.

Ability to:

- Perform detailed analysis and examination of building and construction designs, specifications and plans.
- Apply engineering and architectural principles and techniques.
- Apply technical knowledge and follow proper plan review techniques.
- Detect deviations from model codes, regulations and standard construction practices.
- Determine that construction systems conform to City Code requirements.
- Read and interpret building plans, specifications and building codes.
- Advise on standard construction methods and requirements.
- Make arithmetical computations rapidly and accurately.
- Establish and maintain an effective working relationship with those contacted during the course of work.
- Communicate effectively, clearly, and concisely, both orally and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
3 years plan checking experience (combination model building codes) with increasing responsibility in nonresidential reviews.
Training:
Thirty college units with major course work in Building Technology, Construction Management or a related field such as Architecture or Civil Engineering, or fifteen continuing education units from, ICC, CAlBO or accredited training.
Licenses:
Possession of a Code Certification issued by the International Code Conference (ICC) or California Building Officials (CALBO) as a Residential Plans Examiner or Residential Building Inspector or equivalent, or registration as an Architect or Professional Civil Engineer in the State of California (For an Architect or Engineer, certification by the ICC or CALBO as a Residential Building Plans Examiner is required within 12 months of employment).
Possession of a valid California Driver's License at the time of appointment and must be maintained thereafter as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write, make observations, view computer screen, read gauges and other instrumentation as well as operate a motor vehicle; hear well enough to converse on the radio, telephone, and in person; use hands and fingers well enough to use computer keyboard, write, file and answer telephones; bodily mobility to walk on uneven surfaces or sloped surfaces such as construction sites and roofs, bend, stand, climb on scaffolding and ladders, and be able to tolerate extreme fluctuations in temperatures while performing inspections or other duties.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PLANS EXAMINER, SR.

DEFINITION
Under general supervision screens and conducts preliminary reviews for industrial and commercial structures to determine compliance with structural calculation standards and building and related codes and regulations; oversees plan checking and permit issuance activities; provides lead supervision to other plans examiners and office clerical staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level and specialized class in the Plans Examiner series. The incumbent in this class performs the most complex structural, mechanical, electrical and plumbing plan review work requiring the use of considerable independent judgment and initiative, as well as leads, assigns, and evaluates the work of other Plans Examiners and Building and Safety Division staff.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Building Official, Chief.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Reviews and properly interprets multi-family, complex commercial and industrial buildings for compliance with building, electrical, mechanical, and plumbing, codes and ordinances, state statutes, federal and state regulations, applicable to building construction.
- Performs mathematical calculations to determine appropriate fees.
- Properly interprets building codes, plans, specifications, and engineering calculations.
- Prioritizes work within specified time frames with results clearly recorded for both the applicant and the record.
- Researches code questions for proper interpretation and interrelationships.
- Communicates verbally, in writing, by e-mail, and by telephone with the general public, other City employees, management, contractors, and public officials in order to explain and administer the various Building Codes.
- Instructs and/or trains other staff members regarding various aspects of the Building Code.
- Supervises, trains and evaluates Building Division staff as assigned.
- Prepares staff recommendations and plan review reports with clearly organized thoughts in order to advise permit applicants of plan and design corrections.
- Explains technical problems in everyday terms, communicates with applicants regarding proper construction methods, and recommends (using negotiating skills) solutions for complying with adopted codes and ordinances.
- Attends and represents the Building and Safety Division at various meetings as needed.
- Confers with homeowners, builders, engineers and architects to give and obtain information and interpret building codes and regulations; recommend necessary changes to obtain compliance with applicable codes and regulations.
- Makes on-site inspections as required as follow-up or in coordination with plan check activities.

- May perform routine building inspection assignments in support of inspection staff.
- Prioritizes, leads, assigns, and evaluates the work of other plans examiners and division staff.
- Coordinates the services of the outside contract plan check companies.
- Coordinates with the Chief Building Official and other lead personnel in the preparation of the budget, administrative policies and directives, and personnel actions relating to division and department activities.
- Evaluates the written qualifications of Special Inspection firms and for inclusion into the City's list of pre-qualified special inspection firms.
- Determines acceptability of borderline designs, and alternative construction methods and or products.
- Reviews and maintains forms, files, and other necessary records.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Knowledge of the principles and practices of building construction, building engineering accessibility regulations and related state or federal regulations
- Residential, commercial and industrial construction materials, methods and equipment.
- Federal, state and municipal codes and regulations governing housing and building construction, rehabilitation, alteration, use and occupancy.
- Appropriate safety and fire prevention construction and building methods.

Ability to:

- Review permit applications for commercial and residential projects for compliance with state and local codes and ordinances, including written comments and responses.
- Answer questions and assist design professionals, architects, engineers and the general public by phone or by meeting with regard to code requirements and solutions to specific problems.
- Assist and direct department personnel in the resolution of problems or questions concerning code related issues and permit applications.
- Coordinate and conduct preliminary review of new commercial and residential projects with other agencies (Fire Marshal, Engineering, Planning, Zoning, Health Department, etc.) in order to eliminate confusion and expedite review requirements.
- Troubleshoot problems in the field and assist the inspector with technical assignments as needed.
- Participate in department meetings and committees on an as needed basis.
- Aide in the creation and maintenance of department handouts, guides and checklists to help applicants and contractors better understand building code requirements.
- Perform detailed analysis and examination of building and construction designs, specifications and plans.
- Apply engineering and architectural principles and techniques.
- To provide exceptional customer service with skills, and the ability to prioritize customer needs timely and professionally.
- To communicate building and site regulations to architects, engineers, and developers.
- Communicate effectively, clearly, and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted during the course of work.

Experience and Training Guidelines

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

Experience:

Five years of plan checking experience in building construction involving knowledge of building plans and codes and the preparation of plans.

Training:

Minimum 30 college units with major coursework in Engineering, Building, Technology or related field.

Licenses:

Possession of a Code Certification issued by the International Code Conference (ICC) and California Building Officials (CALBO) as a Plans Examiner and each one of the following:

- Electrical, Plumbing and/or Mechanical Inspector Certification.
  Or
- Registration as an Architect or Professional Civil Engineer in the State of California (For an Architect or Engineer, certification by the ICC and CALBO as noted above is required within 12 months of employment).

Possession of a valid California Driver's License at the time of appointment and must be maintained thereafter as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read, write, make observations, view computer screen, read gauges and other instrumentation as well as operate a motor vehicle; hear well enough to converse on the radio, telephone, and in person; use hands and fingers well enough to use computer keyboard, write, file and answer telephones; bodily mobility to walk on uneven surfaces or slopped surface such as construction sites and roofs, bend, stand, climb on scaffolding and ladders, and be able to tolerate extreme fluctuations in temperatures while performing inspections or other duties.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

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Date

City of Turlock

POLICE BUSINESS UNIT SUPERVISOR

DEFINITION
Under direction, to perform a variety of supervisory and administrative functions related to the budget process; administrative support; research, statistical, and other analytical work; planning, organizing, and supervising assignments in functional areas such as purchasing, project management, department travel, and event coordination.

This classification is assigned to the Confidential bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This class is a non-sworn supervisory level with a focus on planning, organizing, directing, and supervising the budgeting, purchasing, and general business administration.

SUPERVISION RECEIVED AND EXERCISED
Direction is received from a Police Support Operations Manager, or other Command-level position.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Recommend and assist in the implementation of goals and objectives of policies and procedures.
- Plan, prioritize, assign, supervise, and assist in the budgetary and fiscal control processes, project revenue and expenditures; prepare the department's budget; develop proformas for the department, collaborate with City Finance and represent the department's interests in fiscal matters.
- Coordinate and supervise functions and activities at the Public Safety Facility including the coordination and supervision of staff necessary to prepare for functions and events.
- Coordinate and Supervise the Cadet Program, including maintaining records for minimum school requirements, schedules and duties.
- Supervise the coordination of department travel related to training.
- Supervise and process invoices, payments, reimbursements, and deposits; coordinate and report billing for special events and other reimbursable expenses.
- Investigate, analyze, develop, and prepare special studies or projects; conduct special projects and administrative studies; prepare research and analytical reports.
- Supervise and coordinate the department's purchasing function including vendor development, Request for Proposal information, specification development, solicitation of bids, cost evaluations, and the preparation of committee or council reports.
- Coordinate and supervise the management of fiscal and payroll records; manage and process phone users and billing; manage and process procurement card activities.
- Coordinate and supervise the development and administration of grants, supervise and coordinate the fiscal monitoring and reporting for grants, contracts and agreements.
- Supervise, coordinate, prepare, and maintain records for presentation to the Turlock City Council.
- Provide technical assistance regarding operational and analytical matters.
- Manage phone and mobile devices for staff, provide technical phone communication assistance, and receive and resolve technical issues.

- Prepare and process payroll documents and data, including accruals, benefits and specialty pay; create and assign schedules, permission and access.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic supervisory principles and practices
- Financial/statistical/comparative analysis techniques.
- Principles and practices of organization, public administration, and business administration.
- Principles and practices of budget preparation and administration.
- Modern office procedures, methods and computer, phone and mobile device equipment.
- Principles and procedures of financial records keeping and reporting.
- Technical report writing procedures.
- Principles and practices of purchasing.
- Principles of project management.
- Administrative research techniques, sources and availability of information.
- Methods and techniques of design for informational materials such as flyers, brochures and visual displays.
- Techniques for effectively organizing and managing multiple schedules and projects.
- Application of various labor MOU's relative to payroll processing.
- Computer software programs required to perform job duties.

Ability to:

- Plan, coordinate, schedule and supervise the activity of subordinate staff.
- Learn the process and structure of City and departments.
- Learn applicable Federal, State, and local laws, codes and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze facts and make sound recommendations.
- Manage projects and coordinate activities.
- Prepare completed staff work for oral and written communication.
- Plan, initiate and complete work assignments with minimal direction.
- Communicate clearly and concisely, both orally and in writing.
- Use and operate a personal computer with a variety of software.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Represent the City and the Department in a variety of situations.

Experience and Training Guidelines

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

Experience:

Three years of increasingly responsible administrative and analytical experience with at least one year of supervisor and/or lead experience in business administration, fiscal management, purchasing coordination, project management, or a related field.

Training:

Possession of an Associate's Degree from an accredited institution in public or business administration or a related field.

Possession of a Bachelor's Degree in public or business administration or a related field is desired.

License:

Possession of an appropriate, valid California driver's license at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read instructions; sufficient dexterity and hand-eye coordination to operate drafting and field surveying equipment; read fine print and view computer screens; hear well enough to converse on the telephone and in person; use of hands and fingers for use of computer keyboard, filing, writing and answering telephone; capable of clear speech; able to lift and carry objects weighing up to 40 pounds; climb stairs and ladders; stamina to work long hours and attend night meetings.

FLSA Status: Non-exempt
Bargaining Unit: Confidential

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

POLICE CADET

DEFINITION
Under immediate supervision, performs assignments restricted to non-enforcement police-related functions, assists police officers in non-hazardous duties, performs communications duties, processes prisoners and performs related clerical duties.

This classification is Unrepresented for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This class is designed to prepare the incumbent for a career in law enforcement with the City of Turlock Police Department. Incumbents perform assignments involving the delivery of non-emergency police services such as identification of persons through fingerprints, traffic and parking control, and answering and evaluating calls for emergency and police services as well as completing related paperwork. Incumbents may be assigned to any shift including nights, weekends and holidays. Incumbents are expected to make continuous progress towards obtaining full-time permanent employment with the Police Department within 48 calendar months of their appointment. Failure to make continuous progress and/or failure to obtain full-time permanent employment with the City of Turlock Police Department within the 48-calendar month timeframe will result in termination. The Police Chief may, in extraordinary circumstances, extend this timeframe for up to twelve additional months.

SUPERVISION RECEIVED AND EXERCISED
This classification receives immediate supervision from the Commanding Officer of the Division they are assigned.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist police officers with non-emergency duties; complete routine police reports; conduct non-hazardous investigations; collect evidence at crime scenes; appear in court as a witness.
- Receive and respond to inquiries from citizens; give general assistance and direction as appropriate.
- Complete routine police forms for prisoner processing.
- Collect and compile statistical data; research crime trends for publication to police officers and public.
- Fingerprint and photograph prospective employees, the general public, and drug or sex registrants.
- Operate office machines and equipment such as computers, radios and vehicles.
- Answer incoming calls for police and emergency services; input information about an incident into the computer for dispatching of appropriate emergency units.
- May assist police officers in a non-enforcement capacity, direct and control traffic; provide parking and facility access control.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:
- The geography of the City of Turlock.

Ability to:
- Safely operate a motor vehicle and use the in-vehicle radio and/or computer to answer calls.
- Follow written and oral instructions and implement proper procedures as required by law and department policy.
- Analyze situations and take appropriate action based on training and documented procedures.
- Stay calm and exercise good judgment in potentially stressful situations.
- Acquire the necessary skills to take fingerprints and photographs.
- Perform clerical duties such as compiling information and statistics, filing and other related duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively both orally and in writing in the English language.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Must be at least 18 years of age on or before administration of the first step of the examination process.
Applicants must be citizens of the United States or permanent resident alien who is eligible and has applied for citizenship prior to appointment to Police Cadet.
Training:
Possess a high school diploma or equivalent.
Currently enrolled in an accredited college. Must be taking a minimum of six (6) units, in good standing, and maintain a 2.0 GPA or better (documentation from the college is required).
Licenses:
Possession of, or ability to obtain, a valid California driver license.
Other certifications required by the State of California or deemed necessary by the Police Chief.
Must successfully complete an extensive background investigation and medical examination prior to appointment.

ADDITIONAL INFORMATION:

Physical Conditions:
While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to sun and heat or wet and/or humid conditions, as well as 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.

Police Cadets are required to attend college, taking a minimum of six (6) units, at the same time they are working at the Turlock Police Department. Scheduled work hours will not conflict with class schedules. Workdays and hours will be assigned so the Cadet has adequate time to devote to his or her education.

Willingness and ability to work holidays, weekends and shifts; provide scheduled and emergency overtime; be available for call back as required; wear a uniform and comply with department grooming standards.

While performing the duties of this job, the employee is frequently required to move to and from various locations, sit and communicate effectively in order to perform essential duties of this position. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

FLSA Status: Non-exempt
Bargaining Unit: Unrepresented

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

POLICE CAPTAIN

DEFINITION
Under general direction maintains oversight and leads the activities of one of three major Divisions in the Turlock Police Department; provides direction to meet City goals and to coordinate with other service areas, agencies, boards, commissions, and the public; to act for the Police Chief.

This position is designated as represented by Turlock Management Association-Public Safety (TMAPS) for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a mid-management classification responsible for the discrete sub-departmental organizational component(s) and programs/functions within a department as determined by Department Director (Chief), City Manager and City Council. The incumbent serves as a member of the City policy advisory team with responsibilities for developing means for implementing policies and procedures developed by the executive team. Exercises policy development and promulgation responsibilities for specific program/functional areas. Demonstrates professional competence while working as a team member and exercises independent judgment in confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities. Demonstrate leadership in commitment to the Police Code of Ethics and highest ethical values in the delivery of public service.

SUPERVISION RECEIVED AND EXERCISED
General direction is provided by the Police Chief. The job incumbent provides general supervision to subordinate level managers in program areas.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Lead and manages police command staff and supervisors in crime prevention, planning, investigations, research, special programs/projects, and disaster preparedness.
- Act in an official capacity in local disaster preparedness organization.
- Provide management direction in the utilization of personnel, facilities, resources, and equipment.
- Develop and recommend departmental policy, rules, and procedures; collaborate with managers regarding policies, rules and procedures.
- Oversee departmental operations and activities; provide planning and research for disaster preparedness, protection of life and property, maintenance of the public peace, regulation of traffic, apprehension, arrest and detention of law violators, and maintenance of police records.
- Oversee the activities of the Police Department in the three major divisions..
- Oversee any other activity or work group in the Police Department as directed by the Chief of Police.
- Engage and confer with public officials and citizen groups on law enforcement activities and recommend municipal law enforcement policies.
- Oversee the assignment of employees and equipment.
- Coordinate with local government agencies in emergency response activities.
- Confer and recommend to the Police Chief projects and programs

- Assist in the development and implementation of City's strategic plan.
- Update Police Chief on emergency developments.
- Consult, confer and coordinate with City departments, residents, and officials regarding public safety issues.
- Assist in the preparation of budget activities; oversee budget implementation; recommend forecast of additional funds; approve expenditures; implement mid-year adjustments.
- Present and respond to various groups, including City Council, commissions, boards, committees, task forces, and on and off-site public meetings; participate in community events.
- Manage and supervise staff including provision of timely performance evaluations; recommend and implement approved discipline; provide staff development; and maintain high standards necessary for efficient, professional operations; participate in labor negotiations.
- Respond to difficult questions; provide information to the public, other City departments, and other agencies; recommend and coordinate corrective actions; investigate, report, document and resolve complaints.
- Build and maintain respectful, positive working relationships with staff, supervisors, outside agencies, and the public using principles of good customer service; provide effective conflict resolution.
- Model appropriate professional management conduct; maintain confidentiality of sensitive information; comply with and support City policies and procedures, labor laws, and MOU provisions.
- Attend assigned meetings and training and police conferences; interact with outside agencies and commissions; participate in teams, committees, or associations.
- Assure staff works in a safe manner; follow safety requirements; monitor and ensure compliance with regulations and other legal requirements.
- Act as the Police Chief in the Chief's absence.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices and techniques of a municipal police department.
- Modern operating principles, practices and techniques of law enforcement and crime prevention including causation of criminal/deviant behavior and Community-Oriented Policing.
- Use and maintenance of law enforcement equipment and apparatus.
- Codes, regulations, criminal laws, and ordinances related to police activities, crime prevention, emergency response and disaster preparedness, and code enforcement.
- All applicable MOU's for staff assigned to the Turlock Police Department City procedures and policies.
- Local geography and available law enforcement resources.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Budgeting development procedures and administration.
- Principles and practices of supervision, staff selection, motivation, training and personnel management.
- Principles of effective time management
- Principles of effective public speaking, conflict resolution and excellent customer service.

Ability to:

- Effectively formulate, organize, and manage sound departmental policy in police law enforcement and crime prevention.
- Interact with citizens and employees in an effective way that produces positive results.

- Supervise the management of major incidents and crime scenes.
- Analyze and research police and community problems and plan philosophies, goals, objectives, policies and procedures which are tangible, achievable and measurable to meet needs; determine community needs; establish and maintain excellent community relations.
- Analyze situations accurately and swiftly and adopt an effective course of action.
- Plan for major events and tactical situations.
- Be perceptive and innovative in the prediction and recognition of trends and problems and in the analysis and development of solutions to problems.
- Implement City Council direction.
- Work well under pressure; work such hours as are necessary to accomplish the job including remaining on-call 24 hours a day; travel out of the area during or after work hours.
- Understand and communicate state and federal regulations, laws, codes, policies, and solutions in crime management.
- Delegate authority and responsibility as well as schedule and program work.
- Work with and control sensitive and confidential information.
- Plan, initiate, and manage complete complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and direct divisional goals within City objectives.
- Make highly effective presentations before groups and represent the City in public forums; communicate codes and regulatory information.
- Use computer and job-related software in a highly effective manner.
- Manage, project and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.
- Perform the duties and requirements of a sworn police officer.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Two years of increasingly responsible professional command level management experience with a public law enforcement agency performing administrative and supervisory oversight at Lieutenant level or higher or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities.
Training:
A bachelor's degree from an accredited college or university with significant course work in Criminal Justice, Administration of Justice, Criminology, Law Enforcement, Police Science, Public Administration, or related fields.
Certificates:
Possession of California Peace Officer's Standards and Training Advanced and Management Certificates.
Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required as the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Vision adequate to operate vehicles and equipment, read instructions and follow directions, read maps and small print, detect subtle shades of color; hearing adequate to distinguish mechanical noises, converse on radio, telephone and in person at distances of up to 50 feet, and detect unusual sounds; voice volume and speech clarity to command during an emergency; body mobility adequate to operate emergency equipment and perform required duties; stamina to perform administrative functions and to meet physical and mental demands during an emergency; use of hands and fingers adequate for operation of special equipment and weapons, writing, typing and computer related functions; ability to lift heavy equipment, as needed in emergency conditions.

FLSA Status: Exempt
Bargaining Unit: TMAPS

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

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Date

City of Turlock

POLICE CHIEF

DEFINITION
Under administrative direction plans, directs and reviews the activities of the Police Department; provides for full-service law enforcement, crime prevention, dispatch services, community education, neighborhood services, animal control, and code enforcement; directs budget, and program. Provides leadership and direction to meet City goals and to coordinate with other service areas, agencies, boards, commissions and the public. May act as City Manager in his/her absence and perform other job-related work as required.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a department head management classification responsible for the direction of discrete departmental organizational component(s) and programs/functions as determined by the City Manager and City Council. The incumbent exercises policy development and promulgation responsibilities for multiple program/functional areas. Serves as a member of the City executive team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the City as a whole. Approves and has final responsibility for all written and other types of presentations to the City Council and other commissions, boards and policy adopting bodies. The incumbent is expected to demonstrate professional competence while working as a team member and exercise independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

SUPERVISION RECEIVED AND EXERCISED
Administrative direction is provided by the City Manager. The job incumbent provides general direction to subordinate level managers in affected program areas.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Develops and reviews policies, rules and procedures for effective operation of Police services.
- Directs departmental policy; collaborates with division managers regarding divisional policies and procedures.
- Demonstrates leadership in commitment to the Police Code of Ethics and highest ethical values in the delivery of public service.
- Directs police command staff and supervisors responsible for, crime prevention, planning, research, special programs/projects and disaster preparedness.
- Directs the operations of the Animal Control, Recreation/Neighborhood Services Division and Youth Services.
- Acts in an official capacity in local disaster preparedness organization.
- Supervises, oversees and directs special studies and criminal investigations and internal investigations related to complaints.
- Directs the assignment of employees and equipment.
- Coordinates with allied and other local government agencies in emergency response activities.

- Confers with and makes recommendations to the City Manager regarding projects and programs and participates in the development and implementation of City's strategic plan.
- Updates City Council and City Executive Staff of emergency developments.
- Plans, directs and coordinates the activities of the Police Department in field operations, community services and recreational areas.
- Directs departmental operations, activities and provides planning and research for disaster preparedness, protection of life and property, maintenance of the public peace, regulation of traffic, apprehension, arrest and detention of law violators, and maintenance of police records and jail facilities and provision of emergency dispatch services.
- Confers with public officials and citizen groups on law enforcement problems and assists in the development of municipal law enforcement policies.
- Provides administrative direction to activities relating to the effective utilization of personnel, facilities and equipment.
- Leads or participates in Police Activities League, Police Chaplaincy Board, County Police Chiefs Association, and California Police Chiefs Association.
- Consults, confers and coordinates with City departments, citizens and officials regarding conflicts and issues related to regulatory compliance; participates with Executive Team.
- Directs and participates in the preparation of budget related to assigned activities; oversees budget implementation; directs the forecast of additional funds; approves expenditures; implements mid-year adjustments.
- Makes presentations before various groups, including City Counsel, commissions, boards, committees, task forces, and on and off-site public meetings; participates in community events.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations; participates in labor negotiations.
- Answers difficult questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Attends assigned meetings and training and police conferences; interacts with outside agencies and commissions; consortium, participates in teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern principles, practices and techniques of a municipal police department, emergency dispatch services, animal control, community services, cultural arts, leisure time and recreation administration.
- Modern operating principles, practices and techniques of law enforcement and crime prevention including causation of criminal/deviant behavior and Community-Oriented Policing.
- Use and maintenance of law enforcement equipment and apparatus.
- Codes, regulations, criminal laws and ordinances related to police activities, crime prevention, emergency response and disaster preparedness;
- Turlock Associated Police Officers M.O.U., City procedures and policies.
- Local geography and available police resources.

- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Budgeting development procedures and administration.
- Principles and practices of supervision, staff selection, motivation, training and personnel management.
- Principles of effective time management
- Principles of effective public speaking, conflict resolution and excellent customer service.

Ability to:
- Perform the duties and requirements of a sworn police officer.
- Effectively formulate, organize and administer sound departmental policy in the areas of police administration, law enforcement and crime prevention.
- Interact with citizens and employees in an effective way that produces positive results.
- Supervise the management of major incidents and crime scenes.
- Analyze police and community problems and plan philosophies, goals, objectives, policies and procedures which are tangible, achievable and measurable to meet needs; determine community needs; establish and maintain excellent community relations.
- Interpret and implement City Council direction.
- Work well under pressure; work such hours as are necessary to accomplish the job including remaining on-call 24 hours a day; travel out of the area during or after work hours.
- Understand, interpret and communicate state and federal regulations, laws, codes, policies and solutions in the area of crime management.
- Direct program services that benefit the community; analyze policy issues and develop recommendations and solutions.
- Delegate authority and responsibility as well as schedule and program work.
- Work with and control sensitive and confidential information.
- Plan, initiate, and direct complete complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and direct departmental goals within City objectives.
- Make highly effective presentations before groups and represent the City in public forums; interpret and communicate codes and regulatory information.
- Use computer and needed programs in a highly effective manner.
- Direct, project and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible professional command level management experience with a public law enforcement agency with at least three of those years performing administrative and supervisory oversight at Lieutenant level or higher or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities.
Training:
Possession of a Bachelor’s degree from an accredited college or university with significant course work in the areas of Criminal Justice, Administration of Justice, Law Enforcement, Criminology, Police Science, Public Administration, or a related field.
Licenses:

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required as the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.
Possession of California Peace Officer's Standards and Training (POST) Advanced and Management Certificates.
Graduate of the F.B.I. National Academy is desirable.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain required physical abilities including: vision adequate to operate vehicles and equipment, read instructions and follow directions, read maps and small print, detect subtle shades of color; hearing adequate to distinguish mechanical noises, converse on radio, telephone and in person at distances of up to 50 feet, and detect unusual sounds; voice volume and speech clarity to command during an emergency; body mobility adequate to operate emergency equipment and perform required duties; stamina to perform administrative functions and to meet physical and mental demands during an emergency; use of hands and fingers adequate for operation of special equipment and weapons, writing, typing and computer related functions; ability to lift heavy equipment, as needed in emergency conditions.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

POLICE DETECTIVE

DEFINITION
Under direction performs comprehensive criminal investigative work and general administrative activities; performs law enforcement and crime prevention duties; enforces State and local laws and ordinances; trains and mentors incumbents of the rotational Detective positions.

This classification is assigned to the Turlock Associated Police Officers bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The non-rotational Detective classification is assigned advanced journey level investigative and leadwork and may be called upon to act as the first line supervisor in the absence of the Investigations Sergeant. An incumbent in this class may be called upon to lead Investigators engaged in criminal investigation activities as determined by the Investigative Sergeant.

SUPERVISION RECEIVED AND EXERCISED
Under direction of the Investigations Sergeant.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Responds to in-progress calls requiring immediate law enforcement assistance.
- Conducts criminal and special investigations, including domestic violence, burglaries, thefts, robberies, assaults, homicides and the enforcement of City, County, and State laws.
- Acts as lead worker
- Supervises crime scenes,
- Prepares case documentation for filing with the District Attorney and presents case evidence in Court as required.
- Receives calls from and assists other law enforcement agencies in emergencies or with requests for assistance with investigations.
- Coordinates with supervisor on progress and problems concerning assigned cases.
- Supervises crime scene investigations.
- Maintains records on investigative assignments.
- May perform duties in other areas of the Police Department, when called upon to do so.
- Assists other Detectives with follow-up investigations,
- Gathers evidence, questions witnesses, apprehends suspects.
- Assists rotational Detectives in preparing case reports for trial and preparing for appearances in court to present evidence testimony.
- Maintains, facilitates and actively participates in the achievement of the Turlock Police Department Mission, Goals and Values.
- Provides information and guidance to the public/victims regarding case status and processes.
- May review reports submitted by officers and/or other Detectives to insure completeness.
- Conducts in-service training and provides input in the performance appraisal process for rotational detectives.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern police methods and procedures, including crime prevention techniques.
- Criminal law, with particular emphasis on apprehension, arrest, and custody of persons accused of misdemeanors and felonies.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in court.
- Criminal investigation techniques and procedures, including crime scene investigation, interrogation, fingerprinting and photography.
- Recent court decisions on arrest, search, interrogation procedures and the handling of suspects and prisoners.
- Maintains a clear understanding of the concepts and philosophy of Community Policing and Problem Oriented Policing.
- Principles of supervision and training.
- Use and care of firearms.

Ability to:

- Gather, assemble, analyze, and evaluate facts and evidence.
- Draw logical conclusions from information and make proper recommendations.
- Interpret and apply laws and regulations.
- Train and mentor rotational Detectives in the full range of investigative procedures.
- Analyze situations quickly and accurately and take effective courses of action.
- Demonstrate keen powers of observation and memory.
- Meet established standards of physical endurance, agility, and vision.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Practically apply the philosophy of Community Policing, toward achieving the organizational mission statement.

Experience and Training Guidelines

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

Experience:

Five years of law enforcement work, three of which must be with Turlock Police Department. Completed one year in an investigative assignment with Turlock Police Department.

Training:

Equivalent to graduation from High School, and a minimum of thirty (30) units of college coursework from an accredited college or university.

Licenses:

Possession of an appropriate, valid California driver's license at the time of appointment, to be maintained as a condition of continued employment.
Possession of a P.O.S.T. Intermediate certificate.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain physical ability and stamina to meet police and safety standards including: See well enough to drive vehicles under emergency conditions, make valid identifications, use firearms, detect hazardous situations, write legible reports; Hears and speaks well enough to converse on the radio, telephone and in person over incident noise, to be alert to situations of danger; bodily mobility to make rapid transitions from rest to near maximum exertion without warm-up periods, stamina and endurance necessary in the apprehension of combative suspects, use of hands and fingers to write,

to utilize safety gear, and drive vehicles under emergency conditions; ability to distinguish hazardous odors; must be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TAPO

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

POLICE LIEUTENANT

DEFINITION
Under direction, plans, directs and reviews the activities of the police department field operations and special operations divisions. Provides direction to meet City and Department goals and to coordinate with other service areas, agencies, boards, commissions and the public; functions as a shift watch commander.

This position is designated as represented by Turlock Management Association-Public Safety (TMAPS) for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a mid-management classification responsible for the discrete sub-division organizational component(s) and programs/functions within a division as determined by Division Manager (Captain or Police Support Operations Manager), Department Director (Chief), City Manager, and City Council. Serves as a member of the City policy advisory team with responsibilities for developing means for implementing policies and procedures developed by the executive team. Exercises policy development and promulgation responsibilities for specific program/functional areas. The incumbent is expected to demonstrate professional competence while working as a team member and exercise independent judgment in a number of confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, federal, and state regulating entities.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by the Division Manager. The job incumbent provides general supervision to subordinate level supervisors in affected program areas.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Demonstrates leadership in commitment to the Police Code of Ethics and highest ethical values in the delivery of public service.
- Leads and oversees police supervisors responsible for crime prevention, disaster preparedness, planning, research, and other special programs/projects.
- Supervises and oversees operations of Critical Response Team- tactical (SWAT), Major Accident Investigation Teams (MAIT), Crime Analysis Unit, canine unit, Code Enforcement, and other special programs or units as directed by the Chief of Police or his/her designee
- Acts in an official capacity in local disaster preparedness organization.
- Provides management direction to activities relating to the effective utilization of personnel, facilities and equipment.
- Oversees safety program; researches and recommends safety procedures and safety training or equipment needs.
- Recommends policy and oversees sub-divisional operations and activities.
- Provides planning, training and research for disaster preparedness, protection of life and property, maintenance of the public peace, regulation of traffic, apprehension, arrest and detention of law violators.
- Oversees the assignment of sworn and non-sworn officers and staff and equipment.

- Coordinates with other local government agencies in emergency response activities.
- Oversees extradition requests and manages detention facility in compliance with state law.
- Confers with and makes recommendations to the Division Manager regarding projects and programs.
- Updates Division Manager of emergency developments.
- Assists in the preparation of budget related to assigned activities; oversees budget implementation; recommends regarding the forecast of additional funds; implements mid-year adjustments.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations; participates in labor negotiations.
- Evaluates staffing levels and workload of all assigned staff.
- Analyzes information from multiple databases; prepares reports and responds to needs for information and research.
- Answers difficult questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Attends assigned meetings and training and police conferences; interacts with outside agencies and commissions; participates in teams, or committees, or associations, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions and State Regulation for police departments (P.O.S.T. standards) including minimum requirements and update/mandated training.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern principles, practices and techniques of a municipal police department.
- Modern operating principles, practices and techniques of law enforcement and crime prevention including causation of criminal/deviant behavior and Community Oriented Policing.
- Use and maintenance of law enforcement equipment and apparatus.
- Codes, regulations, criminal laws and ordinances related to police activities, crime prevention, code enforcement, emergency response and disaster preparedness.
- All applicable MOU’s for staff assigned to the Turlock Police Department, City procedures and policies
- Local geography and available police resources.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Budgeting development procedures and administration.
- Principles and practices of supervision, staff selection, motivation, training and personnel management.
- Principles of effective time management
- Principles of effective public speaking, conflict resolution and excellent customer service.

Ability to:

- Perform the duties and requirements of a sworn police officer. Effectively formulate, organize and manage sound sub-divisional policy in the areas of police law enforcement and crime prevention.
- Interact with citizens and employees in an effective way that produces positive results.
- Supervise the management of major incidents and crime scenes.
- Analyze police and community problems and plan philosophies, goals, objectives, policies and procedures which are tangible, achievable and measurable to meet needs; determine community needs; establish and maintain excellent community relations.
- Analyze situations accurately and swiftly and adopt an effective course of action.
- Plan for major events and tactical situations.
- Work well under pressure; work such hours as are necessary to accomplish the job including remaining on-call 24 hours a day; travel out of the area during or after work hours.
- Understand and communicate state and federal regulations, laws, codes, policies and solutions in the area of crime management.
- Manage program services that benefit the community; analyze policy issues and develop recommendations and solutions.
- Delegate authority and responsibility as well as schedule and program work.
- Work with and control sensitive and confidential information.
- Plan, initiate, and manage complete complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and direct divisional goals within City objectives.
- Make highly effective presentations before groups and represent the City in public forums; communicate codes and regulatory information.
- Use computer and needed programs in a highly effective manner.
- Manage, project and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three years of experience comparable to that of a Police Sergeant with the City of Turlock, having successfully completed a probationary period serving at the rank of Sergeant.
Training:
Possession of a bachelor’s degree in administration of justice, Criminology, Police Science or related field;
Licenses:
Possession of a valid California Driver’s License at the time of appointment to be maintained as a condition of continued employment.
Possession of California Peace Officer’s Standards and Training (POST) Supervisory Certificate.

ADDITIONAL INFORMATION:

Physical Conditions:
Vision adequate to operate vehicles and equipment, read instructions and follow directions, read maps and small print, detect subtle shades of color; hearing adequate to distinguish mechanical noises, converse on radio, telephone and in person at distances of up to 50 feet, and detect unusual sounds; voice volume and speech clarity to command during an emergency; body mobility adequate to operate emergency equipment and perform required duties; stamina to perform administrative

functions and to meet physical and mental demands during an emergency; use of hands and fingers adequate for operation of special equipment and weapons, writing, typing and computer related functions; ability to lift heavy equipment, as needed in emergency conditions.

FLSA Status: Exempt
Bargaining Unit: TMAPS

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

_____
Date

City of Turlock

POLICE OFFICER I/II

DEFINITION
Under general supervision performs law enforcement and crime prevention duties; enforces State and local traffic regulations and performs comprehensive criminal investigative work on special assignments.

This classification is assigned to the Turlock Associated Police Officers bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Police Officer I – This is an entry level law enforcement class that requires an eighteen (18) month probationary period and is expected to promote to the journey level Police Officer II classification after successful completion of probation.
Police Officer II – This is an entry level Police Officer that has successfully passed probation at the Turlock Police Department or lateral Police Officer that has successfully met prerequisite qualifications.
*Lateral Police Officers – These are individuals who possess a California POST Basic Certificate and are currently employed as a police officer with a minimum of eighteen (18) months of patrol experience with a law enforcement agency. New hire lateral Police Officers shall be classified as a Police Officer II and serve a twelve (12) month probationary period.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Police Sergeant, Police Captain, Police Lieutenant or other management as directed by the Police Chief.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Operations

- Patrols assigned areas in vehicles, on foot, on motorcycle, or on bicycle as assigned.
- Analyzes and solves community/neighborhood problems involving the protection and preservation of life, property, and the enforcement of City, County and State laws.
- Conducts various investigations including neighborhood disturbances, prowlers, burglaries, thefts, robberies, juvenile crimes, domestic violence, sexual assaults, vehicle accidents, and deaths.
- Directs traffic/provides regulation of traffic flow at time of emergency or congestion.
- Works shiftwork to include Days, Swings and Graveyard.
- Testifies in court as needed.
- Provides traffic enforcement to include arrests and issuance of citations as required.
- Receives calls from and provides assistance to other law enforcement agencies in emergencies.
- Conducts investigations including the collection and storage of evidence for court presentation.
- Prepares detailed reports of arrests made, investigations conducted, and illegal incidents observed.
- Proactively patrols business districts and residential neighborhoods at all times of day and night.
- Provides direction and information to the general public.
- Processes and cares for prisoners.

- Establishes and maintains positive contact with citizens pertaining to potential community and neighborhood problems, suspicious people and circumstances.
- Assists with Neighborhood Watch and Business Watch meetings.
- Counsels' at-risk youth and assists with diversion programs and press relations.
- Provides service and assistance to the public.
- May be assigned to act as School Resource Officer - teaching high school students youth in law classes or Drug Awareness Resistance Education.
- Assists in assigned projects such as licensing of businesses, building maintenance, issuance of permits or other tasks as assigned.
- Works with a team of officers working a specialized street crimes suppression unit (C-Team).
- Participates in and assists with community recreation activities.
- Performs other duties as assigned.

Investigations

- Investigates, collects, and preserves evidence from the scene on a wide variety of crimes, suspected crimes and accident scenes.
- Interviews and interrogates witnesses, victims and suspects.
- Locates suspects, makes arrests and searches for and seizes criminal evidence.
- Prepares detailed reports of investigations and arrests.
- Prepares evidence for trial and testifies in court.
- Interviews merchants and the public to obtain descriptions of possible suspects and secures written and oral statements from witnesses and victims.
- May serve as an undercover agent for vice and narcotic investigations.
- May conduct background investigations on police officer or civilian applicants.
- Cooperates with other law enforcement agencies in carrying out assigned investigative duties.
- Confers with supervisor on progress and problems concerning assigned cases.
- May work with a team of investigators on the Turlock drug enforcement team.
- May perform duties in other areas of the Police Department or countywide task forces to include
- Stanislaus County Drug Enforcement Unit, Stanislaus County Gang Intelligence Task Force, Sacramento Valley Hi-Tech Crimes Task Force, Stanislaus County Auto Theft Task Force, or others.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- City of Turlock streets and laws.
- Modern police methods and procedures, including crime prevention techniques.
- Maintains a clear understanding of the concepts and philosophy of Community Policing and Problem Oriented Policing.
- Use and care of firearms.

Ability to:

- Provide high quality customer-oriented service.
- Demonstrate keen powers of observation and memory.
- Analyze situations accurately and adopt effective courses of action, learn and apply the community-oriented policing philosophy.
- Learn laws of arrest and pertinent local and state laws.
- Learn criminal investigative techniques and procedures.
- Learn the safe use and care of firearms and equipment.
- Exercise restraint and good judgment in a variety of emergency situations.
- Understand and carry out oral and written directions and directives.
- Prepare accurate case reports.

- Establish and maintain cooperative relationships with those contacted in the course of work.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Training:
Be a high school graduate from a United States public school, an accredited United States Department of Defense high school or an accredited or approved public or nonpublic high school.
Or pass the General Education Development Test indicating high school graduation level.
Or pass the California High School Proficiency Examination.
Must be able to present a high school diploma, a college degree, a high school transcript, a college transcript or, if applicable, GED or Proficiency Exam certificates.
Certificates:
Must be a graduate from a California P.O.S.T. certified police academy at time of application.
Or at time of application, be enrolled in a California P.O.S.T. certified full-time police academy.
Or at time of application, be enrolled in Module 1 of a California P.O.S.T. certified extended police academy.
If enrolled in an academy, must have graduated from the academy by the time of appointment. Must provide a copy of an academy certificate of completion or proof of academy enrollment.
Ability to obtain a P.O.S.T. Basic Certificate within eighteen (18) months of appointment or end of probation.
Possession of an advanced first-aid certificate issued by the American Red Cross within six (6) months of appointment.
Licenses:
Possession of a valid California Driver's License – minimum "Class C" – to be maintained as a condition of continued employment. A copy of the driver's license is required.
Age:
Must be twenty-one (21) years old at time of appointment as a Police Officer. Proof of age is a copy of an official United States issued birth certificate or any document accepted for proof of citizenship. Pursuant to California government Code 1031 (a):

Authorization to Work:
Pursuant to Government Code section 1031(a), applicants must be legally authorized to work in the United States under federal law.

ADDITIONAL INFORMATION:

Physical Conditions:
Vision sufficient to drive vehicles under emergency conditions, make valid identifications, use firearms, detect hazardous situations, write legible reports; hear and speak well enough to converse on the radio, telephone and in person over incident noise, and be alert to situations of danger; bodily mobility to make rapid transitions from rest to near maximal exertion without warm-up periods, stamina and endurance necessary in the apprehension of combative suspects, use of hands and fingers to write and type reports, utilize safety gear, and drive vehicles under emergency conditions; ability to distinguish hazardous odors; ability to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TAPO

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

POLICE OFFICER TRAINEE

DEFINITION
The Police Officer Trainee is a non-sworn, full-time, benefited position within the police department. The incumbent in this position is preparing for, or currently participating in, a full-time California Basic Police Academy authorized and certified under the guidelines of the California Peace Officers Standards and Training (P.O.S.T.).

This classification is Unrepresented for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is an entry-level classification designed to allow for the assessment, hiring, and training of suitable candidates for the position of Police Officer. The Police Officer Trainee is expected to prepare for, attend, and successfully pass – at all stages – a P.O.S.T. certified Basic Police Academy program selected by the Department. This is a non-represented position. The incumbent will serve an eighteen (18) month probation period. Failure to make satisfactory progress before, during, or after the Basic Police Academy may be cause for release from the program. Duties and responsibilities are to be performed in accordance with municipal codes, ordinances, City policy, and related regulating entities. Upon successful completion of the Basic Police Academy program, the incumbent will be appointed to the Police Officer I position and will serve a new 18-month probationary period.

SUPERVISION RECEIVED AND EXERCISED
A Field Training Officer (FTO) from the Turlock Police Department's field training staff supervises this position with general supervision provided by the Field Operations Division Managers (Captain or Lieutenants), as assigned. The Police Officer Trainee may be assigned to work for any division within the department before or after attending the police academy, or during extended breaks from the academy, and prior to being officially sworn-in as a regular full-time police officer with the City of Turlock.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Attain and maintain the ability to successfully enter and complete a POST certified California police academy.
- Complete a firearms course to achieve a qualifying score for firearms qualification under California Penal Code Section 832.
- Attend classroom activities, scenarios, physical training and other assigned duties, tasks and assignments in the Police Academy.
- Complete all graded work with a satisfactory score.
- Maintain honor, demeanor and self-control to the satisfaction of the Recruit Training Officer (RTO) and assigned Turlock FTO.
- Maintain a moral, ethical and legal standard commensurate with the Law Enforcement Code of Ethics.
- Successfully pass the prescribed and required department firearms training course.
- Follow instructions and directions of assigned supervisors, completing tasks correctly and in a timely manner.

- Cooperates with other law enforcement agencies.
- Confers with supervisor on progress and problems concerning assigned duties and tasks.
- Other duties appropriate for the non-sworn position.

QUALIFICATIONS:

Ability to:

- Demonstrate an ability to learn and implement police procedures and methods.
- Analyze situations accurately and adopt effective courses of action; ability to observe, assimilate, remember, record and recall pertinent facts and details.
- Learn laws of arrest and pertinent local, state, and federal laws.
- Learn criminal investigations techniques and procedures.
- Learn the safe use and care of firearms.
- Exercise restraint and good judgment in a variety of emergency situations.
- Understand and carry out oral and written directions.
- Prepare accurate case reports; write clearly, accurately, concisely, legibly and in correct grammatical structure and with correct syntax.
- Use a computer and various software applications.
- Meet established standards of physical endurance, agility, health, and vision.
- Establish and maintain cooperative relationships with those contacted in the course of work

Experience and Training Guidelines

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

Experience:

Although no law enforcement or public safety experience is necessary for this entry-level position, the candidate must demonstrate the life-experience and common sense necessary to achieve a satisfactory score from assessors on the initial interview panel.

Twenty-one (21) years old at time of appointment as a Police Officer.

Proof of age is copy of an official United States issued birth certificate or any document accepted for proof of citizenship.

Pursuant to California Government Code 1031(a): Must be legally authorized to work in the United States under federal law.

Training:

Be a high school graduate from a United States public school, an accredited United States Department of Defense high school or an accredited or approved public or nonpublic high school.

Or pass the General Education Development Test indicating high school graduation level.

Or pass the California High School Proficiency Examination.

a two (2) year, four (4) year, or advanced degree from an accredited college or university is desirable.

Proof of education is a copy of one of the following: A high school diploma, a college degree, a high school transcript, a college transcript or, if applicable, GED or Proficiency Exam certificates.

Licenses:

Possession of a valid California Driver's license – minimum “Class C” – to be maintained as a condition of continued employment.

Certificates:

Successful completion of a certified California Basic Police Academy within the first twelve (12) months is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Must take and pass the P.O.S.T. academy physical fitness test with a score required to enter the police academy. The test will be given as part of the application process.

Maintain physical ability and stamina to meet police and safety standards including: See well enough to drive vehicles, make valid identifications, use firearms, write reports; and, hear well enough to converse on the radio, telephone, and in person over incident noise, to be alert to situations of danger; and, bodily mobility to make rapid transitions from rest to near maximal exertion without warm-up periods, stamina and endurance necessary in the apprehension of suspects, use of hands and fingers to write, to utilize safety gear, and drive vehicles; and, must be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: Unrepresented

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

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Date

City of Turlock

POLICE RECORDS SUPERVISOR

DEFINITION
To perform a variety of complex duties providing police records services and is responsible for planning, organizing, directing, and supervising the activities of the Police Records Unit, including managing law enforcement data in local, State and Federal law enforcement database systems.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This class is distinguished from the Police Records Technician series by the specialized knowledge of police records operations, including the knowledge of statutes governing police records; municipal codes, ordinances, policies, and related regulations; and law enforcement information systems. The class is distinguished from the Police Support Operations Manager in the latter works under administrative direction with greater administrative and personnel responsibilities.

SUPERVISION RECEIVED AND EXERCISED
This is a first line supervisor classification that provides direct supervision over assigned clerical and technical staff. General direction is provided by the Police Support Operations Manager.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Lead and supervise a team of records technicians and administrative staff to implement departmental goals, objectives, policies, procedures and priorities; maintain a safe work environment; recommend and coordinate corrective actions; and schedule staff.
- Perform highly complex record keeping and tasks related to police functions by using automated and manual systems.
- Process, review and report complex National Incident-Based Reporting System (NIBRS) data.
- Supervise, train and operate the department record management system, which include California Law Enforcement Telecommunications System (CLETS), Criminal Justice Information Services (CJIS), National Crime Information Center (NCIC), the Turlock Police Department Records Management System and other federal, state and local law enforcement records systems and reports.
- Process and provide custody and security of various records; file historical information, lists, certificates, contracts, agreements, claims, or other specialized documents or data related to assigned program area.
- Manage and maintain the police Records Management System including installation, configuration, and upgrade of system.
- Coordinate resolution of technical problems and system changes; and engage with vendors to resolve issues.
- Supervise RMS, CLETS, Warrants, and all criminal records processes performed within the Records Unit.
- Assign, coordinate, supervise, and evaluate the work of assigned personnel for the most effective utilization of available personnel.
- Manage clerical procedures and incoming/outgoing information and records.

- Develop, coordinate and conduct training programs. Perform research, compile data, and produce reports related to public information requests, crime statistics, and other related subjects.
- Monitor the quality of data entry.
- Receive, document, investigate and process complaints and provides information to the public, City departments, and other agencies.
- Testify in court.
- Ensure confidentiality of information is maintained according to applicable laws, rules, regulations, and administrative orders.
- Represent the department at meetings and/or serves as liaison with other criminal justice agencies involving records issues.
- Build and maintain respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of customer service; and provide effective conflict resolution.
- Apply laws, regulations, policies, and procedures related to the security, processing, maintenance, storage and destruction of records.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Required training and certification requirements related to assigned program area.
- Principles and practices of supervision, staff selection, training and personnel management.
- Experience classifying and coding police reports using regulatory standards
- A variety of law enforcement records systems.
- City and Police department policies, rules, regulations, labor agreements, and procedures
- Laws, codes, and regulations relevant to police operations and confidentiality.
- Technical and operational aspects of assigned function or program area.
- Statistical methods and principles.
- Modern office procedures and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Budgeting procedures and techniques.
- Principles of effective record, file and archival management.
- Principles of effective time management.
- Safe work practices and regulations.
- Principles of conflict resolution and excellent customer service.
- Provisions, principles and practices of municipal structure and organization.
- Applicable federal, state and local laws, regulations and guidelines.
- Modern techniques for proper maintenance and destruction of police records and other documents.
- Requirements and processes for Live Scan Fingerprint Program and Live ID.
- Stays current with laws related to records retention, records release, records destruction, and records management.
- Customer service techniques.

Ability to:

- Interpret laws, regulations, and procedures and to ensure compliance in all areas and responsibilities.
- Compile information for statistical reports.
- Establish and maintain tactful, courteous, and effective working relationships with others.
- Provide supervision.
- Manage multiple priorities, organize workload and meet strict deadlines.
- Identify and resolve problems.

- Make effective decisions.
- Take appropriate action in a variety of work situations.
- Understand and comply with complex state and federal regulations, laws, codes, policies as related to assigned program area.
- Understand City processes and procedures and specific requirements of assigned program area.
- Work with and control sensitive and confidential information and assure security for assigned program area.
- Create and maintain accurate and detailed record keeping systems.
- Facilitate and coordinate meetings and trainings.
- Develop and implement policies and procedures.
- Plan, initiate, manage and complete complex and multiple simultaneous work assignments or projects with a minimum of direction.
- Lead, manage, evaluate and train personnel effectively.
- Organize, implement and supervise assigned program goals and City objectives.
- Use computer and needed programs in a highly effective manner.
- Organize, analyze, manage and implement a variety of programs.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.
- Successfully complete a Peace Officer Standards and Training (POST) Certified Civilian Supervisory Course.
- Available to work shifts, weekends, holidays, nights and evenings.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three years of increasingly responsible technical, administrative or analytical experience in a public safety agency in related function areas or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities. One of the three years of experience shall be in a lead or supervisory capacity.
Training:
Possession of an Associate's Degree from an accredited institution in public or business administration or a related field.
Possession of a Bachelor's Degree in public or business administration or a related field is desired.

Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required as the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: February 11, 2025- Resolution No. 2025-026

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

POLICE RECORDS TECHNICIAN, SR.

DEFINITION
To perform a variety of complex duties related to the activities of Police Services in providing police records to the public and law enforcement agencies, properly processing records for filing and retrieval purposes, and performance of clerical duties.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is an advanced journey level class in the police services clerical/records series. This classification is distinguished from the Police Records Technician by the more complex, responsible and sensitive duties assumed related to functioning at the level impacting broader records operations and greater consequence of error in completing assigned tasks.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by higher level police supervisory positions.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Type, process, record, and file a variety of Police records, reports and materials; collect and compile relevant data.
- Prepare and process a variety of Police records forms, related to Police Department procedures.
- Prepare and process police reports and various permits.
- Assist departmental personnel and the public in person and by phone, performing record checks, issuing permits and collecting fees, and receiving reports and complaints from citizens.
- Process and respond to inquiries from the public, departmental staff, and other agencies in person, electronically, and by telephone; forward inquiries to appropriate personnel; respond to inquiries for information regarding police reports and other matters; ensure that the release of records follows state, federal, and local laws.
- Perform a wide variety of technical and clerical duties in support of departmental operations including those related to collecting, indexing, processing, maintaining, retrieving, copying, and distributing technical and confidential law enforcement data and information including police reports, citations, warrants, protective orders, and subpoenas.
- Process and distribute crime, incident, arrest, and accident reports, warrants, subpoenas, follow-up requests, and related paperwork to various agencies including departmental staff, other local and state law enforcement personnel, insurance companies, and other agencies and organizations; process and distribute police reports and criminal complaints to the District Attorney's Office.
- Utilize computers to enter, modify, and retrieve data; perform records and warrants checks.
- Research, collect data, and prepare a variety of statistical and written reports.
- Provide training and supervision to clerical personnel.
- Review and process requests related to a variety of issues including the California Public Records Act, and Adult and Juvenile Sealings.
- Create and edit Standard Operating Procedures.
- Process, input and maintain records data into a variety of databases, including records, law enforcement, geographical, dispatch, and other systems.

- Compile and total public safety statistics; conduct comparative statistical analysis of computer-generated reports to ensure accuracy of information; prepare state and federal mandated reports.
- Process a variety of warrants, including criminal, bench, and Ramey warrants, as well as abstracting and maintaining records on warrants served.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Customer service principles and practices.
- Interpret, explain, and apply applicable Federal, State, City and Department policies, procedures, rules, and regulations.
- Assembling, coding, recording, and summarizing a variety of data as it relates to the police function.
- Organization, procedures, and operating details of law enforcement agencies.
- Principles, codes, regulations, and laws governing police, recreation and neighborhood services.
- Principles of office management, supervision, training and evaluation.
- Criminal justice procedures.
- Modern office procedures, practices, techniques, and equipment.
- Data management including principles of record keeping, automated information systems, and processing confidential and complex data.
- Evidence, subpoena and document processing.
- Principles and practices of record retention.
- Proficient use of Microsoft Word, Excel, and PowerPoint, Outlook as well as the CAD system (Computer Aided Dispatch), RMS (Records Management System) and their functions.
- City practices and procedures.
- Research techniques and procedures.

Ability to:

- Exercise good judgment in maintaining critical and confidential information, records, and reports.
- Effectively perform processing of police reports and various permits.
- Effectively maintain and process the work of police services clerical support.
- Accomplish complex tasks on an independent basis.
- Understand the organization and operation of the City, and of outside agencies, as necessary, to assume assigned responsibilities to include the ability to analyze and enforce laws.
- Follow verbal and written instructions.
- Prioritize and organize multiple projects and assignments, work in a complex work environment with deadlines, shifting priorities, and frequent interruptions
- Meet critical deadlines.
- Communicate clearly and concisely, verbally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Train and supervise subordinate clerical personnel.
- Compile and maintain complex and extensive records, including financial data; prepare reports.
- Make accurate decisions relating to confidential records and information.
- Work various shifts as assigned.
- Type at a speed of 35 words per minute net corrected.

Experience and Training Guidelines

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

Experience:

Three years of experience as a Police Records Technician or in a position comparable to a Police Records Technician with the City of Turlock or a similar law enforcement agency.

Training:
Possession of a High School diploma or GED Certificate and a minimum of twenty (20) accredited college units at time of appointment.
An Associate's degree from an accredited college or university in criminal justice, public administration, or a related field is desirable.

Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver's License is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read instructions, read fine print and view computer screen; hear well enough to converse on the telephone and in person assisting customers; use of hands and fingers for use of computer keyboard, copy machine, filing, writing and answering telephones.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: February 11, 2025- Resolution No. 2025-026

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

POLICE RECORDS TECHNICIAN

DEFINITION
To perform a variety of moderately complex clerical duties related to the records activities of the Police Department in providing police records to the public and law enforcement agencies and properly processing records for filing and retrieval purpose.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the entry level class in the police services clerical/records series. This classification is distinguished from the Senior Police Records Technician in that the latter is assigned more complex assignments with a greater level of independence.
Police Records Technician may be used as a training class for advancement to the Senior Police Records Technician level.

SUPERVISION RECEIVED AND EXERCISED
Immediate supervision is provided by higher level police supervisory positions.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Type, process, record, and file a variety of Police records, reports and materials; collect and compile relevant data.
- Prepare and process a variety of Police records forms, related to Police Department procedures.
- Process and respond to inquiries from the public, departmental staff, and other agencies in person, electronically, and by telephone; forward inquiries to appropriate personnel; respond to inquiries for information regarding police reports and other matters; ensure that the release of records follows state, federal, and local laws.
- Process, record and route calls for service to dispatch.
- Interpret, explain, and apply City and department policies, procedures, rules, and regulations.
- Respond to internal and external customers on a variety of issues, including performing record checks, issuing permits, collecting fees, and processing reports and complaints.
- Enter, maintain, retrieve and route data, reports, and information into and from a variety of automated law enforcement records systems; enter police reports and citations including names, vehicle information, charges, property, dispositions, classification of charges, and other information as needed.
- Prepare certified copies of reports and documents for department personnel, District Attorney, courts and other government agencies, as specified by law and department policy.
- Accurately route time sensitive reports to protective service agencies
- Perform records and warrants checks.
- Research, collect data, and prepare a variety of statistical and written reports as required.
- Train new clerical personnel.
- Release vehicles to registered owners, legal owners, and the victims of stolen vehicles.

- Collect fees for vehicle releases, copies of reports, parking citation fines, citation sign offs, records checks, and other matters; prepare and issue receipts; maintain appropriate ledgers and balance register.
- Process and distribute crime, incident, arrest, and accident reports, warrants, subpoenas, follow-up requests, and related paperwork to various agencies including departmental staff, other local and state law enforcement personnel, insurance companies, and other agencies and organizations; process and distribute police reports and criminal complaints to the District Attorney's Office.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Organization, procedures, and operating details of law enforcement agencies. Principles, codes, regulations, and laws governing records management.
- Modern office practices and computer equipment including computer hardware and software.
- Correct English usage, spelling, punctuation, vocabulary, and grammar
- Filing, indexing and cross-referencing methods and systems.
- Customer service practices and techniques.
- Criminal justice procedures.
- Modern office procedures, techniques, and equipment, including principles of record keeping and automated information systems including a variety of office software.
- Research techniques and procedures.

Ability to:

- Learn and properly interpret related California Codes, public records acts, penal and vehicle sections.
- Effectively maintain accurate record keeping and process the work of major police records and clerical support operation.
- Understand the organization and operation of the City, and of outside agencies.
- Follow verbal and written instructions.
- Process applicants for City permits and licenses.
- Ability to courteously and concisely respond to community issues, concerns, and needs in person, electronically, and on the phone.
- Communicate clearly and concisely, orally and in writing.
- Effectively communicate with internal and external customers.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Work in a fast-paced work environment with public contact; exercise good judgment and make sound decisions in a variety of situations.
- Train subordinate clerical personnel.
- Read, understand, and review documents for accuracy and relevant information.
- Compile and maintain complex and extensive records, including financial data; prepare reports.
- Type letters, forms and reports, review documents for errors or omissions.
- Work various shifts as assigned.
- Type at a speed of 35 words per minute net corrected.
- Maintain confidential criminal records pertaining to law enforcement activity.

Experience and Training Guidelines

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

Experience:

One year of experience performing general clerical work. Clerical experience working in a law enforcement agency desired.

Training:

Possession of a High School diploma or GED Certificate.
An associate's degree from an accredited college or university in criminal justice, public administration, or a related field is desirable.

Licenses:

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver's License is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read instructions, read fine print and view computer screen; hear well enough to converse on the telephone and in person assisting customers; use of hands and fingers for use of computer keyboard, copy machine, filing, writing and answering telephones.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: February 11, 2025- Resolution No. 2025-026

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

POLICE SERGEANT

DEFINITION
Under direction performs field supervision of patrol activities, supervises and personally performs investigative work and performs assigned administrative activities in carrying out the directions of the Chief of Police.

This classification is assigned to the Turlock Associated Police Officers bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This class is the first level of supervisor in the law enforcement series. An incumbent in this class supervises Officers engaged in a well-defined departmental activity on a daily operational basis. Incumbents perform a full range of supervisory and training activities.

SUPERVISION RECEIVED AND EXERCISED
Under direction of the Police Captain, Police Lieutenant, or other management as directed by the Police Chief. Position. Provides general supervision to Police Officer I and II.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- As Watch Supervisor, oversees the patrol and law enforcement activities during an assigned shift.
- Inspects, gives instructions to, and assigns beats to Police Officers.
- Maintains discipline and insures that Department rules and policies are followed.
- Assists Officers in follow-up investigations and may personally participate in investigations, including the routine gathering of evidence, questioning of witnesses, and apprehension of suspects.
- Insures that Police Officers are dispatched to the scenes of crimes, accidents, and other emergency situations, and assists on these calls where required.
- May participate in all normal patrol activities, including enforcing local and State laws, issuing citations, making arrests, administering first aid, and transporting prisoners.
- Assists Officers in preparing reports in cases for trial and may personally appear in Court to present evidence and testimony.
- Gives information and directions to the public.
- Conducts in-service training and writes reports of performance for employees assigned to their supervisor.
- Prepares reports of shift activity.
- Conducts complete and detailed investigation of crimes.
- Reviews all investigation and other activity reports and makes recommendations and suggestions to Officers.
- Arranges for out-of-town follow-up investigations.
- Coordinates investigations involving several Officers.
- Interviews victims, complainants and witnesses.
- Interrogates suspects, photographs crime scenes, obtains latent prints, and secures other evidence.

- Prepares complete reports of investigation and testifies and presents evidence in Court.
- Assists in the training of subordinate Officers in proper investigation techniques.
- Contacts and cooperates with other law enforcement agencies in matters relating to the investigation of crimes in the apprehension of offenders.
- May conduct follow-up investigations, and may personally participate in background investigations, as directed.
- Insures that Police Officers are dispatched to scenes of crimes, accidents, and other emergencies.
- Supervises prisoner care and transportation.
- Attends meetings, seminars and classes, as directed by the Commander, carrying out State Law and Department policy as they pertain to records security.
- Provides liaisons to the Court and District Attorney's Office.
- Provides investigation and recommendation to the City for issuance of all permits and licenses requiring Police authorization.
- Maintains, facilitates and participates actively in the achievement of the Turlock Police Services mission goals and values.
- Promotes, encourages and employs problem solving concepts.
- Develops and maintains cooperative relationships with other Departments and agencies.
- Actively promotes strategies to develop positive relationships with community youth.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern police methods and procedures, including patrol, crime prevention, and traffic control.
- Criminal law, with particular emphasis on apprehension, arrest, and custody of persons accused of misdemeanors and felonies.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in Court.
- Criminal investigation techniques and procedures, including crime scene investigation, interrogation, fingerprinting and photography.
- Recent Court decisions on arrest procedures and the handling of suspects and prisoners.
- Principles of supervision and training.
- Use and care of firearms.

Ability to:

- Subscribe to and incorporate the philosophy of community Policing, toward achieving the organizational mission statement.
- Gather, assemble, analyze, and evaluate facts and evidence.
- Draw logical conclusions from information and make proper recommendations.
- Interpret and apply laws and regulations.
- Analyze situations quickly and accurately and take effective courses of action.
- Schedule, organize, and supervise the work of subordinates.
- Demonstrate keen powers of observation and memory.
- Prepare clear, concise, and comprehensive written reports.
- Meet established standards of physical endurance, agility, and vision.
- Establish and maintain cooperative relationships with those contacted during the course of work.

Experience and Training Guidelines

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

Experience & Training:
One year of Special Assignment with TPD.
AND
60 College Semester Units with 5 years of experience as a PO II with TPD; Supervisory experience, either 4 years as an FTO or 2 years as Police Corporal or 2 Years as a Police Detective with TPD
OR
Possession of Bachelor's degree from an accredited college or university in law enforcement or related filed and 5 years' experience as a PO II with TPD.

Licenses:
Possession of an appropriate, valid California driver's license at the time of appointment, to be maintained as a condition of continued employment.
Possession of a P.O.S.T. Advanced Certificate

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain Physical ability and stamina to meet police and safety standards including: See well enough to drive vehicles under emergency conditions, make valid identifications, use firearms, detect hazardous situations, write legible reports; Hears and speak well enough to converse on the radio, telephone and in person over incident noise, to be alert to situations of danger; bodily mobility to make rapid transitions from rest to near maximal exertion without warm-up periods, stamina and endurance necessary in the apprehension of combative suspects, use of hands and fingers to write, to utilize safety gear, and drive vehicles under emergency conditions; ability to distinguish hazardous odors; must be able to lift equipment as necessary

FLSA Status: Non-exempt
Bargaining Unit: TAPO

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

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Date

City of Turlock

POLICE SUPPORT OPERATIONS MANAGER

DEFINITION
Under general direction of the Chief of Police manages the Communications, Records and Business Units, and related non-sworn functions of the Police Department.

This position is assigned to the Management Bargaining Unit for labor relations purposes and is considered exempt under FLSA.

DISTINGUISHING CHARACTERISTICS
This is a management classification responsible for the supervision of divisional organizational component(s) and programs/functions within a department as determined by the Department Director (Chief), City Manager, and City Council. This position interprets and applies policy direction for assigned program/functional area and exercises independent judgment in confidential and sensitive areas. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, and related regulating entities.

Oversees, leads and directs technical, financial, statistical and other analytical support, research and special project management; supervise sensitive, confidential specialized record maintenance; oversee and ensure legal compliance and budgetary expenditures; and supervises administrative, account or other technical staff and functions. Oversees the acquisition, maintenance, and enhancement of technical communication, records, and other automated systems; and provides highly complex staff assistance to the Chief of Police.

SUPERVISION RECEIVED AND EXERCISED
General direction is provided by the Chief of Police or the Chief's designee. The incumbent provides direct supervision to subordinate level managers, supervisory, technical, or clerical staff within assigned support service area.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Provide specialized support services and supervision within assigned area.
- Respond to inquiries from the public, other City departments, and other agencies, including public records requests.
- Perform research, compile data, and conduct studies.
- Manage police record management system, ensuring securing and custody or records.
- Prepare a variety of technical reports, including reports for City Council; develop, recommend, implement, and document policies and procedures.
- Conduct audits and prepare research reports.
- Manage, prepare, and implement departmental budgets, including forecasting funds, making mid-year adjustments, and approving expenditures.
- Coordinate grant requests, ensuring compliance with requirements and regulations.
- Coordinate and present before various groups, including City Council, commissions, boards, committees, task forces, and on and off-site public meetings.

- Manage the Business Unit staff including procurement, maintaining records, coordinating department business travel and accounting.
- Oversee payroll process; provide required employee notices related to payroll; ensure payroll is accurate and timely and meets all legal requirements.
- Provide and coordinate training and development.
- Supervise staff, conduct performance evaluations, investigate workplace conduct, and implement corrective and disciplinary actions.
- Build and maintain respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provide effective conflict resolution.
- Model professional conduct, ensure confidentiality, and comply with City policies and procedures, labor laws, and MOU provisions.
- Attend meetings and trainings; engage with outside agencies and commissions; participate in teams or committees.
- Ensure compliance with workplace safety standards and legal requirements.
- Implement City Council directives and maintain relationships with stakeholders.
- Manage and coordinate special projects with City wide impact.
- Oversee implementation of the communications system enhancements.
- Oversee operations of Property/Evidence and Live Scan Fingerprint Program.
- Maintain and upgrade police department technology and databases.
- Oversee Police Records Unit, process and produce required police reports and records. Review, track and reconcile departmental expenditures.
- Develop guidelines regarding internal operational procedures.
- Estimate project costs and fees.
- Analyze operational data, evaluate trends and make recommendations regarding policy changes.
- Prepare technical reports for City Council and State agencies.
- Coordinate and administer special programs and projects.
- Assist the Chief of Police in overseeing and managing Chief's office staff, Staff Services Assistants, and Background Unit.
- Confer with and makes recommendations to the Police Chief regarding projects and programs and assist in the development and implementation of City's strategic plan.
- Consult, confer and coordinate with City departments, citizens and officials regarding issues.
- Oversee other activities or work group as required by staffing vacancies or as directed by the Chief of Police.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern principles, practices and techniques of a municipal police department and emergency dispatch services.
- Required training and certification requirements related to assigned program area.
- Technical and operational aspects of assigned function or program area.
- Statistical methods and principles.
- Modern office procedures, and methods including computer equipment, word processing, spreadsheets, databases, presentations, and other specialized software applications, and internet and electronic communication usage and methods.
- Principles of financial record keeping and reporting; auditing; technical report writing and grant writing.
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training, and personnel management.

- Principles of effective record, file and archival management related to area of assignment.
- Principles of effective time management.
- Safe work practices and related regulations.
- Principles of conflict resolution and excellent customer service.
- Provisions, principles, and practices of municipal structure and organization.
- Applicable federal, state and local laws, regulations, and guidelines.
- Modern techniques for proper maintenance and destruction of police records, property and evidence; requirements and processes for Live Scan Fingerprint Program and Live ID.
- Current technology in voice, data, 9-1-1, CAD, RMS, and MDC communication and information systems.
- Laws related to records retention, release, destruction, and management.

Ability To:

- Formulate, organize and manage sound policy effectively in police records, communications, and Business units.
- Interact effectively with residents and employees to achieve positive outcomes.
- Implement City Council directives.
- Delegate authority and responsibility as well as schedule and program work.
- Plan, initiate, manage complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines.
- Manage, organize, and direct assigned units within the Division
- Lead, manage, evaluate and train personnel effectively, and maintain discipline.
- Organize, implement, and direct goals within City objectives.
- Manage, project, and administer a budget.
- Understand and comply with complex state and federal regulations, laws, codes, policies as related to assigned program area.
- Perform research; compile and analyze data and prepare technical reports.
- Understand City processes, procedures and program-specific requirements.
- Diagnose and troubleshoot complex problems and provide and coordinate appropriate solutions.
- Work with and control sensitive and confidential information and assure security for assigned program area.
- Create and maintain accurate and detailed record keeping systems.
- Manage, organize, and direct a Records and Communications functions.
- Develop and implement policies and procedures.
- Estimate, track, and project revenues and expenditures.
- Plan, initiate, manage, and complete complex and multiple simultaneous work assignments or projects with a minimum of direction.
- Demonstrate insight and creativity in identifying trends and problems; and in analyzing and developing effective solutions.
- Research and write complex loan, grant, and program documents and monitor processes.
- Oversee contracts and legal agreements for requirements and compliance.
- Work irregular hours, which may include late night meetings.
- Organize, implement, and supervise assigned program goals and City objectives.
- Use computer and needed programs in an effective manner.
- Organize, analyze, manage, and implement a variety of programs.
- Prepare, forecast, and administer a budget.
- Establish and maintain respectful, effective, and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically, and in writing.

Experience and Training Guidelines

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

Experience:

Three years of increasingly responsible technical, administrative or analytical experience in a public agency in related function areas or any experience that would have provided the opportunity to develop the required skills, knowledge, and abilities. One of the three years of experience shall be in a lead or supervisory capacity.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with significant course work in the areas of Business Administration, Public Administration, or related fields.

Licenses:

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required as the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: June 24, 2025- Resolution No. 2025-121

Approved: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PRINCIPAL HUMAN RELATIONS ANALYST

DEFINITION
Under direction, plans, organizes, and supervises a program area or areas within the Human Relations Department; performs highly complex professional, technical, and analytical work, to implement the City's Human Relations programs. An incumbent may be assigned to one or several of the following program areas: recruitment, selection, classification, compensation, benefits and leaves management, payroll management, retirement, workers' compensation, employee and labor relations and other related programs.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is an advanced journey-level classification that is responsible for a wide range of the most complex human resources activities. This classification has responsibility for analyzing, organizing, and implementing initiatives related to the program area(s) assigned. The effective performance of the duties and responsibilities of this position requires the ability to work independently with minimal supervision, exercise sound judgment in analyzing complex programs, and formulate important recommendations with far-reaching consequences. This class is distinguished from the Human Relations Analyst class by its responsibility handling the more difficult assignments and providing first-line supervision to professional, technical and/or support staff.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by the Human Relations Director; provides general management and supervision to professional, technical, or support staff as assigned.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plan, organize, lead, and control the work of professional, technical, and/or support staff involved in the program areas assigned.
- Develop procedures and recommend policies for assigned areas; and identify and implement improved methods of operation.
- Supervise the activities of subordinates including employee selection, training, instruction, task assignment, work review, performance evaluation and administration of progressive discipline as needed.
- Ensure close coordination with other City departments and affected outside groups.
- May assist with presentations before various groups, including City Council, and professional and public meetings, as needed.
- Assist with administration of the operational functions of the city memorandum of understanding, retirement, benefits, and deferred compensation programs in accordance with established policies, regulations, and requirements.
- Answer questions; provide information to the public; recommend corrective actions; investigate, reports, document and resolve complaints; and maintain high standards necessary for efficient, professional operations.

- Build and maintain respectful, positive working relationships with staff, supervisors, outside agencies, and the public using principles of good customer service; provide effective conflict resolution, as needed.
- Model appropriate professional conduct; maintain appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Serve as a liaison for the department with other City departments, divisions, and outside agencies; attend meetings in various locations; may provide staff support to commissions, committees, and task forces; may participate in community events and workshops that provide public information regarding departmental programs, projects, and services.
- Provide highly complex staff assistance to the assigned management staff; develop and review staff reports, and other necessary correspondence related to assigned activities and services.
- Oversee and participate in developing, receiving, reviewing, and processing information for a variety of reports and records.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field; research emerging products and enhancements and their applicability to City needs.
- May assist in administration of retirement plans (457, 401a, RHS) including committee participation.
- Perform related duties as assigned.

When assigned to the Human Relations functions:

- Administer the Applicant Tracking System
- Develop, evaluate, and validate selection instruments such as written, oral, and/or performance examination activities.
- Conduct position classification studies, including audit and analysis of positions and classifications.
- Prepare and revise classification specifications including preparation of related documentation necessary for formal adoption.
- Participate in recruitment and selection activities; make recommendations for appointment of new staff; assists with staff orientation and training.
- Conduct salary and employee fringe benefit surveys, analyze data, and recommend adjustments and internal relationships.
- Assist with the management of City self-insurance plans including health insurance and workers' compensation benefits.
- Assist in the resolution of employee disciplinary and grievance complaints.
- Assist in the development and implementation of negotiated labor agreements.
- Assist with the administration of formally adopted health, retirement, workers' compensation, drug & alcohol, bloodborne pathogens and employee incentive programs.
- Provide assistance to City Departments and employees on human resources problems, staffing and organizational needs, the interpretation of human resources policies and procedures, and in resolving human resources problems.
- Provide orientation for new employees on City operations and a variety of human resources, retirement, and benefit programs.
- Provide career advice and counseling to individuals and groups.
- Development and administration of HR contracts and professional services agreements including communication with vendors regarding terms, conditions and requirements.

When assigned to the Payroll functions:

- Manage and participate in all activities related to the City's payroll function, including, but not limited to, the administration of the City-wide time-and-attendance system, preparation and review of quarterly and annual tax reports and returns, implementation of periodic City-wide salary and benefit changes, preparation of a variety of reports, schedules, and reconciliations and providing

them to the auditors, and ensuring compliance with applicable Federal, State, and local laws, rules, and regulations.
- Direct the processing and reviews and/or approves payroll batching reports, error reports, payroll registers, payroll warrants and ACH requests, tax deposits, tax tables, periodic tax returns and reports, personnel action forms, employee timecards, annual paid-time-off accruals and payoffs, annual W-2's, rate schedules, pay period tables, and position control labor distribution lists.
- Serve as plan administrator for a variety of retirement plans including CalPERS, deferred compensation, and retirement health savings, reviewing and approving funds transfers and new enrollments; direct the implementation of annual open enrollment changes to benefit premiums.
- Manage and implement changes in the payroll and timekeeping systems as needed due to required or necessary changes.
- Oversee and participate in the input of payroll, payroll tables, personnel, and related data into an assigned computer system; maintains various automated records; initiate queries and generate computerized lists and reports; assure accuracy of input and output data.
- Complete Federal and State reporting requirements including labor, wage, and demographic data for various agencies including the OSIP, EEOC, Social Security, USBLS, and the State Controller.

QUALIFICATIONS:

Knowledge of:

- Fundamental principles and practices of public human resources management including practices, methods, and techniques related to one or more of the program areas of recruitment, selection, classification, salary, payroll administration, career development, equal opportunity, benefit and leaves management, labor relations, and retirement programs.
- Public agency administration.
- Federal, State, and local laws and regulations relating to human resources and payroll management.
- Principles of organization and management.
- Research methodology, including statistical analysis and report writing.
- Principles of employee supervision, career development techniques, methods, and training.
- Knowledge of computer applications such as Microsoft Office Suite, HRIS, ERP, benefits administration systems, and applicant tracking systems.
- Modern methods of records management.
- Principles and practices of supervision, staff selection, training, and human resources management.
- Safe work practices and related regulations.
- Written and oral communication techniques including knowledge of English composition, spelling, grammar, report writing and formal presentation practices.
- Principles and practices of budget preparation and administration.
- Principles of public speaking, conflict resolution and excellent customer service.

Ability to:

- Plan, organize, direct, review and supervise the work of self and others.
- Delegate authority and responsibility effectively.
- Perform professional, technical human resources and payroll management analysis including the preparation of complex analytical reports and documents.
- Interpret and apply pertinent complex laws, rules, regulations, policies, and guidelines.
- Analyze facts and make strong recommendations.
- Establish and maintain cooperative working relationships with elected officials, administration, other employees, and the general public.
- Prepare completed staff work and present ideas effectively orally and in writing.
- Lead, supervise, evaluate, and train personnel effectively and maintain discipline.

- Organize, implement, and supervise departmental goals and City objectives.
- Use computer and needed programs effectively.
- Work with and control sensitive, confidential information.
- Organize, analyze, manage, and implement a variety of assigned programs. Establish and maintain respectful, effective, and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Four (4) years of increasingly responsible administrative, analytical, or technical work in a human resources system including one year of supervisory or lead responsibilities that would have provided the opportunity to develop the required skills, knowledge and abilities.
Training:
Possession of a Bachelor's degree from an accredited college or university in the areas of public administration, business administration, accounting, human resources management or related fields; preferably including course work in the area of human resources management.
License:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver's license thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard, copy machine, filing, writing, drive vehicles and answer telephone.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PUBLIC AFFAIRS ANALYST

DEFINITION
Under general supervision performs administrative functions in the development and administration of community relations and public information programs with regard to public safety issues; provides strategic public affairs direction and serves as a public relations resource; promotes and creates awareness of the operations and objectives of public safety through public outreach, education programs, and marketing strategies with the use of a variety of media methods. Assists with Internal Affairs Investigations in a support role as deemed appropriate by the Supervising Lieutenant.

This position is designated as Confidential for Labor Relations purposes and is subject to overtime assignments evening and weekend assignments.

DISTINGUISHING CHARACTERISTICS
This non-sworn class performs public and community relations activities. Most assignments and issues are carried out with considerable independence under general management direction. There are regular contacts with elected and appointed officials, the various media, staff, citizens and a variety of other customers. These contacts require tact, discretion and persuasion. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, and related regulating entities.
This position does not investigate in any manner, sworn or non-sworn personnel for any purpose or reason.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by a designated Lieutenant or other designee at the direction of the Chief of Police.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Develop, write, edit, design, produce and distribute various communication materials including newsletters, brochures, fact sheets, press releases, articles, multi-media presentations, correspondence, reports, speeches, and special publications.
- Evaluate and administer public information and media communications with regard to public safety issues.
- Support the Professional Standards Unit by processing permits as directed by the supervising Lieutenant,
- Serve as a representative for special events occurring in the city, coordinating compliance and communication with necessary regulatory agencies including but not limited to Alcohol Beverage Control and the Department of Cannabis Control.
- Assist the Professional Standards Sergeant with ensuring department training and training compliance.
- Assist in developing / modifying department policy.
- Respond to inquiries and requests for information from the media, government agencies, City staff, and members of the public.
- Research, compile, and prepare reports, and documentation on program activities; evaluate and analyze the effectiveness of communications programs and implement changes, as needed; maintain records of program findings and corrective actions; prepare periodic status reports.

- Confer with divisions and units on initiatives, programs, and projects; provide guidance and direction regarding strategic communication planning and implementation.
- Coordinate major press events, media management, and public outreach for public safety events and issues.
- Create pro-active relationships with members of the local media and serve as the staff's contact person with the media.
- Provide direction and counsel on emerging and urgent communications issues; recommend responses; assist with media and public relations issues.
- May serve as the City's Public Information Officer during citywide emergencies to develop and direct emergency information to the media, City employees, and the general public.
- Recommend vendors; recommend design, color, graphics, and appropriate media in accordance with budget.
- Plan and coordinate video presentation projects using script-writing techniques; plan, manage, and develop content for the production of video, audio, and commercial artwork for a variety of print, online, and multimedia publications, and work products.
- Maintain the content of the Police Department's website ensuring accuracy, consistency, and quality by coordinating the resources of various departments.
- Represent the City at public meetings or community events, as required.
- Represent the communications function to committees, outside organization, and staff subcommittees, as necessary; coordinate department communications activities with outside agencies and other City divisions and departments.
- Ensure sensitive and controversial matters are managed in a discreet and professional manner.
- Ensure the Department's website and social media pages are current and relevant, and that Department accomplishments are highlighted and reported to appropriate media sources.
- Attend Police Department functions and activities for media content. Ride along with Patrol.
- Develop and enhance branding of Police Department.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Train others in media relations.
- Process applicable permits.
- Serving as a Police representative for special events occurring in the city.
- Assist with ensuring department training and training compliance to include preparing annual training plan, tracking / processing school requests as well as coordinating in service training days.
- Observe and maintain a safe working environment in compliance with established safety programs and procedures.
- Assisting with department policy adherence and issuance.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Police policies and procedures; California Government Code sections applicable to public safety officers' procedural bill of rights.
- Principles and practices of public relations, media, marketing, and advertising.
- Public information and community relations program development and implementation.
- Effective methods for preparing and presenting facts and information to the public and the media, including formatting of materials for publications and news releases.
- Writing and editing techniques for a variety of audiences.
- Research and problem-solving techniques.
- Multiple social media platforms.
- Pertinent federal, state, and local laws, codes, rules, and regulations.

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

Ability to:
- Perform professional public information duties to promote and market safety services and programs.
- Understand police principles relating to policy and training requirements.
- Exercise independent judgment in identifying and responding to request for information from the media and public.
- Effectively function under multiple deadlines.
- Interpret, explain, and apply City and department policies, procedures, rules, and regulations.
- Present complex information in a clear and understandable manner.
- Write, edit, design, and photograph.
- Establish and maintain effective working relationships with those contracted in the course of work.
- Communication effectively, both orally and in writing.
- Public speaking.
- Operate office equipment including computers and supporting work processing, spreadsheet, and database applications.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Two years of increasingly responsible experience involving the development and execution of broadcast journalism, public information; marketing programs, press releases development, and/or social media outreach; OR four years of any work experience in a Law Enforcement agency comparable to the City of Turlock, as it relates issuing permits, clerical support, and coordinating training.
Training:
Graduation from high school or possession of a GED; and within 36 months of appointment: possession of an Associate's degree from an accredited college or university with major course work in business/public administration, criminal justice, or related field.
Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position will be required at the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the required physical abilities: See well enough to drive a vehicle; hear and speak well enough to converse on the telephone and in person; communicate clearly without amplification; bodily mobility to move rapidly from one area to another sometimes over rough terrain; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; stamina to work long hours and attend night meetings.

FLSA Status: Non-exempt
Bargaining Unit: Confidential

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PUBLIC INFORMATION OFFICER

DEFINITION
Under direction, plans, organizes, and provides direction and oversight for comprehensive public/community relations and communications programs for the City including all departments; plans, manages, implements, coordinates, and evaluates public information, community outreach, and media relations functions and activities including conducting press briefings; oversees Citywide strategic and ongoing communications, social media, and branding; prepares press releases, fact sheets, stakeholder community correspondence, publications, and newsletters; supports the goals and objectives of the City through public outreach, community engagement, education programs, and marketing strategies.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a management level classification responsible for planning, organizing, reviewing, and evaluating the day-to-day operations of the Public Information function within the City. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the City Manager or Deputy City Manager. Exercises supervision over and collaboration with assigned staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:
- Manage media inquiries and provide clear, factual, and prompt information to the community through press releases, press briefings, social media, and other communication channels.
- Build and maintain positive relationships with media outlets to effectively share City news and initiatives.
- Interface with the media and conducts/organizes press briefings; researches, writes, edits, and issues news releases, media advisories, news articles, feature stores, and public service announcements.
- Plans, manages, and oversees the daily functions, operations, and activities of the Public Information office, including outreach, customer service, public relations, and communications programs.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the office.
- Respond to inquiries and requests for information from the media, government agencies, City staff, and members of the public.
- Develop, write, edit, design, and produce various communication materials, including newsletters, brochures, factsheets, press releases, articles, multi-media presentations, correspondence, reports, speeches, and special publications

- Develops and standardizes procedures and methods to improve and continuously monitor the eff iciency and effectiveness of assigned programs, service delivery methods, and procedures.
- May assist during citywide emergencies developing and directing emergency information to the media, City employees, and the general public.
- Assess and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel.
- Develops and implements comprehensive outreach and communication programs; schedules, coordinates, and facilitates news conferences, community meetings, and City events that promote the City's services, programs, and activities and to educate and inform the public and customers.
- Collaborates with City departments, school districts, community groups, and other agencies to identify communication opportunities; utilizes the City's cable television channel and other media sources to disseminate information through community education projects; promotes public awareness campaigns and community relations' initiatives.
- Responds to media requests with information about City programs and services as well as unusual circumstances/situations of immediate public interest, including emergency information; prepares, edits and coordinates speeches, press releases, media tip sheets, brochures, flyers, pamphlets, newsletters, annual reports, articles, electronic media, and related communications.
- Oversees participation in community and special events; produces informational and promotional materials; supervises staff engaged in the production, development, publication, and broadcast of information to the public and the community; provides ongoing support and advice to City staff regarding communications to the public.
- Assists in the development and maintenance of the City's website and related social media related to public information announcements; provides guidance and oversight to other City departments regarding website and online content.
- Provides training and technical support to staff on marketing, advertising, writing, publicity, and communication strategies and policies.
- Directs the establishment and maintenance of working and official division files.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and techniques of marketing, public information, media relations, and community relations programs.
- Principles and techniques used in the conduct of an effective public information and publicity program for a department or agency;
- Principles of marketing and promotional programs.
- Current emerging communication tools;
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Modern office procedures, methods and computer equipment and word processing and software applications.

Ability to:

- Learn the process and structure of the City of Turlock.
- Plan, initiate and complete work assignments with a minimum of direction.
- Communicate clearly and concisely orally, in writing, with colleagues, managers, employees, the public, organized employee groups, and representatives of various organizations.
- Establish and maintain cooperative-working relationships in a team environment and with those contracted in the course work.
- Utilize word processing, spreadsheet and presentation computer software in an effective and efficient manner.

- Must have the ability to work a varied schedule of hours, which may include evenings, and/or weekends, as needed.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three (3) years of public relations or mass communications experience.
Training:
Equivalent to a bachelor's degree in business, public administration, or a closely related field.
License:
Possession of and the ability to maintain an appropriate, valid California Drivers License as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person, assist customers and program supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; tolerate extreme fluctuation in temperature while performing essential functions and be able to lift equipment as necessary.

FLSA Status: Exempt

Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

PUBLIC SAFETY BUSINESS ANALYST

DEFINITION
Under general supervision performs journey-level office duties, assisting with the budget process; providing a variety of administrative support; performs research, statistical, and other analytical work; supports purchasing and project management.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Public Safety Business Analyst is a non-sworn classification supporting budgeting, purchasing, travel, and general business administration.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by higher level supervisory staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist with the budgetary and fiscal control processes; project revenue and expenditures; assist with the preparation of departmental budgets; develop proformas; collaborate with City Finance; and represent the departments' interests in fiscal matters.
- Maintain accurate records of department revenue and expenditures for operational budgets and special funds.
- Investigate, analyze, develop, and prepare special studies or projects; prepare research and analytical reports.
- Support purchasing function, including vendor development, specification development, solicitation of bids, cost evaluations, and preparation of committee or council reports.
- Coordinate fiscal records management.
- Process the department's accounts payable and receivable.
- Process and track procurement card usage for the department.
- Assist with the development and administration of grants, coordinate the fiscal monitoring and reporting for grants, contracts and agreements; coordinate billing for services provided.
- Coordinate and prepare documents for the City Council.
- Assist with the preparation and processing of department payroll, including accruals, benefits and specialty pay.
- Coordinate travel for the department including course registration, lodging arrangement, and prepare per diem.
- Provide technical phone communication assistance; troubleshoot technical issues.
- Process a variety of routine administrative transactions, including cash reimbursements, business cards, insurance certificates, citation billing, and bank deposits.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of organization, administration, and business administration.
- Financial, statistical, and comparative analysis techniques.
- Principles and practices of budget preparation and administration.

- Modern office procedures, methods and computer equipment.
- Principles and procedures of financial records keeping and reporting.
- Technical report writing procedures.
- Principles and practices of purchasing.
- Principles of project management.
- Administrative research techniques, sources and availability of information.
- Methods and techniques of design for informational materials such as flyers, brochures and visual displays.
- Techniques for effectively organizing and managing multiple schedules and projects.
- Application of various labor MOU's relative to payroll processing.
- Computer software programs required to perform job duties.

Ability to:
- Learn the process and structure of City and departments.
- Learn applicable Federal, State, and local laws, codes and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze facts and make sound recommendations.
- Prepare completed staff work for oral and written communication.
- Plan, initiate and complete work assignments with minimal direction.
- Communicate clearly and concisely, both orally and in writing.
- Use and operate a personal computer with a variety of software.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Represent the City and the Department in a variety of situations.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Two years of increasingly responsible administrative and analytical experience in business administration, fiscal management, purchasing coordination, project management, or a related field.
Training:
Possession of an Associate's Degree from an accredited institution in public or business administration or a related field.
Licenses:
Possession of an appropriate, valid California driver's license at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read instructions; sufficient dexterity and hand-eye coordination to operate drafting and field surveying equipment; read fine print and view computer screens; hear well enough to converse on the telephone and in person; use of hands and fingers for use of computer keyboard, filing, writing and answering telephone; capable of clear speech; able to lift and carry objects weighing up to 40 pounds; climb stairs and ladders; stamina to work long hours and attend night meetings.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

_____
Date

City of Turlock

PUBLIC SAFETY COMMUNICATIONS ASSISTANT SUPERVISOR

DEFINITION
Under general supervision, supervises the public safety dispatch unit and provides first line supervision in the day-to-day operation of the unit.

This classification is assigned to the Turlock Associated Police Officers bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a supervisory level classification in the public communications series. Incumbents use considerable independent judgment and initiative, as well as assigning and evaluating the work of subordinate personnel.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Public Safety Communications Supervisor. Act as a first line supervisor by training and mentoring incumbents of the following classifications: Emergency Services Dispatcher Trainee, Emergency Services Dispatcher I & II, and Emergency Services Dispatcher, Lead.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Supervise, train and evaluate staff, and schedule 911 Emergency Dispatch Service staff.
- Complete performance evaluations as required on subordinate personnel assigned in Communications.
- Assist in coordination with work schedules.
- Audit and maintain criminal warrant files.
- Audit and train on all entries made into the Department of Justice CLETS system.
- Oversee training of new personnel assigned to senior staff to train.
- Compile reports of events handled, and personnel involved.
- Compile DVD reports for court on calls for service when subpoenaed.
- Maintain c**onfi**dentiality of all data from internal and external customers.
- Answer inquiries and public complaints, dispatching appropriate units or equivalent to deal with reported emergencies.
- Maintain the GEO file for the Computer Aided Dispatch System and related files.
- May be called upon to perform the duties of Emergency Services Dispatcher Lead or Emergency Services Dispatcher due to staffing shortages.
- May perform a variety of related clerical work.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern public safety related communications and emergency dispatch supervision processes, requirements, techniques, practices and equipment.

- Public safety related computer systems and software applications including troubleshooting, maintenance and usage.
- Operation of current Communications Radio System and procedural operations and policies.
- Police and Fire Emergency procedures.
- Reports available in CAD and RMS.
- Department policy and core values.

Ability to:
- Train new employees and articulate procedures covered.
- Compile daily documentation on trainees through written documentation.
- Compile information and maintain reports in CAD.
- Operate and train staff on the Department of Justice CLETS system.
- Lead, train, analyze and implement a variety of programs.
- Communicate effectively, orally, electronically and in writing.
- Work with and control sensitive and confidential information.
- Establish and maintain cooperative relationships with those contacted during the course of work.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
One year of experience as an Emergency Services Dispatcher, Lead with the City of Turlock.
Training:
Equivalent to completion of the twelfth grade and a minimum of twenty (20) units of college course work from an accredited college or university.
Successful completion of a manual internal test on procedures and equipment operation.
Successful completion of the Department of Justice CLETS required workbook.
Licenses:
P.O.S.T. Basic Dispatcher Certificate

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to view computer screen and look up codes in required manuals; read maps and fine print; hear well enough on the telephone with a headset to assist the public with emergency and non-emergency situations; use hands and fingers for touch screens, answering phones, computer keyboard, and writing; and ability to use a foot transmitter for verbal communication to field units when hands are busy typing.

The Supervising Emergency Services Dispatcher will work primarily on day shift. The incumbent is expected to fill in on swing and night shifts when training and/or staffing levels warrant additional coverage.

FLSA Status: Non-exempt
Bargaining Unit: TAPO

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PUBLIC SAFETY COMMUNICATIONS SUPERVISOR

DEFINITION
Under direction provides supervision for the Emergency Dispatch Services unit and fulfills other public safety technical support and project management assignments in functional areas such as specialized communication and software applications and equipment.

This classification is assigned to the Turlock Associated Police Officers bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a supervisory classification responsible for the supervision of discrete sub-divisional organizational component(s) and programs/functions within a department as determined by the Chief of Police. The incumbent is expected to demonstrate technical competence while working as a team member and exercise independent judgment in a number of confidential and sensitive assignments. Duties and responsibilities are performed in accordance with municipal codes, ordinances, City policy, and related regulating entities.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by Police Support Operations Manager. The incumbent provides general supervision to subordinate level clerical or technical/specialist staff in the Police dispatch services area.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Supervises, staffs, trains, evaluates and schedules 9-1-1 Emergency Dispatch Service staff.
- Provides team leadership for public safety related technology projects, changes or new equipment implementation plans.
- Performs troubleshooting 9-1-1 equipment, monitoring various technical systems, accessing equipment malfunctions, providing fixes and/or rebooting systems as necessary, maintenance, and backup functions related to the Police I-Series functions.
- Provides liaison with public safety equipment and repair vendors.
- Reboots systems and assign passwords for public safety software.
- Oversees monthly audits of DOJ computer system entries for stolen vehicles, guns, property and criminal history.
- Maintains and updates tables in the CAD software related to the records management system.
- Oversees the preparation and processing of warrants for arrest.
- Writes and documents procedures and maintains and updates 9-1-1 Training Manual.
- Prepares technical reports; documents policies and procedures; performs research
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answers questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.

- Serves as a liaison with partner agencies. Answers questions and assists with problem solving.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional supervisory conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; participates in teams, or committees, as needed. Agencies include but are not limited to DOJ, APCO, CCUG, NENA, PSAP Managers, POST, CAD Vendor Users and AMR and Life Com.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Takes an active role in public safety technology projects, including research, development and implementation.
- Acts as a liaison, coordinating repair of CAD computers and other communications equipment.
- Communications Training Coordinator. Ensures all dispatchers meet POST mandated training requirements.
- Maintains GEO file for the Computer Aided Dispatch System and related files.
- Answers inquiries and inputs emergency and non-emergency calls for service.
- Dispatches appropriate Police and Fire units. Documents CAD activity.
- Administrator of Sheriff's Office ICJIS, Probation ICJIS, Everbridge Notification Systems, DA Case Management, CAL Photo and Stan County Crimes and other future computer related systems for integration and sharing of law enforcement information.
- Oversees quarterly DOJ Wanted Person System purge updates.
- Assigns employee numbers and computer security access for police personnel.
- Performs other duties, as assigned.

QUALIFICATIONS:

Knowledge of:

- Department procedures, rules, regulations and general orders.
- Principles, practices and procedures of emergency and routine public safety communications.
- Modern public safety related communication and emergency dispatch supervision processes, requirements, techniques, practices and equipment.
- Public safety related computer systems and software applications including troubleshooting, maintenance, and usage.
- Specialized public safety communication systems including radio, pager, DVD log recorder, security camera and other devices.
- CAD and telecommunications system methods, programs and equipment as applied to police dispatching.
- City geographical features and streets.
- Understand City processes and procedures and specific requirements of assigned work area.
- Ability to manage the procurement, installation and training of employees on products used.
- Technical and operational aspects of assigned function or program area.
- Modern techniques of project management and team leadership.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Principles of record keeping and reporting; technical report writing and grant writing
- Budgeting procedures and techniques.
- Principles and practices of supervision, staff selection, training and personnel management.
- Principles of effective file management and time management

- Safe work practices and related regulations.
- Principles of conflict resolution and excellent customer service.
- Provisions, principles and practices of municipal structure and organization
- Applicable federal, state and local laws, regulations and related guidelines including those of the FCC and the DOJ.

Ability to:
- Provide technical assistance in the operation and maintenance of voice and radio communications, E911 system; troubleshoot the network systems and respond to requests for assistance from system users.
- Understand, maintain, backup, install, trouble shoot, program, repair, reboot and explain highly technical equipment and computer related applications used in assigned functions.
- Work with and control sensitive and confidential information.
- Operate efficiently in multi-tasking situations.
- Supervise the daily operations of the 9-1-1 emergency dispatch system to assure that all requirements and expected standards are met.
- Manage highly technical and complex projects related to public safety communication equipment and participate in or lead teams to implement projects.
- Understand complex state and federal regulations, laws, codes, policies and solutions in the area of law enforcement services related to emergency dispatch services and communications.
- Understand City processes and procedures and specific requirements of assigned program area.
- Work with and control sensitive and confidential information.
- Plan, initiate, manage and complete complex and multiple simultaneous work assignments with a minimum of direction.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives.
- Use computer and needed programs in a highly effective manner.
- Organize, analyze, manage and implement a variety of programs.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three years of increasingly responsible technical, administrative or analytical experience in a public safety agency in a dispatch related area or any experience that would have provided the opportunity to develop the required skills, knowledge and abilities. One of the three years of experience shall be in a lead or supervisory capacity.
Training:
Possession of an Associate's Degree from an accredited institution in public or business administration or a related field.
Possession of a Bachelor’s Degree in public or business administration or a related field is desired.
Licenses:
Possession of a valid California Driver’s License in the category necessary to perform essential duties of the position may be required at the time of appointment. Maintenance of a valid California Driver’s license and proof of automobile liability insurance is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

FLSA Status: Non-exempt
Bargaining Unit: TAPO

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

PUBLIC WORKS CONSTRUCTION INSPECTOR, SENIOR- ROADS

DEFINITION
Under direction performs complex inspections of Roads Program projects to ensure compliance with all approved plans, specifications, ordinances, rules and regulations of the City of Turlock; enforces applicable safety standards and regulations; maintains records and prepares reports pertaining to projects inspected; enforces encroachment permits.

This classification is assigned to the miscellaneous bargaining unit for labor relations purposes and is subject to overtime, evening, and weekend assignments.

DISTINGUISHING CHARACTERISTICS
This is an advanced journey level classification in the Construction Inspector series. Individuals working in this classification are expected to perform the full range of inspection activities including quality control, quality assurance, record management and handle the more complex inspections. Positions in this classification are normally filled by advancement from the City of Turlock Public Works Construction Inspector classification.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Roads Program Manager or designee. Exercises no supervision. Individuals may provide technical expertise and direction to less experienced individuals.

ESSENTIAL FUNCTIONS – DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Perform inspections for a variety of Roads Program projects including crack seal, slurry seal, micro-surfacing, cape seal, multilayer treatment, grind and overlay, full depth recycling (FDR), traffic signal construction, and landscaping installation for conformance with specifications and design plans; checks line, grade, size, elevation, and location of underground structures. Identifies problem areas and directs remedial action.
- Supports the Roads Program Manager by functioning as a liaison between the field and the office.
- Provides due diligence for the Roads Program construction projects, on behalf of the City, by overseeing the construction activities of multiple contractors and several construction management consultants.
- Participates in field walk-throughs with design consultants and assists with developing project scope of services.
- Reviews project documents on CMIS (web-based document management system) and ensure project documents are posted and maintained in a timely basis.
- Assists with reviewing all Roads Program contractor submittals.
- Assists with reviewing Roads Program contractor pay requests, contract change orders and potential claims.
- Performs constructability review of consultant design plans.
- Monitors traffic control at construction sites and coordinates corrections if required.
- Reviews submittals and checks materials in the field for conformance to City Standards; record amounts of materials used and work performed; prepares necessary reports for progress payments and record of work completed.

- Review plans and specifications of assigned projects; attend pre-construction conferences as necessary.
- Inspect materials for identification and conformance to project specifications.
- Meet with contractors, property owners, and utility companies regarding City standards, concerns, and issues.
- Perform and coordinate a variety of field tests.
- Observe work in progress, monitor contractor work force for adequate staffing levels.
- Inspect adjacent properties for damage from construction activities.
- Coordinate work with other City departments and utilities.
- Prepare a variety of activity records, and reports; interview of contractor work force when required; ensures payment of prevailing wages to contractor work force on Capital Projects.
- Reviews and enforces encroachment permit requirements for work in the public right of way.
- Provides advice and direction on complex matters to City staff, consultants and contractors, as related to these duties.
- Confers with property owners regarding project schedule hazards and inconvenience.
- Responds to inquiries and complaints from the public; attends meetings with other departments, City staff and concerned citizen organizations.
- Inspect and coordinate encroachment permits.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, methods, materials, equipment, and safety hazards of construction inspection.
- Basic mathematics including algebra, geometry, and trigonometry.
- Defects and faults in construction.
- Basic soil mechanics and geology, including soils testing and sampling.
- Materials sampling and estimate procedures.
- Engineering mechanics of structures.
- Applicable laws, regulations, codes, and departmental policies governing the construction of assigned projects.
- Various pavement preservation and rehabilitation methods.
- Design plans, blueprints, engineering drawings, and specifications for roadway construction and maintenance projects.
- Work area traffic control standards and requirements.
- Underground construction methods and OSHA safety requirements.
- Asphalt and concrete construction requirements and technology. The tools, instruments and equipment used in construction of street improvements and underground structures.
- Permitting of work in the public right of way.
- Public works construction requirements.
- Soil testing and sampling.
- Advanced inspection procedures.
- Concrete and asphalt applications
- Specialized inspections
- State and Federal Aid projects, storm lines, boring and jacking procedures, street signals.

Ability to:

- Understand and interpret engineering plans and specifications and prepare accurate engineering records.
- Identify and pinpoint substandard materials and workmanship and establish the phase of construction when flaws are most readily detected and corrected.
- Deal firmly and tactfully with contractors, construction managers, design engineers and property owners.

- Ability to recognize jobsite safety issues and alert the contractor's safety officer.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Coordinate Roads Program construction activities with project managers and inspectors for other ongoing construction projects.
- Deal tactfully and effectively with contractors, workers, and the general public.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible experience performing a variety of construction inspection work or experience in performing construction work on a variety of public works construction projects, or two years as a Public Works Construction Inspector, Senior; or three years as a Public Works Construction Inspector with the City of Turlock.
Training:
Equivalent to an Associate of Arts degree with major course work in civil engineering, construction technology or a related field and three (3) units of supervisory/management training. Or an additional two years of responsible inspection experience which would provide the knowledge and abilities described above and six (6) continuing education units in the related field and three (3) units of supervisory/management training may be substituted for educational requirement.
Licenses:
Possession of a valid Qualified SWPPP Practitioner (QSP) certificate or ability to obtain one within 18 months of appointment, to be maintained as a condition of employment. Possession of a valid California Driver's License at time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to drive a vehicle and to make visual inspections; hear and speak well enough to converse on the telephone and in person; be able to communicate clearly without amplification; bodily mobility to move rapidly from one area to another, sometimes over rough terrain; sometimes bending over and lifting up objects; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; stamina to work long hours and inspect construction work at night as needed.

FLSA Status: Non- Exempt
Bargaining Unit: TCEA

Established: February 25, 2025

Approved: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PUBLIC WORKS CONSTRUCTION INSPECTOR, SR.

DEFINITION
Under direction performs complex inspections of private and public improvement projects to ensure compliance with all approved plans, specifications, ordinances, rules and regulations; enforces applicable safety standards and regulations; maintains records and prepares reports pertaining to projects inspected; issues encroachment, water, sewer, and utility permits.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is an advanced journey level classification in the Construction Inspector series. Individuals working in this classification are expected to perform the full range of inspection activities including quality control, quality assurance, and record management and handle the more complex inspections. Positions in this classification are normally filled by advancement from the Public Works Construction Inspector classification.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the City Engineer or designee. Exercises no supervision. Individuals may provide technical expertise and direction to less experienced individuals.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Perform inspections for a variety of structural underground, signal construction and civil projects for conformance with specifications and regulations; check line, grade size, elevation, and location of underground structures.
- Monitor traffic control at construction sites and coordinates corrections if required.
- Review submittals and check materials in the field for conformance to City Standards; record amounts of materials used and work performed; prepare necessary reports for progress payments and record of work completed.
- Review plans and specifications of assigned projects; attend pre-construction conferences as necessary.
- Review Master and Specific plans and draft conditions of approval for new developments.
- Inspect materials for identification and conformance to project specifications.
- Meet with contractors, property owners, and utility companies regarding City standards, concerns, and issues.
- Perform and coordinate a variety of field tests.
- Observe work in progress, monitor contractor work force for adequate staffing levels.
- Inspect adjacent properties for damage from construction activities.
- Coordinate work with other City departments and utilities.
- Prepare a variety of activity records, and reports; interview of contractor work force when required; insures payment of prevailing wages to contractor work force on Capital Projects.
- Issue, inspect and coordinate encroachment, utility, water and sewer permits.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, methods, materials, equipment, and safety hazards of construction inspection.
- Basic mathematics including algebra, geometry, and trigonometry.
- Basic soil mechanics and geology, including soils testing and sampling.
- Materials sampling and estimate procedures.
- Engineering mechanics of structures.
- Applicable laws, regulations, codes, and departmental policies governing the construction of assigned projects.
- Blueprints, engineering drawings, and specifications for public works construction and maintenance projects.
- Work area traffic control standards and requirements.
- Underground construction methods and OSHA safety requirements.
- Asphalt and concrete construction requirements. The tools, instruments and equipment used in construction of street improvements and underground structures.
- Permitting of work in the Public Right of Way.
- Public work construction requirements.
- Advanced inspection procedures
- Concrete and asphalt applications
- Specialized inspections
- Lift Stations, water wells, Federal Aid Projects, Storm Lines, Boring and Jacking Procedures, Street Signals.

Ability to:

- Understand and interpret engineering plans and specifications and prepare accurate engineering records.
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Deal firmly and tactfully with contractors, engineers and property owners.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- To write permits for water and sewer permits, and work in the public right of way.
- Train and coordinate Inspections with other employees.
- Deal tactfully and effectively with contractors, workers, and the general public

Experience and Training Guidelines

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

Experience:

Five years of increasingly responsible experience performing a variety of construction inspection work and/or experience in doing construction work on a variety of public works construction projects, or three years as a Public Works Construction Inspector with the City of Turlock.

Training:

An Associate of Arts degree with major course work in civil engineering, construction technology or a related field and three (3) units of supervisory/management training. -An additional two years of responsible inspection experience which would provide the knowledge and abilities described above and six (6) continuing education units in the related field and three (3) units of supervisory/management training may be substituted for educational requirement.

Licenses:

Possession of a valid California Driver's License at time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to drive a vehicle and to make visual inspections; hear and speak well enough to converse on the telephone and in person; be able to communicate clearly without amplification; bodily mobility to move rapidly from one area to another, sometimes over rough terrain; sometimes bending over and lifting up objects; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; stamina to work long hours and inspect construction work at night at needed.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

PUBLIC WORKS CONSTRUCTION INSPECTOR

DEFINITION
Under general supervision inspects private and public construction and/or improvement projects to ensure compliance with approved plans, specifications, ordinances, rules, and regulations of the City of Turlock; enforces applicable safety standards and regulations; maintains records and prepares reports pertaining to projects inspected; issues encroachment, water, sewer, and utility permits and performs related work as required.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the journey level class in the Construction Inspector series. The supervision received varies according to the complexities of the work being inspected. Employees in this class may exercise independent judgment in the day-to-day interpretation of standards and specifications as they apply to construction methods and materials.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the City Engineer or designee. Exercises no supervision.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Perform on-site inspection during the construction of public and private improvements including streets, water, sewer, storm drain, street lighting systems, traffic signal installations projects for conformance with specifications and regulations, check line, grade, size, elevation, and location of structures.
- Monitor traffic control problems at construction site and coordinate corrections if necessary.
- Record amounts of materials used and work performed; prepare necessary reports for progress payments.
- Review plans and specifications of assigned project; attend pre-construction conferences as necessary.
- Inspect materials for identification and conformance to specifications.
- Perform a variety of field tests.
- Observe work during progress and upon completion; monitor contractor work force for adequate staffing levels.
- Inspect adjacent properties for damage from construction activity.
- Confer with property owners regarding project schedule, hazards and inconvenience.
- Coordinate work with other City departments and utilities as necessary.
- Prepare a variety of activity records and reports; maintain as-built notes for each set of plans.
- Issue encroachment, utility, water, & sewer permits. Inspect and/or coordinate with City Utility Divisions.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, methods, materials, equipment and safety hazards of construction inspection.
- Basic mathematics including algebra, geometry, and trigonometry.
- Basic soil mechanics and geology.
- Materials sampling and estimate procedures.
- Engineering mechanics of structures.
- Applicable laws, regulations, codes and departmental policies governing the construction of assigned projects.
- Blueprints, engineering drawings, and specifications for public works construction and maintenance projects.
- Work area traffic control standards and requirements.
- Underground construction methods and OSHA safety requirements.
- Asphalt and concrete construction requirements. The tools, instruments and equipment used in construction of street improvements and underground structures.
- Permitting of work in the Public Rights of Way.

Ability to:

- Understand and interpret engineering plans and specifications and prepare accurate engineering records.
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Deal firmly and tactfully with contractors, engineers and property owners.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Write permits for water, sewer, and other work in the public right of way.

Experience and Training Guidelines

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

Experience:

Two years of increasingly responsible experience performing a variety of construction inspection work and/or experience in doing construction work on a variety of public works construction projects.

Training:

An Associate of Arts degree with major course work in civil engineering, construction technology or related field.

An additional two years of responsible inspection experience which would provide the knowledge and abilities described above may be substituted for the educational requirement.

Licenses:

Possession of a valid California Driver's License at time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to drive a vehicle and to make visual inspections; hear and speak well enough to converse on the telephone and in person; be able to communicate clearly without amplification; bodily mobility to move rapidly from one area to another, sometimes over rough terrain; sometimes bending over and lifting up objects; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; stamina to work long hours and inspect construction work at night as needed.

FLSA Status: Non-exempt

Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PUBLIC WORKS SUPERVISOR / CITY SURVEYOR

DEFINITION
Under direction performs complex professional land surveying work requiring a substantial level of professional training and experience.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
The Public Works Supervisor / City Surveyor must have a thorough understanding of and experience conducting professional land surveying work; experience supervising technical staff, managing budgets, managing consultant contracts, and preparing right-of-way documents; outstanding interpersonal, communication, and presentation skills; the ability to work cooperatively across section and department lines and a demonstrated commitment to providing superior customer service; and a general working knowledge of datums, horizontal and vertical control networks, and topographic and construction surveying needed for the City's projects.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by the City Engineer or designee. The Public Works Supervisor / City Surveyor exercises general supervision over professional, technical and administrative support personnel. This position is also responsible for the direct supervision of professional and technical level staff assigned to the Engineering Division.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Supervise, select, train and evaluate professional and technical staff.
- Plan, assign and evaluate the work of survey crews in making a variety of surveys, including surveys to determine locations of property lines, boundaries, easements, and rights-of-way, topographic surveys to determine locations and elevations of existing improvements, structures, and topographic features for project design, construction surveys to establish line and grade for improvement projects, high order control surveys to establish horizontal and vertical control monuments, and surveys to establish and monument street center lines
- Inspect project sites to assist in solution of difficult problems.
- Provide scope, schedule and cost estimates for project-specific work of the Survey Section and manage the work based on the agreed scope, schedule and budget.
- Coordinate survey and right-of-way related activities with other City departments, divisions and sections and with outside agencies.
- Research, interpret and apply the City code and State and Federal laws and regulations related to land surveying activities and right-of-way documents.
- Responsible charge of the Survey Section and prepare, sign, and record appropriate record documents pertaining to survey activities, as required by the California Land Surveyors Act
- Direct the taking, interpretation, and reduction of accurate survey field notes.
- Compute and adjust angles, distances, bearings, traverses, and elevations.

- Perform a variety of complex office surveying duties, including researching existing records, compiling data required for current survey projects, and computing data to be shown on maps.
- Develop and manage the annual budget for the assigned Section.
- Prepare survey-related and right-of-way-related Requests for Proposals and Project Work Orders, participate in or make the selection, and manage contracts with consulting land surveyors and right-of-way agents.
- Oversee survey research and recordkeeping.
- Apply computer technology used in survey work.
- Prepare and present survey-related agenda items for the City Council, Planning Commission, Board of Public Utilities, other boards and commissions, committees, outside agencies, and property owners on City land surveying matters.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of land surveying as applied to the design and construction of public works facilities, technical inspection services, design review and other areas.
- Modern methods and techniques used in land surveying.
- Modern developments, current literature, and sources of information regarding land surveying.
- Principles and practices of engineering related to surveying.
- Sources of information concerning previous land surveys and appropriate research methodology
- Applicable laws, regulations and codes related to land surveying, right-of-way, development and construction of public works.
- Principles and practices of modern office management.
- Design and construction theory and engineering design standards.
- Principles of supervision, training, and performance management.

Ability to:

- Train City staff on land surveying principles and procedures as they pertain to engineering projects.
- Perform complex survey activities and lead survey crews as required.
- Understand and interpret legal descriptions and record survey maps.
- Understand and interpret complex engineering plans, diagrams, and notes.
- Gather, interpret, record and apply field notes in the performance of survey duties.
- Prepare and maintain accurate survey records.
- Check and supervise land surveying work for a wide variety of City projects and right-of-way transactions.
- Inspect/review development and capital projects for compliance with City standards and City approved improvement plans.
- Communicate clearly and concisely, both orally and in writing.
- Apply and interpret codes, specification and maps in carrying out duties.
- Use algebraic formulas, trigonometry and statistical mathematics to accomplish the level of work described.
- Make effective public presentations.
- Develop and maintain effective working relationships with those contacted during the course of work.
- Supervise, train, and evaluate professional and technical staff.

Experience and Training Guidelines

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

Experience:
Approximately four years of experience performing increasingly responsible and complex land surveying activities related to the construction of public rights of way, public utilities, roadways or infrastructure, including at least one year in a supervisory capacity preferably in the public sector.
Training:
Equivalent of a Bachelor's degree from an accredited college or university in Engineering or a related field.
Licenses:
Possession of a Certificate of Registration as a Professional Land Surveyor in the State of California. If licensed in another state, must obtain registration as a Professional Land Surveyor in the State of California within six months of appointment.
Possession of a valid California Class C Driver's license at the time of appointment to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to operate vehicles and survey equipment, read instructions and follow directions; hear well enough to distinguish mechanical noises, to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time; ability to operate survey equipment; use hands and fingers for writing, typing, drafting, manipulating precision tools and equipment and other computer related functions; able to lift equipment as necessary; able to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment as necessary.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PURCHASING MANAGER

DEFINITION
Under general direction, manages the City's purchasing functions, assigned activities with other divisions, outside agencies, and the general public; purchase materials, supplies, and equipment; process request for proposals (RFP), request for bids (RFB), and request for qualifications (RFQ); negotiate and administers designated service and/or maintenance contracts/agreements; researches and analyzes a variety of technical and specialized products and/or services; provide assistance to and act as a procurement advisor to City Departments.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a management classification that provides direct oversight and has responsibility of all levels of purchasing administration, support and coordination on a City-wide basis including the performance of technical and administrative functions. This position requires knowledge of public agency purchasing/procurement processes and requirements as well as the special needs of full-service municipalities. This position provides purchasing support to all City Departments with the overall responsibility of maintaining and revising the purchasing system and policy, purchasing staff management, and program monitoring and control. This classification is distinguished in carrying out special projects, as assigned, to provide highly responsible technical support to the Finance Director.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction and supervision from the Finance Director. The Purchasing Manager provides general supervision to technical and administrative Purchasing staff.

ESSENTIAL FUNCTIONS – Duties may include but are not limited to the following:

- Plan and coordinate the operational and staffing activities of the Purchasing Division.
- Development and implementation of goals, objectives, policies, and priorities; and recommend and implement resulting policies and procedures.
- Direct, oversee, and participate in the development of the Purchasing Division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Oversee purchasing of supplies, materials, equipment, and services in accordance with the City's purchasing ordinance, policies, and guidelines and consistent with the requester's specifications.
- Contact supplier/vendors to obtain competitive price bids; determines availability, terms and delivery schedule regarding specific requisitions; evaluates quote/terms; and recommends action.
- Serve as the primary resource to City staff regarding all aspects of the purchasing process; advising on purchasing policies and processes; assisting in the preparation of specifications and purchase orders, researching specialty products and/or services; and gathering data and providing alternatives.
- Advises and provides technical support in the administration of the Requests for Proposals (RFPs), Requests for Information (RFIs), Requests for Quotes (RFQs) process and specifications; reviews and recommends updates and changes.

- Research, negotiate, and oversee designated service maintenance contracts/agreements; administer and monitor contractual terms and obligations on an on-going basis; perform on-site inspections and/or workplace reviews to ensure compliance with agreement.
- Develop and prepare contracts as assigned; process paperwork and forms; and resolve discrepancies and problems regarding price, delivery, and/or condition.
- Provide assistance in ordering stocked items, supplies and materials according to pre-established minimums/quantities; maintains on-going liaison with Shipping & Receiving regarding inventory levels, substitutions, equivalents, delivery schedules, and vendor problems.
- Update knowledge and stay informed of new products and services available; research and develop new sources and/or potential sources of supplies, materials, and services; attend professional and industry trade shows, conferences, and workshops.
- Assist in the maintenance of City's fixed asset inventory; tagging items to the appropriate division; assisting in the tracking and monitoring the movement of fixed assets; and participating in the disposition of surplus and/or obsolete items.
- Prepare the Purchasing Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Provide training to city staff in all facets of Purchasing policies, procedures, and processes/systems; review requisitions, review and approve purchase orders, review, approve, and amend contracts in contract module to ensure completeness and compliance; develop and/or modify forms and processes for maximum efficiency and effectiveness.
- Enforce internal controls to ensure governmental policy and regulations are met.
- Provides staff assistance to the Finance Director; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Participates in the selection of assigned personnel; provides or coordinates staff training; works with employees on their professional development.
- Perform related work as assigned.

QUALIFICATIONS:

Knowledge of:

- Extensive knowledge of generally accepted purchasing and contracting principles, policies, procedures and legal requirements.
- Principles of management, training, and performance evaluation.
- Common purchasing and legal terminology.
- Pertinent federal, state, and local codes, laws, and regulations including those applicable to informal bidding procedures and purchasing operations.
- Types and sources of materials, supplies, services, and information on economic conditions, industry trends, commodity pricing methods, discounts and price differentials.
- Terminology used in the ordering of supplies and equipment commonly used by the various City departments.
- Storeroom practices and stock record systems.
- Pertinent federal, state, and local laws, codes, and regulations.
- Proper methods of establishing specifications.
- Computers and associated software programs for spreadsheets and correspondence.

Ability to:

- Plan and schedule buying activities consistent with both economy and service.
- Manage, direct, and coordinate the work of staff.
- Select, train, and evaluate staff.
- Make sound judgments as to quality and quantity of supplies purchased in relation to use.

- Communicate effectively, both orally and in writing.
- Establish and maintain accurate records and files.
- Prepare clear and concise specifications and reports.
- Buy effectively, considering price, service, quality and delivery.
- Perform accurate basic mathematical functions.
- Establish and maintain effective working relationships with City staff, vendors, and the general public.

EDUCATION AND 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:
Experience:
Five years of local governmental purchasing experience, with at least one year of supervisory experience.
Education:
Possession of a Bachelor's degree from an accredited college or university with significant course work in the areas of Business Administration, Public Administration, or related fields.
OR
Possession of an Associate's degree in a field as noted above with seven (7) years of relevant experience, one of which are in a supervisory capacity.
Licenses:
Possession of a valid California Driver's License issued by the Department of Motor Vehicles at the time of appointment and the ability to maintain it as a condition of continued employment.

Incumbents must file a Statement of Economic Interests.

ADDITIONAL INFORMATION:

Physical Conditions:
Vision sufficient to effectively utilize computer screen(s) for extended periods, read fine print; hear well enough to converse on the telephone in assisting the public with emergency and non-emergency situations; use of hands and fingers for use of answering telephones, computer keyboard, writing and filing.

FLSA – Non-exempt
Bargaining Unit – Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

PURCHASING SPECIALIST

DEFINITION
Under general supervision performs a variety of technical procurement and related services within the City's purchasing division.

DISTINGUISHING CHARACTERISTICS
This entry level classification provides all levels of purchasing support and coordination on a City-wide basis including the performance of technical and administrative functions. This classification is distinguished from the Purchasing Coordinator in that the latter is the journey level classification and performs the full range of duties.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Purchasing Manager.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Review purchase orders, purchase requisitions, bids, specifications, and invoices for accuracy and appropriateness;
- Coordinate the purchase of supplies, materials, equipment and services in order to support and enhance the delivery of City services; monitor contracts to ensure compliance with purchasing and related requirements; prepare and maintain a variety of purchasing related records, files, lists and forms;
- Respond to inquiries and provide information regarding purchasing activities,
- Purchase supplies, materials, equipment, and services in accordance with the City's purchasing ordinance, policies, and guidelines and consistent with the requester's specifications.
- Contact supplier/vendors to obtain competitive price bids; determine availability, terms and delivery schedule regarding specific requisitions; evaluate quote/terms; and recommend action.
- Serve as a resource to all City staff regarding all aspects of the purchasing process; advise on purchasing policies and processes; assist in the preparation of specifications and purchase orders, researching specialty products, and/or services; gather data and provide alternatives.
- Write requests for proposals in accordance with City's purchasing policies and guidelines and consistent with requester's specifications; provide supporting documentation and necessary back-up information; distribute to appropriate and approved vendors; monitor the receipt of responses to ensure timeliness and adherence to bidding process.
- Research and negotiate designated service maintenance contracts/agreements; administer and monitor contractual terms and obligations on an on-going basis; perform on-site inspections and/or workplace reviews to ensure compliance with agreement.
- Develop and prepare purchase orders and contracts as assigned; process paperwork and forms; verify receipt of goods; and resolve discrepancies and problems regarding price, delivery, and/or condition.
- Order and reorder stocked items, supplies and materials according to pre-established minimums/quantities; maintain on-going liaison with Shipping & Receiving regarding inventory levels, substitutions, equivalents, delivery schedules, and vendor problems.

- Research and develop new sources and/or potential sources of supplies, materials, and services; attend professional and industry trade shows, conferences, and workshops.
- Assist in the maintenance of City's fixed asset inventory; assign City identification tags to items with the appropriate division; assist in the tracking and monitoring the movement of fixed assets; and participate in the disposition of surplus and/or obsolete items.
- Assist in training City staff in all facets of Purchasing policies, procedures, and processes/systems; review requisitions and purchase orders to ensure completeness and compliance with City policies; develop and/or modify forms and processes for maximum efficiency and effectiveness.
- Prepare a variety of staff reports, memoranda, correspondence, spreadsheets, and reports to facilitate communications and understanding of Purchasing policies and process.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Applicable products and services.
- Principles and practices of governmental procedures.
- Billing and contract practices.
- Computers and associated software programs for spreadsheets and correspondence.

Ability to:

- Plan and schedule buying activities consistent with both economy and service.
- Make sound judgments as to quality and quantity of supplies purchased in relation to use.
- Communicate effectively, both orally and in writing.
- Establish and maintain accurate records and files.
- Prepare clear and concise specifications.
- Buy effectively considering price, service, quality, and delivery.
- Perform basic and accurate mathematical functions.
- Learn types and sources of materials, supplies, services, and information on economic conditions, industry trends, commodity pricing methods, discounts, and price differentials.
- Learn terminology used in the ordering of supplies and equipment commonly used by the various City departments.
- Establish and maintain effective working relationships with City staff, vendors, and the general public.

Experience and Training Guidelines

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

Experience:

Three years' experience performing clerical, administrative, or fiscal work. Experience and knowledge regarding local municipal governmental procedures desirable.

Training:

Equivalent to possession of an associate degree in business administration, marketing, purchasing, accounting, or other closely related field.

Licenses:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles at the time of appointment and the ability to maintain it as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to view and work with computer screen for extended periods, read fine print; hear well enough to converse on the telephone in assisting the public with emergency and non-emergency situations; use of hands and fingers for use of answering telephones, computer keyboard, writing and filing.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

RECREATION COORDINATOR

DEFINITION
Under general supervision, develops, organizes, and supervises part-time recreation personnel and activities, including after-school programs, summer camps, aquatics, sports special events, local parades, and community events.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This class provides leadership and general guidance for City recreation and related programs and activities. Work is performed at various recreation sites, including community centers, schools, playgrounds, parks, sports facilities, and other sites. Incumbents may be considered subject area experts in areas such as after school, aquatics, sports, contract classes, special events or may be program generalists.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Recreation Supervisor in charge of the assigned program area. The Recreation Coordinator supervises part-time, seasonal and volunteer personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Recruits, trains, and supervises part-time, seasonal, and volunteer program staff
- Monitors and assists in the administration of program grants and contractual agreements.
- Provides a wide range of routine clerical, technical and administrative support.
- Researches, develops, organizes, implements, and supervises recreation activities.
- Helps recruit, train and supervise part-time, seasonal, and volunteer staff.
- Prepares program/activity reports, evaluations and maintains records.
- Attends training sessions and meetings as assigned.
- Coordinates programs/special events with community organizations.
- Establishes and maintains effective working relations with public groups, agencies, school officials, and media during work.
- Works within departmental budget parameters.
- Assists in responding to requests for information from other departments, agencies and the public.
- Provides planning support for local parades and community events.
- Provides support for the Community Events and Activities grant program.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Current recreation principles as applied to community programming.
- Basic programming and supervision techniques.

- Promotional publicity techniques and tools.
- Basic concepts of recreation/social programming.
- Principles of public administration; record keeping and filing practices; and government practices and requirements
- City codes and regulations relating to departmental activities.
- Word processing and spreadsheet applications
- Developing, organizing, supervising, and evaluating recreation programs and activities.
- Coordinating programs and special events with community groups.

Ability to:
- Recruit, train, supervise, and evaluate staff.
- Work effectively with the public, community groups and on teams.
- Resolve conflicts effectively.
- Schedule staff, programs, and activities.
- Effectively use written and oral communication techniques.
- Use spreadsheets and graphic programs.
- Perform clerical duties.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Two years of experience in organized Recreation Services, Leisure Service or related field work in a responsible leadership capacity.
Training:
Graduation from a college or university with a Bachelor of Arts degree in Recreation, Community Services, Communications, Marketing, or an associate degree with four years of related experience.
License:
Possession of a valid California Driver's License within 30 days of employment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Vision sufficient to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person assisting customers and program participants; bodily mobility to lift and maneuver program supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; tolerate extreme fluctuations in temperature while performing essential functions and able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

RECREATION SUPERINTENDENT

DEFINITION
Under general direction, plans, organizes, promotes, budgets, schedules, directs, evaluate and coordinate s through subordinate supervisors the activities and operations of the Recreation Division including recreation, cultural arts, Teens and Family Programs/Aquatics, Sports, and Police Activities League; to coordinate assigned activities with other City departments and outside agencies.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This classification is responsible for the oversight of a discrete divisional organizational component and programs/functions in the areas of recreation. Provides highly responsible and complex administrative support to the Assistant Director or designee. Duties and responsibilities are performed in accordance with municipal codes, laws, ordinances, City policy, federal, and state regulating entities.

SUPERVISION RECEIVED AND EXERCISED
Under general direction of the Assistant Municipal Services Director. The incumbent supervises and trains full-time, part-time, seasonal, and volunteer staff responsible for recreation and related program areas.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Recommend and administer policies and procedures.
- Participate in the development of the Division's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Assist with the planning and development of new facilities and recreation programs, and improvements to existing facilities and programs.
- Research and prepare applications for funding alternatives such as those obtained through grants and state programs; identify long-term financing alternatives.
- Responsible for fund development and sponsorship programs.
- Assist with the development and administration of joint use and funding agreements and contracts with public and private agencies.
- Prepare and submit reports, make recommendations and presentations, and provide technical advice to the Deputy Director, Department Director, City Manager, City Council, Parks, Arts, and Recreation Commission. Make presentations to various service clubs.
- Coordinate Division activities with those of other departments and outside agencies and organizations; provide staff assistance to the Deputy Director; prepare and present staff reports and other necessary correspondence.
- Respond to citizen service and facility use related complaints and requests.
- Participate in the development and administration of the Recreation and Division budget; forecast additional funds needed for staffing, equipment, materials, and supplies; monitor expenditures and inform the Deputy Director of any budget related issues.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies.

- Oversee the establishment and maintenance of files and records of the Division's activities.
- Coordinates the activities of Recreation Programs with City sponsored, co-sponsored and community non-City sponsored activities.
- Assist with the ongoing evaluation of programs, staff, and facilities.
- Develop and assist in initiating new recreation/sports/arts programs.
- Oversee Recreation Division computer registration system.
- Responsible for payroll and time record forms for all full-time, part-time, and seasonal employees.
- Determine and recommend program and activity fees as directed.
- Audit part-time employee's payroll accounts on a continuing basis.
- Tracks and monitors full-time and part-time employee's hours and performance.
- Perform various office functions as needed.
- Recommend and monitor program budgets.
- Responsible for publicity and advertisement of Recreation and Community Service programs through available community resources, news media and activity brochure.
- Create community partnerships to leverage existing resources.
- Organize community groups and committees in the promotion and organization of recreation and other community programs.
- Manage facility usage.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern highly complex principles and practices of recreation program development and administration, and facility design and use.
- Procedures for planning, implementing, and maintaining a variety of recreation activities and programs.
- Recreational, cultural, and social needs of all age groups and people of diverse backgrounds.
- Volunteer commission management and laws and regulations related to their administration.
- Recent developments, current literature and sources of information related to recreation program administration and alternative financing.
- Occupational hazard and standard safety precautions necessary to maintain safe work practices.
- Organizational and management practices as applied to the analysis and evaluation of programs, polices and operational needs.
- Pertinent State, Federal, and local laws, codes, regulations, Grants and Foundations.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Organize, supervise, and coordinate the activities of the division in a manner conducive to full performance and high morale.
- Understand and implement the recreation needs of the community and recommend facilities and programs to meet those needs.
- Prepare and present complex reports.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply City policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Maintain liaison with various private and public agencies and deal successfully with the public and other interested groups.
- Prepare and administer a budget.
- Administer a variety of recreation programs and activities.

- Develop and implement policies and procedures related to the administration of a variety of recreation programs and activities.
- Research, write, oversee, and monitor grants.
- Forecast and plan for future needs.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Manage resources within budget and policy parameters.
- Plan, organize, and supervise the work of professional, technical and office support staff.
- Establish and maintain cooperative working relationships with elected officials, City personnel, consultants, commission and board members, representatives of outside agencies, youth organizations and groups and members of the public.
- Present ideas effectively orally and in writing.
- Prepare a variety of complex and comprehensive reports and documents.
- Prepare speeches, articles, and letters for publications.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Organize, implement, and supervise Division's goals and City objectives. Lead, manage, evaluate, and train personnel effectively and maintain discipline.
- Make presentations before groups and represent the City in public forums. Use computer and needed programs effectively.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Four years of increasingly responsible technical, administrative, or analytical experience in a public agency in related function areas or any experience that would have provided the opportunity to develop the required skills, knowledge, and abilities, of which two must have been in a supervisory capacity.
Training:
Possession of a Bachelor's degree from an accredited college or university with major course work in public administration, recreation management, recreation administration, business, or a related field.
License:
Possession of a valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Vision sufficient to drive a vehicle; hear and speak well enough to converse on the telephone and in person; communicate clearly without amplification; bodily mobility to move rapidly from one area to another sometimes over rough terrain; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; stamina to work long hours and attend night meetings several times a week.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

RECREATION SUPERVISOR

DEFINITION
Under general direction, plans, organizes, promotes, budgets, schedules, directs, evaluates and coordinates the activities and operations of the Recreation Division including but not limited to the following program areas: aquatics, prevention/youth, sports, programs/events, and special projects related to the division.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Recreation Supervisor is distinguished from the Recreation Coordinator in that it performs more difficult and technical assignments/projects requiring specialized skill independently.

SUPERVISION EXERCISED AND RECEIVED
General direction is provided by the Recreation Superintendent. Provides project supervision of Recreation Coordinators and/or lower-level Recreation staff and office personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Supervises assigned program staff including full and part-time, to include seasonal and volunteer personnel.
- Coordinates the activities of the Division with City sponsored, co-sponsored and community non-City sponsored activities.
- Plans, organizes, directs, and evaluates assigned portions of city-wide Recreation programs, activities, and events; in the areas of youth, families, senior sports, prevention aquatics and special projects related to the Recreation Division.
- Develops and implements youth, teen, and family needs assessment tools.
- Evaluates programs, staff, and facilities.
- Develops and assists in initiating new Recreation programs/activities and events.
- Plans, recommends, and monitors program budgets.
- Serves as staff member or representative to City appointed commissions, committees and/or task forces.
- Trains and orients new full-time and part-time employees and volunteer staff as assigned.
- Conducts regular staff meetings for part-time, seasonal, and volunteer personnel.
- Makes inspection tours of Recreation programs/activities and facilities and makes recommendations of improvement.
- Responsible for payroll and time record forms for part-time and seasonal employees, in assigned area. Prepares payroll for the department to interface with City payroll system.
- Performs various office functions as needed.
- Plans, supervises, and coordinates programs such as enrichment classes/events/programs, sports leagues, and prevention/intervention activities.
- Responsible for the recruitment and selection of part-time, seasonal, and volunteer personnel; including training, evaluations and discipline of part-time and seasonal employees/volunteers and makes recommendations to the Superintendent or designee.
- Writes, submits, and oversees grants.
- Develops program and activity sponsorships and partnerships.

- Creates and develop programs for diverse populations.
- Responsible for marketing publicity and advertisement of Recreation programs and activities through available community resources and news media.
- Assists in managing facility usage.
- Performs related duties as assigned.

Additional Duties By Program

Aquatics: Aquatics programs; instruction and safety classes; write & oversee grants; and staff liaison to affiliated organizations.

Prevention/Youth: Youth services clearinghouse; Jr. High and after school programs; intervention and pro-active programs; Police Activities League (PAL); youth development programs; and special events; prevention program curriculum design and implementation; recreation scholarship programs and staff liaison to affiliated organizations.

Sports: Adult and youth sport programs; sport tournaments and special events; supervision of Pedretti Park sports complex; supervision of Turlock Sports Complex; sports education programs for youth and families and staff liaison to affiliated organizations; and write/oversee grants.

Programs/Events: Special populations/senior citizens/prevention/neighborhood programs/associations and outreach education programs and events. Special teen and family programs and youth advisory council (13-18 years old), special events, enrichment classes and programs including senior citizens and active adults. Research and write various public safety, education, and recreation safety grants; staff liaison to affiliated organizations; Recreation scholarship programs.

QUALIFICATIONS

Knowledge of:

- Objectives, methods, and techniques of development, planning, and organizing Recreation programs, activities, and events.
- Development of prevention and intervention programs.
- Recreation, social, and education activities suitable for a wide range of age groups and individuals of diverse backgrounds.
- Community organizations and resources availability.
- Program/facility safety and first aid techniques.
- Marketing and promotion techniques.
- Team building concepts and a strong desire to function as a team player.
- City procedures, including purchasing, financing, and budget functions.
- Computer software programs such as Microsoft Office applications, recreation software and maintenance software.
- Familiarity with computers and technology, internet usage, social media and related protocols.
- Prevention Program curriculum design and implementation.
- Grant funding sources, grant writing and program development.

Ability to:

- Organize, supervise, and coordinate the division's activities in a way conducive to full performance and high morale.
- Understand and implement the recreation needs of the community and recommend programs to meet those needs.
- Coordinate, train, supervise, and direct the activities of paid or volunteer staff engaged in recreation programs and activities.
- Gain cooperation through discussion and persuasion.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply City policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Maintain liaison with various private and public agencies and deal successfully with the public and other interested groups.
- Prepare and administer a budget.
- Develop and implement policies and procedures related to the administration of a variety of recreation programs and activities.
- Research, write, oversee, and monitor grants.
- Forecast and plan for future needs.
- Effectively and fairly negotiate appropriate solutions and contracts.
- Manage resources within budget and policy parameters.
- Plan, organize, and supervise the work of professional, technical and office support staff.
- Establish and maintain cooperative working relationships with elected officials, City personnel, consultants, commission and board members, representatives of outside agencies, youth organizations and groups and members of the public.
- Prepare a variety of complex and comprehensive reports and documents.
- Prepare speeches, articles, and letters for publications.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Organize, implement, and supervise Division's goals and City objectives. Lead, manage, evaluate, and train personnel effectively and maintain discipline.
- Make presentations before groups and represent the City in public forums. Use computer and needed programs effectively.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Minimum of four years of increasingly responsible experience in recreation coordinating and leading related activities, programs, and projects.
Training:
Graduation from a college or university with a Bachelor's degree in Political Science, Business Communications, Liberal Arts, Recreation, or related field.
License:
Possession of a valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Vision sufficient to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person assisting customers and program participants; bodily mobility to lift and maneuver program supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; tolerate extreme fluctuations in temperature while performing essential functions and able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

REGULATORY AFFAIRS MANAGER

DEFINITION
Under general direction, plans, organizes, and coordinates the regulatory compliance needs for the potable water, wastewater, storm, sewer collection, laboratory, industrial pretreatment systems and other process in compliance with Federal and State and City requirements; develops and maintains safety programs and standards for the Department to insure compliance with city, state and federal OSHA regulations; serves as Department liaison with Development Services Department and outside engineering firms on Department capital improvement projects.

This position is designated as management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a supervisory level classification in the regulatory compliance series. The incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex responsible and sensitive areas.

SUPERVISION RECEIVED AND EXERCISED
The Municipal Services Director provides general direction. The Regulatory Affairs Manager supervises technical, clerical, skilled crafts and craft staff directly or through subordinate supervisory staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans, develops, and implements or directs the implementation of goals, objectives, policies and priorities relating to the regulatory compliance of potable water, wastewater, storm, sewer collection, laboratory, industrial pretreatment and support services.
- Participates in the development and administration of the Departments budgets; forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors expenditures; recommends mid-year adjustments.
- Develops and coordinates projects for inclusion and completion related to short- and long-term capital improvement projects with internal and external engineering staff.
- Develops, prepares and presents technical reports to Federal and State regulatory agencies related to the potable water, wastewater, sewer, storm water, solid waste and air pollution control district(s).
- Develops and administers operating and reporting procedures including training schedules.
- Ensures City compliance with Federal, State and local laws and codes relating to safety and health standards, personnel programs. Ensures close coordination with other City departments and affected outside groups.
- Performs special studies and research and prepares recommendations.
- Assists with new and existing staff orientation and training.
- Supervises staff including provision of timely performance evaluations; provides staff development; works with employees to correct deficiencies; recommends disciplinary actions.
- Meets with other public agencies, contract providers and City management personnel to resolve problems.

- Provides public outreach information to the public, schools, service groups etc., about various programs administered by the Department;
- Provides analysis of financial programs; analysis of analytical data on a variety of substances.
- Provides a wide range of technical information about unit activities, operations, policies and procedures to other agencies' representatives.
- Reviews, prepares and presents reports; performs long range planning studies.
- Maintains a variety of technical project files and records.
- Supervises and maintains a variety of employee training and work safety activities.
- Prepares highly complex and technical reports; documents policies and procedures; performs research.
- Makes presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed. Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of supervision, staff selection, training and personnel management.
- Occupational hazards and standard safety precautions necessary to maintain safe work practices and environment.
- Federal, State and local regulations and codes relating to municipal utility construction, maintenance and operation, waste discharge requirements, drinking water standards, storm water requirements, air pollution control, and solid waste.
- Principles and practices of engineering related to water and sewer infrastructure
- Principles and practices of organization and personnel management.
- Budgeting procedures and techniques.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.

Ability to:

- Plan, organize, direct and supervise the work of assigned staff.
- Select, supervise, train and evaluate personnel.
- Prepare, forecast and administer a budget.
- Interpret and apply Federal State, and local laws and regulations.
- Organize, direct, and coordinate activities in a manner conducive to full performance and high morale.
- Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the public.
- Communicate clearly and concisely orally and in writing.
- Prepare clear and concise reports; develop policy and procedure recommendations.

- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Utilize automated equipment to prepare documents and maintain data related to department operations.
- Make presentations before groups and represent the City in public forums.
- Use computer and needed programs effectively.
- Organize, analyze, manage and implement a variety of programs.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.
- Perform related duties as assigned.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Four years of increasingly responsible experience related to regulatory issues, State and Federal regulations related to the oversight of a large municipal agency, including two years of supervisory responsibilities that would lead to the acquisition of the required knowledge and abilities of this position.
Training:
Equivalent to a Bachelor's degree from an accredited college or university with major coursework in business or public administration, or a closely related field.
Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment; Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to drive a vehicle; hear and speak well enough to conserve on the telephone and in person; communicate clearly without amplification; bodily mobility to move rapidly from one area to another sometimes over rough terrain; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; stamina to work long hours and attend night meetings several times a week.

FLSA Status: Exempt
Bargaining Unit: Unrepresented

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

RISK MANAGEMENT DIRECTOR

DEFINITION
Under administrative direction, plans, directs and coordinates the risk management activities and operations of the City including workers' compensation, general liability, loss control, property insurance, contract insurance requirements, and other related insurance programs;

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a department director classification responsible for the discrete departmental organizational component(s) and programs/functions. This position serves as a member of the City executive team with responsibilities for overall policy development, program planning, fiscal management and operation of assigned divisions. The incumbent is responsible for developing and implementing department goals, objectives and work standards in addition to furthering City goals and objectives. This position may be assigned overall administrative responsibility for all City activities in the absence of the City Manager.

SUPERVISION RECEIVED AND EXERCISED
Administrative direction is provided by the Deputy City Manager and City Manager. The job incumbent may directly supervise subordinate level staff in related program areas.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Develop and direct the implementation of goals, objectives, work standards and departmental administrative policies and procedures; oversees preparation and administration of the department's budget.
- Work closely with the City Council, City Manager and other City departments and a variety of public and private organizations including developing programs and implementing projects to solve problems related to Risk Management issues.
- Make interpretation of City regulations and codes and applicable laws and provides technical assistance to staff and commissions.
- Ensure the City's immunities are properly utilized; ensuring appropriate risk control techniques are implemented.
- Review insurance documents, contracts, and leases to ensure the City is not assuming undo risk; ensure appropriate risk transfer techniques are implemented; consult with project managers regarding risk exposure and risk transfer; review contracts to ensure proper indemnification language and insurance requirements.
- Manage the occupational medical program including oversight of workers' compensation treatment, Fitness for Duty evaluations, pre-employment and annual physicals, disability accommodations, DOT, and reasonable suspicion drug testing.
- Design, develop, and oversee the City's Safety Program.
- Manage and coordinate the completion of insurance renewal applications, working with City departments, brokers, and insurers.
- Act as representative to City's excess liability pool, attending meetings, as required.

- Negotiate adjustments and settlements of uninsured and insured losses involving damage to City property.
- Coordinate Risk Management activities with other departments.
- Provide training to City managers and employees
- Serve as the City's Americans With Disability Act (ADA) Coordinator; review internal and external requests for Reasonable Accommodations under state and federal disability discrimination law; seek solutions with line management of impacted department/division.
- Analyze trends in liability coverages and case law; make recommendations for the needed coverage, purchase, loss reduction, and cost; review contracts and agreements relating to insurances and endorsements.
- Represent the City to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; comply with and support City policies and procedures, labor laws, and MOU provisions.
- Attend assigned meetings and training; interact with outside agencies and commissions; provide leadership for teams, or committees, as needed.
- Utilize automated equipment to prepare documents and maintain data related to department operations.
- Observe and maintain a safe working environment in compliance with established safety programs and procedures.
- Perform related duties as assigned

QUALIFICATIONS:

Knowledge of:

- Principles, practices, and techniques of establishing, maintaining, and modifying a comprehensive risk management program.
- Principles and practices of risk management, risk transfer, and asset protection programs relating to general and financial liability protection.
- Records and procedures relating to court actions on risk management matters.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Pertinent local, state, and federal rules, regulations, and laws.
- Americans with Disabilities Act, reasonable accommodation, and state and federal disability discrimination law
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training, and personnel management.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Organize and direct the risk management operations.
- Develop, implement and coordinate effective programs for safety and training.
- Analyze and interpret a variety of complex insurance and legal documents.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply City and department policies, procedures, rules, and regulations.
- Prepare and administer a budget.

- Supervise, train, and evaluate personnel.
- Develop, coordinate and conduct safety training programs.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Forecast and plan for future needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of agency goals.
- Effectively and fairly negotiate appropriate solutions and contracts. Manage resources within budget and policy parameters.
- Prepare a variety of complex and comprehensive reports and documents.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Make presentations before groups and represent the City in public forums.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible experience in the management of a combination of human resources programs including: workers' compensation, liability and property, and/or occupational medical; including one year providing technical and functional supervision over assigned personnel.
Training:
Possession of a Bachelor's degree from an accredited college or university with major course work in public administration, business, or a related field.
Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position will be required at the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.
Possession of an Associate in Risk Management (ARM) certificate is highly desirable.
Possession of a Certified Professional in Disability Management (CPDM) is highly desirable.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the required physical abilities: See well enough to drive a vehicle; hear and speak well enough to converse on the telephone and in person; communicate clearly without amplification; bodily mobility to move rapidly from one area to another; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; frequent sitting for long period of time; occasional bending or squatting; frequent repetitive motion; stamina to work long hours and attend night meetings several times a week.

FLSA Status: Exempt
Bargaining Unit: Unrepresented

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

ROADS PROGRAM MANAGER

DEFINITION
Under general direction, performs project management functions for high profile streets and road projects and provides highly responsible and complex administrative support to the Municipal Services.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
The classification is responsible for managing high profile engineering projects. This classification differs from the classification of Principal Civil Engineer in that the latter requires registration as a Professional Engineer and is responsible for managing the engineering functions related to high profile projects.

SUPERVISION RECEIVED AND EXERCISED
General direction is provided by the Municipal Services Director. The Roads Program Manager supervises assigned professional, technical and administrative support personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Manage the selection of outside consultants; oversee the bid, proposal, and purchase recommendation process for projects; solicit and review proposals; select consultants; establish schedule and performance criteria.
- Negotiate and complete various contracts developed for consultants and other outside service providers.
- Work with consultants on project planning, preparation, scheduling, and execution of contracts; ensure work is completed on time and in conformance with plans, specifications, local laws, codes, and regulations.
- Monitor and reviews consultants working on assigned construction and rehabilitation projects; review status reports from consultants.
- Review project documents such as plans, specifications, studies, budgets, and estimates.
- Oversee pavement management program; identify and prioritize streets in need of rehabilitation.
- Oversee and administer road construction projects to include timely review and processing of progress payments; ensure work is completed in accordance with contract terms and scope of work.
- Respond to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding streets and roads projects.
- Interface with stakeholders such as management, City Council, peers, project staff, and consultants as necessary to coordinate project execution; informs stakeholders of project status and possible outcomes.
- Prepare project reports for the City Council, management, outside agencies, and others; makes presentations as necessary.
- Perform periodic review of work onsite to ensure that the work is satisfactory and completed according to plan.
- May provide administrative supervision and direction to professional, technical, and clerical staff

- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of project management and administration
- Advanced methods, materials, and techniques used in the design and construction of streets and roads projects.
- Road rehabilitation materials and treatments
- Road construction projects
- Methods and techniques of contract negotiations and administration
- Principles and practices of project budget preparation and control
- Principles of employee supervision
- Methods and techniques of plan review and analysis
- Methods and techniques of conducting site and field investigations.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report presentation
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local laws, rules, and regulations

Ability to:

- Plan, organize, direct, coordinate, and evaluate assigned projects.
- Prepare, review, interpret, and analyze plans, drawings, specifications, contract documents, bid documents, and reports for conformance to professional standards, contract obligations, and approved budgets.
- Read maps, research public records and interpret construction documents.
- Work collaboratively with community groups, boards, commissions, and City Council to achieve desired goals.
- Respond to questions and inquiries from a variety of sources regarding projects.
- Interpret and explain projects to the business community and the general public.
- Ensure compliance with applicable rules, regulations, and codes.
- Inspect projects for conformance with plans and specifications.
- Interpret and apply pertinent federal, state, and local laws, codes, and regulations.
- Prepare clear and concise reports.
- Work cooperatively with other departments, City officials, and outside agencies.
- Operate office equipment including computers and supported word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

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

Experience:

Six years of increasingly responsible experience managing capital projects. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

Training:

A bachelor's degree from an accredited college or university with major coursework in construction management, engineering, industrial technology, public administration or a closely related field.

License:

Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to operate vehicles and office equipment; hear well enough to converse on the telephone and in person; be able to communicate clearly without amplification; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

SCADA (Supervisory Control and Data Acquisition) TECHNICIAN

DEFINITION
Under general supervision to perform a variety of technical duties in the review, design, programming, installation, and maintenance of data processing systems, SCADA, Programmable Logic Controllers (PLC), Human Machine Interface (HMI), and computer equipment for the Water Treatment Plant, Wastewater Treatment Plant, Storm/Sewer Collection Systems and Water Distribution Systems. This class works closely with Water/Wastewater Plant Operations and Maintenance staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This journey level class performs a variety of technical duties related to the water and wastewater plant operations.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Instrumentation and Control Supervisor; incumbent may provide technical direction to assigned staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Performing technical duties in support of drinking water infrastructure systems, including testing, implementing and maintaining SCADA applications and associated systems.
- Supporting SCADA users to implement accurate updates and improvements; training users in various system applications and responding to requests for service.
- Reading, understanding, and/or updating schematics, software control descriptions, design drawings, and specifications for SCADA-related modifications.
- Designing, developing, and verifying reports from various departments and District computer applications, including project status reports.
- Monitoring logs and files for evidence of problems and system failures; expediting recovery plans as necessary.
- Inspecting and reviewing work performed by consultants, contractors, and/or vendors to ensure facilities operate as intended.
- Ensure that all analyzers and monitoring equipment are calibrated and appropriately sending and storing accurate information via a cyber-secure SCADA system
- Inspect, test, calibrate, and repair all plant instruments, controls, electrical and/or electronic devices.
- Reprogram controllers, programmable logic controllers (PLC's), continuous emission system (CEMS), supervisory control and data acquisition system (SCADA) and distributed control system (DCS) equipment.

- Maintain records of equipment repair and replacement using CMMS-generated work orders for predictive and preventative maintenance.
- Operate various small and medium equipment including forklifts and trucks.
- Use a wide range of machinery, hand and power tools.
- Participate in the planning and implementation of upgrades, changes or expansions of wastewater treatment and conveyance facilities.
- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory reports required.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Maintain necessary reports and records.
- Observe and enforce safety rules.
- Oversee and train subordinate staff.
- Participate in special projects or studies as assigned.
- Perform overtime and/or emergency work as required.
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, methods, materials, tools, and equipment used in the installation, inspection, testing, operation, maintenance, and modification of electrical, electronic, and computer-controlled systems
- Hydraulics, applied mathematics, chemical metering, pumps, SCADA, PLC's, CEMS and DCS equipment.
- Record storage and handling techniques.
- Project management principles and practices.
- Computer operating methods.
- Hydraulics, metering, pumps, SCADA and chemicals used in water/wastewater treatment.
- General principles and procedures of wastewater treatment, water treatment and distribution systems.
- Safety rules and regulations.
- Regulatory reporting.
- Use of modern office equipment and applicable software.

Ability to:

- Perform technical duties involving the review, design, programming, testing, installation, troubleshooting and maintenance of data processing systems, computer equipment, and peripherals.
- Read and understand technical drawings, sketches, plans and specifications and maintenance manuals.
- Read and understand Process Control Narratives, Process Control and Instrument Diagrams (P&ID's), and other related SCADA architecture documents.
- Work cooperatively with others.
- Plan and schedule work activities.
- Prepare complete and concise reports and records.
- Work with minimal supervision.
- Ability to follow oral and written instruction.

- Assess changing conditions and initiate appropriate action.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Four years of increasingly responsible experience in the SCADA and control systems similar or greater in size and complexity to the City of Turlock.
Training:
Equivalent to a high school diploma or GED certification and six college units or CEUs in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.).
License:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Certificate(s):
California Water Treatment Certification Grade I within 24 months of appointment.
California Water Distribution Certification Grade I within 24 months of appointment.
CWEA Electrical & Instrumentation Technologist Certification, Mechanical Technologist Certification, SCADA Certification, Electrical License is desired.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

SECRETARY, SR.

DEFINITION
Under general supervision, performs a variety of highly responsible, confidential, and complex clerical, secretarial and administrative duties for a department.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level class in the secretarial series and is distinguished from the Secretary class by the more complex, responsible and sensitive duties related to functioning at a level impacting broader City-wide operations and greater consequence of error in completing assigned tasks.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by a Department Director or other professional level position. May exercise direct or indirect supervision over other secretarial or clerical positions.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist supervisory and management staff in tracking departmental projects and/or program activities; respond to public records requests as needed.
- Make travel arrangements, maintain appointment schedules and calendars, and arrange meetings, conferences, and community events.
- Prepare payroll and billing for the department.
- Prepare a variety of materials including general correspondence, memoranda, and reports.
- Assist in the administration of a department;
- Compile information and prepare comprehensive reports, compile annual budget requests, and recommend expenditure requests for designated accounts.
- Initiate and maintain files and personnel records.
- Screen and respond to calls, visitors, and mail; refer inquiries as appropriate.
- Supervise, train, and evaluate subordinates as assigned.
- Recommend organization or procedural changes affecting clerical activities.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Modern office methods, procedures, and equipment.
- Business communication and correspondence.
- Organization, procedures and operating details of the City department to which assigned.
- City government organization, functions, policies, rules, and regulations.
- Basic Personal Computer operations, cloud-based programs and related word and data processing software.
- Principles of supervision, training, and performance evaluation.

Ability To:

- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Communicate clearly and concisely, orally and in writing.
- Compose general correspondence and letters.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Interpret and apply administrative and departmental policies, laws, and rules.
- Operate and use modern office equipment.
- Work independently in the absence of supervision and work under pressure to meet deadlines.
- Analyze situations carefully and adopt effective courses of action.
- Plan, organize and schedule priorities in the office.
- Coordinate and maintain effective office procedures and efficient workflows to meet established guidelines while projecting a positive, professional image of the department.
- Process payroll.
- Prepare agendas and agenda items.
- Make travel arrangements.
- Compile and maintain complex and extensive records and prepare reports.
- Maintain confidential data and information.
- Understand and carry out oral and written directions.
- Supervise, train, and evaluate subordinates.
- Type at a rate of 65 words per minute (net corrected).
- Operate a personal computer and related word and data processing software.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three years of experience as a secretary in a position comparable to a Secretary with the City of Turlock.
Training:
Possession of a High School diploma or GED certificate.
License:
Possession of a valid Class C California Driver's License~~.~~ Maintenance of a valid California Drivers' License and proof of automobile liability insurance is a condition of continued employment.

NOTE: In addition to the requirements above, promotion to the Senior Secretary classification will require a test process to validate ability to perform higher level tasks.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: Vision sufficient to read instructions, read fine print and view computer screen; hearing sufficient to converse on the telephone and in person; use of hands and fingers for use of computer keyboard, filing, writing and answering telephones.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

SHIPPING & RECEIVING INVENTORY SPECIALIST

DEFINITION
Under general supervision, processes incoming and outgoing supplies and materials, maintains stores facility for city-wide use, control related inventory, maintains required records for audit purposes, assist sin the operation and coordination of records for the City's Fleet Maintenance Division.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This class processes inventories of supplies and Materials for the Fleet Maintenance Division.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Fleet Services Manager. May exercise general supervision of other temporary and/or part-time support staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Process all incoming and outgoing freight and inspect the same for condition and completeness.
- Ensure the City receives the lowest possible pricing for materials within City specifications.
- Utilize the City of Turlock's adopted Purchasing Policy and Procedures in the application of regular duties.
- Track purchase orders by due dates and follow through with vendors on unfilled orders. Maintain record system, which documents the same.
- Order and deliver Stores supplies to various City departments.
- Prepare purchasing specifications for the City Stores supply needs.
- Transport archive materials to and from Stores facility upon departmental requests.
- Receive, fill, and deliver departmental requisitions from City Stores facility.
- Maintain inventory; post charge-backs to departments and re-order supplies as necessary.
- Assist in off-loading and loading supplies/materials as required.
- Prepare a variety of vehicle usage reports as requested.
- Clean, organize, and maintain the City Corporation yard.
- Coordinate the disposal of all City Surplus Materials.
- Assist the Purchasing Supervisor as required.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Methods and practices used in receiving, storing, packing and shipping equipment and supplies.
- Methods used in taking inventory and maintaining inventory records.
- Fundamentals of data processing and word processing systems, with an emphasis on Windows based programs.

- Techniques for establishing sources of supply.
- Techniques for specification writing.
- Modern records maintenance practices.
- Basic mathematical principles.

Ability to:
- Communicate clearly and concisely, both orally and in writing.
- Maintain a clean driving record free from preventable accidents.
- Establish records management system to accurately track receipt of goods and funds expended for the same.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Lift 50 pounds of weight in receiving and storing supplies and materials.
- Organize work effectively.
- Calculate basic mathematical computations.
- Operate a personal computer and related word processing, maintenance management software and/or spreadsheet software.
- Type 35 wpm (Net Corrected)
- Operate a forklift and drive a medium sized truck.
- Select and recommend the purchase of routinely used materials and supplies.
- Interview and correspond with vendors regarding their products.
- Evaluate the needs and future supply requirements of the Public Works Department.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Two years of increasingly responsible experience in modern inventory/receiving techniques along with a variety of related records keeping duties. Experience working in the fleet services industry or warehousing or inventory maintenance fields is desired.
Training:
Equivalent to completion of the twelfth grade. College coursework in business or related field is desirable.
License:
Possession of a valid California driver's license at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person, assist employees and vendors with the distribution of supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, driving equipment and answering telephones; tolerate extreme fluctuation in temperature while performing essential functions and be able to lift pounds of weight in receiving and storing supplies and materials.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

STAFF SERVICES ANALYST

DEFINITION
Under general supervision, provides a wide range of professional administrative support to an assigned department; provides training, presentations, report writing, technical support, record keeping, and research on a variety of subjects; conducts special studies, prepares procedure manuals, assists in computer related training and troubleshooting.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Staff Services Analyst is distinguished from the Staff Services Technician in that the former performs advanced journey level work assignments. The Staff Service Analyst is responsible for the administration of specialized programs and projects in support of divisional responsibilities. Work is performed with a greater degree of independence than the Staff Services Technician.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by higher level supervisory personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Develop, implement, and coordinate departmental projects and program activities related to procedures, reporting requirements, contract and records maintenance and other departmental services.
- Develop and maintain programs and special projects of assigned program area.
- Implement programs and processes to comply with administrative and legislative directives and regulations.
- Provide technical support and training in assigned program area.
- Provide courteous and expeditious customer service; engage in public relations through various media.
- Participate in a variety of special studies; collect and analyze data; develop recommendations; prepare and present reports.
- Prepare, monitor, and analyze financial information in assigned program area, including payroll, revenue, accounts payable, accounts receivable and other financial information.
- Process financial transactions, including invoices and purchase orders.
- Attend and represent the City and Department at various meetings.
- Prepare forms and other administrative procedures and operations.
- Prepare procedure manuals.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles of public administration; record keeping and filing practices; and government practices and requirements.
- Advanced computer skills, including word processing and spreadsheets.

- Modern office methods, procedures, administrative practices, business correspondence, filing systems and complex record keeping methods.
- Data gathering and presentation techniques.
- City Codes, regulations, policies, and procedures relating to departmental activities.
- Customer service principles, practices, and techniques.
- Data collection and presentation techniques.
- Principals of public relations and community engagement.
- Principals of management and supervision.

Ability to:
- Build and maintain effective relationships with City staff, outside agencies, and community groups.
- Follow directions and policies with minimal supervision.
- Actively participate in planning sessions and staff meetings.
- Understand business technology and related software.
- Collect, analyze, and prepare program data; prepare logical and accurate reports with conclusions and recommendations.
- Give presentations to various public and private groups on topics related to the departmental services.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three years of professional technical and administrative experience developing and administering public or private programs, conducting special studies, and making public presentations with demonstrated proficiency in personal computers and related software.
Training:
Equivalent to a Bachelor's degree from an accredited four-year college or university with a major in Business, Public Administration, science, or any field relating to public works activities.
Substitution: Additional progressively responsible experience performing complex duties of a technical nature may be substituted for up to one year of the required education; the incumbent must meet the educational requirement prior to the end of the probationary period.
License:
Possession of and the ability to maintain an appropriate, valid California Driver's License as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read instructions; read fine print and view computer screens; hear well enough to converse on the telephone and in person; use of hands and fingers for use of computer keyboard, filing, writing and answering telephones; capable of clear speech; able to lift and carry objects weighing up to 40 pounds; climb stairs and ladders; stamina to work long hours and attend night meetings.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

STAFF SERVICES ASSISTANT

DEFINITION
Under general supervision, provides a wide range of routine clerical, technical and administrative support to assigned department; assists in tracking departmental projects and activities; researches and compile information, record keeping; provides computer support to assigned department.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Staff Services Assistant provides administrative and technical support to supervisory and management staff, including computer support on various programs for department staff. The Staff Services Assistant is distinguished from the Staff Services Technician in that the Technician performs more technical/analytical assignments with a greater level of independence than the Staff Services Assistant.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by higher level supervisory positions.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist supervisory and management staff in tracking and coordinating departmental projects and/or program activities, including contract, work orders and records reporting.
- Prepare written reports incorporating research and data presentation in charts and graphs.
- Assist others in the use of computer applications in office operations.
- Assist in responding to requests for information from other departments, agencies and the public.
- Investigate issues related to departmental operations and report findings to management in written or oral reports.
- Research and investigate customer accounts and produce reports.
- Process payments, invoices and other financial transactions.
- Compile information and data for statistical and financial reports.
- Assist in monitoring budget accounts and purchasing supplies.
- Make travel arrangements, maintain appointment schedules and calendars and arrange meetings and conferences.
- Process and track records, data and other transactions.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles of public administration; record keeping and filing practices; and government practices and requirements.
- Modern office methods, procedures, administrative practices, business correspondence, filing systems and complex record keeping methods.
- Principles, codes, regulations, and laws governing assigned program area.
- Customer service principles, practices and techniques.

- Word processing and spreadsheet applications.
- Data collection and presentation techniques.
- City Codes and regulations relating to departmental activities.

Ability to:
- Operate a computer and other office machines.
- Utilize various computer software programs.
- Collect, analyze, and present data and information related to assigned program area.
- Apply government practices, procedures and codes in the completion of assignments.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Two years of experience performing duties that include clerical work, financial or statistical record keeping, records maintenance, computer applications, and contact working with the general public.
Training:
Equivalent to completion of the twelfth grade, supplemented by related college coursework.
Licenses:
Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read instructions; read fine print and view computer screens; hear well enough to converse on the telephone and in person; use of hands and finger for use of computer keyboard, filing, writing and answering telephones; capable of clear speech; able to lift and carry objects weighing up to 40 pounds; climb stairs and ladders; stamina to work long hours and attend night meetings.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

STAFF SERVICES TECHNICIAN

DEFINITION:
Under general supervision, performs routine technical and analytical work involving the compilation, extraction and presentation of statistical and financial data from reports, budget and special projects; performs research and prepares related reports and investigates issues related to departmental operations and reports findings to supervisors.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
The Staff Services Technician is distinguished from the Staff Services Analyst in that the latter performs advanced journey level work assignments. The Staff Services Technician provides paraprofessional/technical administrative support services to management staff. Work is performed with a greater degree of independence than the Staff Services Assistant.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by higher level supervisory personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist management in implementing, coordinating, routing, and tracking departmental projects or program activities related to procedures, reporting requirements, contract and records maintenance and other intra-departmental services.
- Research, compile, interpret and present information and data related to assigned program area.
- Perform a wide variety of complex, responsible, administrative, and confidential duties.
- Process accounts payable and receivable, travel arrangements, purchase orders, schedules, and meetings and conferences.
- Investigate issues related to departmental operations and reports findings to supervisor or others in written or oral reports.
- Review various processes and procedures, gather input, and recommend modification or changes as needed.
- Prepare written reports, manuals, procedures, and policies using charts and graphs.
- Route and track a variety of technical transactions in the assigned program area.
- Prepare written correspondence related to departmental communications.
- Assist with procurement card processing and tracking.
- Develop presentation materials for public presentations.
- Respond to inquiries from the public and other departments; process and track public information and records requests.
- Assist others in the use of computer applications in office operations.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern office methods, procedures, administrative practices, business correspondence, filing systems and complex record keeping methods.
- Principles, codes, regulations, and laws governing assigned program area.
- Principles of public administration, record maintenance, and project management practices.
- Advanced computer skills, including word processing and spreadsheet applications.
- Customer service principles, practices, and techniques.
- Data gathering and presentation techniques.
- Governmental or business budgeting and accounting requirements/processes.

Ability to:
- Work effectively and maintain good relations with City staff, outside agencies, and community groups.
- Learn and apply governmental practices, procedures, and codes.
- Follow procedures, directions and policies with minimal supervision.
- Actively participate in planning sessions and staff meetings.
- Utilize computers and related software.
- Collect, analyze, and present data and information related to assigned program area.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Two years of experience performing technical and administrative work involving statistical and financial research and analysis, journey level computer applications and report writing experience, or two years of experience as a Staff Services Assistant with the City of Turlock.
Training:
Equivalent to an associate degree from an accredited two-year community college with a major in Business, Public Administration, or a related field.
License:
Possession of a valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
While performing the essential duties of the position, the employee is regularly required to stand; sit; walk; use hands; move fingers to feel objects tools controls, reach with hands and arms; and talk and hear. Specific vision abilities required for this position include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
The employee must occasionally lift and move up to 15 pounds; the employee may occasionally be required to work outdoors in different types of weather and cold/heat.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock
TRAFFIC TECHNICIAN, SR

DEFINITION
Under direction of the City Engineer to perform traffic studies, develop/maintain traffic signal timing, develop/review temporary traffic control plans, issue permits, update/maintain databases, prepare/present reports, reply to public inquires, perform traffic engineering tasks in both the office and field environments, and support engineering personnel in achieving organizational goals.

This classification is assigned to the Turlock City Employees Association Bargaining Unit for labor relations purposes and is subject to overtime, standby and call back assignments.

DISTINGUISHING CHARACTERISTICS
This class is senior level and may guide and lead other personnel.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the City Engineer. Technical or functional direction/assistance may be received from a variety of para-professional or professional personnel. Responsibilities may include functional supervision of subordinate paraprofessional positions.

DISTINGUISHING CHARACTERISTICS
Positions in this class perform highly complex research, traffic studies, field reviews and general traffic engineering work, respond to inquiries from the public, draft/review temporary traffic control plans, review/process transportation related permits, develop/maintain traffic signal timing plans, prepare reports and provide presentations. Work involves the application of precise para-professional traffic engineering knowledge and techniques, as well as the ability to provide technical supervision and oversight to subordinate paraprofessional positions. It is ordinarily performed under the general supervision of the City Engineer who makes general assignments and inspects work to ensure that it is conducted according to instructions and in conformity with accepted traffic engineering standards.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Complete highly complex work competently and with minimal oversight.
- Provide leadership, supervision and/or functional oversight over subordinate paraprofessional positions.
- Manage highly complex traffic engineering related projects and procurements.
- Conduct/coordinate the collection of traffic data in the public right of way.
- Perform complex traffic engineering research, studies and field reviews.
- Conduct traffic engineering office and field studies to evaluate the speed, movement, parking and collision history of vehicles, bicycles and pedestrians within the roadway.
- Review and research of traffic engineering standards, policies, regulations, both for general competency and the resolution of specific issues.
- Develop and/or review highly complex temporary traffic control plans, both for City projects and development related projects, to ensure compliance with applicable standards and regulations.
- Review, processing and issuance of transportation related permits.
- Issue work orders to City staff in other departments for the completion of field work relative to signs, markings and traffic signal systems.
- Assist in the development of traffic signal timing plans and the programming of signal timing within traffic signal cabinets.

- Monitor, input data, initiate queries and run advanced reports using the City's electronic Pavement Management Program system.
- Preparation of periodic/annual reporting to regional, state and federal agencies.
- Support development and implementation of capital improvement projects affecting the City's transportation network.
- Coordinate with other City departments, committees and commissions on the completion of studies, assignments and projects, as required.
- Use of a computer for research, communication, scheduling, and reporting.
- Assist in the preparation and submission of grant applications for improvements to the transportation network.
- Regularly evaluate the efficiency and effectiveness of the City's policies and practices relative to providing traffic engineering-related permits and services to the public and provide recommendations for improvements.
- Prepare and present detailed reports, studies and/or presentations to City staff, community stakeholders and/or the City Council.
- Assist with the deployment of transit assets and services, as required.
- Assist division/department staff in the completion of special tasks and projects, including transit, surveying, project management, construction inspection and Geographic Information Systems (GIS).
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern office methods and practices
- Leadership skills, strategies and tools to provide functional oversight and supervision of teams and/or paraprofessional subordinates
- Traffic safety principles for performing work within the public right of way
- Standard signs and markings and their application within the public right of way
- Detailed understanding of the City's transportation system, to include core elements, classifications of streets, and various pavement treatments
- Advanced traffic engineering principles, standards and strategies as outlined in the California Manual on Uniform Traffic Control Devices (CA MUTCD), the California Vehicle Code (CVC), the Turlock Municipal Code and other references affecting the transportation network
- Plans affecting transportation elements as provided in the regional and local planning documents, including the City's General Plan and Active Transportation Plan
- Transportation related grant program guidelines and processes
- City procurement policies, procedures and processes

Ability to:

- Understand and follow directions, instructions, City policies and standards
- Demonstrate computer skills relevant to the position
- Use and maintain data collection instruments and tools
- Establish and maintain effective working relationships with those contacted during the course of work
- Manage highly complex traffic engineering related projects and procurements
- Perform work independently and with minimal supervision
- Proficiently use traffic engineering related databases, programs and software
- Demonstrate organizational and time management skills through the completion of tasks and assignments
- Prepare and present complex reports and/or presentations to senior management, community stakeholders and/or the City Council

- Serve as a City representative at local or regional meetings related to traffic engineering and/or transportation, as assigned, and provide appropriate input and feedback from those meetings
- Prepare grant applications for competitive state and/or federal funding
- Assist division co-workers with special projects and assignments, when needed

Experience and Training Guidelines

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

Experience:

Two years of experience as a traffic technician in a position comparable to a Traffic Technician II with the City of Turlock.

Training:

Equivalent to completion of an Associate of Science Degree from an accredited college or vocational/technical institution in general studies, public administration or an engineering related field.

License:

Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: See well enough to drive a vehicle and to make visual inspections; hear well enough to converse on the telephone and in person; be able to communicate clearly without amplification; bodily mobility to move rapidly from one area to another, sometimes over rough terrain; sometimes bending over and lifting up objects.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

TRANSIT ANALYST I/II

DEFINITION
Under general supervision, performs a variety of administrative and analytical duties in support of the City's transit system; administers transit-related contracts; develops grant applications and manages reporting; supports compliance with state and federal regulations; provides project management support for transit-related capital improvement and operational projects; coordinates transportation planning efforts with local and regional transportation stakeholders; provides staff assistance to the Transit Manager.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
Transit Analyst I – this is the entry level class in the series. This class is distinguished from the Transit Analyst II class 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.
Transit Analyst II - This is a full journey level class within the Transit Analyst series. This class is distinguished from Transit Analyst 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 are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Transit Manager. This is not a supervisory class.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversees a variety of transit-related contracts; reviews and monitors contractor performance through reviews of reports, surveys, meetings, and in-person assessments; monitors performance against key performance indicators and reports findings.
- Conducts in-person evaluations of transit system performance for quality assurance and contractor accountability purposes.
- Prepares and administers a variety of transit-related programs and grants; coordinates with outside agencies; monitors grant milestones and provides analysis and reporting necessary to meet grant requirements; ensures proper and timely posting of expenditures.
- Conducts research and analysis related to transit operations and makes recommendations to improve the efficiency or effectiveness of the transit system (transit planning), to include recommendations for changes to fixed routes, service spans, schedules, fare structures, vehicles and support equipment, policies, and other related elements; coordinates with regional transportation partners on proposed changes to improve regional connectivity and continuity.
- Conducts research and analysis on transit-related issues of significance and summarizes findings and recommendations for further consideration.

- Manages outreach, promotion, and marketing efforts for the transit system, with support from the adopted Short-Range Transit Plan (SRTP); coordinates with outside firms, as needed, for design and/or production services; coordinates with the operations contractor for the posting of materials on buses, in bus shelters, and at the Transit Center, as applicable.
- Assists in budget preparation and administration; prepares budget transfer requests; monitors and controls expenditures for assigned areas.
- Answers questions and provides customer service to members of the public, both verbally and in writing; investigates complaints and recommends corrective actions to resolve said complaints; documents customer service activities for filing and future follow-up, if needed.
- Purchases goods and services in accordance with applicable rules and regulations, to include consideration of specific grant requirements when using grant funds.
- Develops reports and provides presentations on transit-related programs and activities to the City Council, Planning Commission, City committee or working group, or other designated groups; prepares and presents information at public hearings for transit-related topics.
- Represents the Transit Division on transit-related issues at meetings of the Planning Commission, City Council, Stanislaus Council of Governments (StanCOG), or other designated committee, commission, outside agency or group; represents the Transit Division at designated festivals, fairs, or other special events.
- Monitors and reports on the condition of transit assets, to include revenue and non-revenue vehicles, facilities, bus stop amenities, and assists in periodic updates to the City's Transit Asset Management (TAM) Plan.
- Serves as the Chief Safety Officer (CSO), in accordance with federal Public Transportation Agency Safety Plan (PTASP) requirements, with safety-related roles and responsibilities as outlined in the City's adopted Agency Safety Plan. The CSO shall report directly to the Accountable Executive (Transit Manager).
- Assists in the development, scheduling, and posting of content on social media platforms; ensures digital interactions with members of the public are in accordance with the applicable social media policies.
- Ensures transit system compliance with all applicable rules and regulations and assists with internal or external compliance audits, reviews, and evaluations.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of public transportation and public transit.
- Principles and practices of governmental budget development and monitoring.
- Principles and practices of grant preparation and administration.
- Principles and practices of governmental procurement, including purchases using State Local Transportation Funds (LTF) or Federal Transit Administration (FTA) Section 5307/5339 funding.
- Federal, State, and local laws and regulations governing public transit system operations and transportation grant funding.
- Office procedures, methods, and computer equipment, including Microsoft Office software products (Word, Excel, PowerPoint, and Outlook).
- Transit Award Management System (TrAMS).

Ability to:

- Analyze technical problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and explain pertinent local policies and procedures.
- Keep current with modern transit trends.
- Research and analyze program administration issues; make sound policy and procedural recommendations with established guidelines.

- Prepare and administer grants.
- Coordinate, lead, and present at public meetings involving individuals from various sociological, economic, and educational backgrounds.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with co-workers and peers.
- Exercise sound judgment throughout the course of performing work duties, especially when handling sensitive information or interacting with difficult individuals.
- Prepare reports and compile statistical data.
- Operate standard office equipment including computers, copiers, and printers.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Transit Analyst I
Three years of increasingly responsible technical, clerical or secretarial experience which included an emphasis on customer service and policy/procedure implementation.
Transit Analyst II
Two years of increasingly responsible administrative and analytical experience related to transit programs. Experience with a transit agency in the State of California is preferred.
Training:
Possession of a Bachelor's degree with major coursework in public administration, business administration, transportation planning, or a related field.
License:
Possession of a valid, appropriate California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Possession of a Transit and Paratransit Management Program Certificate from the University of the Pacific (required for Level II positions).

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard, copy machine, filing, writing, drive vehicles and answer telephone.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

TRANSIT ANALYST

DEFINITION
Under general direction, performs a variety of administrative and analytical duties in support of the City's transit system; administers transit-related contracts; develops grant applications and manages reporting; supports compliance with state and federal regulations; provides project management support for transit-related capital improvement and operational projects; coordinates transportation planning efforts with local and regional transportation stakeholders; provides staff assistance to the Transit Manager; and performs related work as required.

This position is assigned to the Turlock City Employees' Association (TCEA) for labor relation purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This class may be either the entry level or journey level depending on experience.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Transit Manager.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversees a variety of transit-related contracts; reviews and monitors contractor performance through reviews of reports, surveys, meetings, and in-person assessments; monitors performance against key performance indicators and reports findings.
- Conducts in-person evaluations of transit system performance for quality assurance and contractor accountability purposes.
- Prepares and administers a variety of transit-related programs and grants; coordinates with outside agencies; monitors grant milestones and provides analysis and reporting necessary to meet grant requirements; ensures proper and timely posting of expenditures.
- Conducts research and analysis related to transit operations and makes recommendations to improve the efficiency or effectiveness of the transit system (transit planning), to include recommendations for changes to fixed routes, service spans, schedules, fare structures, vehicles and support equipment, policies, and other related elements; coordinates with regional transportation partners on proposed changes to improve regional connectivity and continuity.
- Conducts research and analysis on transit-related issues of significance and summarizes findings and recommendations for further consideration.
- Manages outreach, promotion, and marketing efforts for the transit system, with support from the adopted Short-Range Transit Plan (SRTP); coordinates with outside firms, as needed, for design and/or production services; coordinates with the operations contractor for the posting of materials on buses, in bus shelters, and at the Transit Center, as applicable.
- Assists in budget preparation and administration; prepares budget transfer requests; monitors and controls expenditures for assigned areas.
- Answers questions and provides customer service to members of the public, both verbally and in writing; investigates complaints and recommends corrective actions to resolve said complaints; documents customer service activities for filing and future follow-up, if needed.
- Purchases goods and services in accordance with applicable rules and regulations, to include consideration of specific grant requirements when using grant funds.

- Develops reports and provides presentations on transit-related programs and activities to the City Council, Planning Commission, City committee or working group, or other designated groups; prepares and presents information at public hearings for transit-related topics.
- Represents the Transit Division on transit-related issues at meetings of the Planning Commission, City Council, Stanislaus Council of Governments (StanCOG), or other designated committee, commission, outside agency or group; represents the Transit Division at designated festivals, fairs, or other special events.
- Monitors and reports on the condition of transit assets, to include revenue and non-revenue vehicles, facilities, bus stop amenities, and assists in periodic updates to the City's Transit Asset Management (TAM) Plan.
- Serves as the Chief Safety Officer (CSO), in accordance with federal Public Transportation Agency Safety Plan (PTASP) requirements, with safety-related roles and responsibilities as outlined in the City's adopted Agency Safety Plan. The CSO shall report directly to the Accountable Executive (Transit Manager).
- Assists in the development, scheduling, and posting of content on social media platforms; ensures digital interactions with members of the public are in accordance with the applicable social media policies.
- Ensures transit system compliance with all applicable rules and regulations and assists with internal or external compliance audits, reviews, and evaluations.
- Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of public transportation and public transit.
- Principles and practices of governmental budget development and monitoring.
- Principles and practices of grant preparation and administration.
- Principles and practices of governmental procurement, including purchases using State Local Transportation Funds (LTF) or Federal Transit Administration (FTA) Section 5307/5339 funding.
- Federal, State, and local laws and regulations governing public transit system operations and transportation grant funding, including, but not limited to:
    - Americans with Disabilities Act (ADA);
    - Title VI of the Civil Rights Act of 1964 (FTA Circular 4702.1B);
    - Disadvantaged Business Enterprise (DBE) (49 CFR Part 26);
    - Transit Asset Management (TAM) (49 CFR Part 265);
    - Public Transportation Agency Safety Plan (49 CFR Part 673);
    - California's Transportation Development Act (TDA), the Unmet Transit Needs (UTN) process, and financial performance requirements of the TDA.
- Office procedures, methods, and computer equipment, including Microsoft Office software products (Word, Excel, PowerPoint, and Outlook).
- Transit Award Management System (TrAMS).

Ability to:

- Analyze highly technical problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and explain pertinent local policies and procedures.
- Keep current with modern transit trends.
- Research and analyze program administration problems; make sound policy and procedural recommendations.
- Prepare and administer grants.
- Coordinate, lead, and present at public meetings involving individuals from various sociological, economic, and educational backgrounds.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with co-workers and peers.

- Exercise sound judgment throughout the course of performing work duties, especially when handling sensitive information or interacting with difficult individuals.
- Prepare reports and compile statistical data.
- Operate standard office equipment including computers, copiers, and printers.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Two years of increasingly responsible administrative and analytical experience related to transit programs. Experience with a transit agency in the State of California is preferred.
Training:
Possession of a Bachelor's degree with major coursework in public administration, business administration, transportation planning, or a related field.
License:
Possession of a valid, appropriate California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Desirable Qualifications:
Possession of a Transit and Paratransit Management Program Certificate from the University of the Pacific.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read instructions, read fine print, view computer screen, operate vehicle and related equipment; hear well enough to converse on the telephone and in person, assist the public and other staff; use hands and fingers for use of computer keyboard, copy machine, filing, writing, drive vehicles and answer telephone.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

TRANSIT MANAGER

DEFINITION
Under direction plans, directs, supervises, and coordinates planning, budgeting, procurement, and contract management activities related to public transportation and the City's transit system and performs other job-related work as required**.**

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a single position management classification within the Municipal Services Department responsible for overseeing the City's transit program and operations. It is distinguished from the Transit Analyst position by its management authority and responsibility for the overall program and from the Deputy Director by its focus on transit operations.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by an Assistant Municipal Services Director in the Municipal Services Department. The job incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex, responsible and sensitive areas. The Transit Manager supervises assigned professional, technical, and administrative support personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:
- Develops and implements transit program goals, objectives, policies, and procedures.
- Provides supervision, training, and work evaluation for assigned personnel; assists in the selection and development of new staff; recommends resolution of employee disputes, grievances, and problems; and maintains high standards necessary for efficient, professional operations.
- Supervises and participates in the development, implementation, administration, and modification of a variety of public transportation systems and regulations.
- Researches, applies, and obtains State and Federal grant funding for transit improvement projects including the preparation of applications, diagrams, and reports.
- Administers and directs transit-related work activities, projects, and programs, reviewing and evaluating related work products.
- Administers and directs an operations and management contractor in fixed-route and demand-response transit operations for the City.
- Participates in master planning for City facilities and systems, to include short and long-range transit plans, operational plans, financial plans, Intelligent Transportation System (ITS) plans, and fleet management plans.
- Oversees contract administration; participates in the discussions and examination of proposals; interprets and implements Department and City policies and objectives.
- Conducts studies of transit routes, schedules, fares, operating hours, services, and facilities, and recommends service changes as required.
- Prepares administrative and operational reports.

- Prepares financial claims, budgets, and reports for the City's transit system, including forecasting for costs associated with operations, capital improvements, staffing, equipment and supplies.
- Prepares, submits, and presents financial claims, budgets, and reports to the applicable government authorities for approval, including the Stanislaus Council of Governments and the Turlock City Council.
- Maintains an effective and efficient transit system, maximizing available transit funding and striving to achieve established performance standards.
- Provides contract administration oversight and management of transit-related professional service contractors and consultants, monitoring performance and ensuring adherence to contract requirements.
- Represents the City's transit system with other governmental agencies, regulatory bodies, contractors, consultants, civic groups and concerned citizens.
- Seeks revenue enhancing opportunities for the City's transit system, such as advertising services, and recommends the necessary changes to pursue those opportunities.
- Prepares highly complex and technical reports; documents policies and procedures; performs research.
- Makes and assists with presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Ensures close coordination with other City departments and affected outside groups.
- Assists in the development of long-term capital improvement plans.
- Drafts specifications, Requests for Proposals (RFP), Requests for Qualifications (RFQ), and related documents for the procurement of transit equipment, materials, and services, adhering to all applicable local, State, and Federal grant regulations and requirements.
- Confers with and provides consultation to others on work priorities, potential problems, and solutions to current problems.
- Studies and recommends improvements for transportation system operations; and provides technical information and data to concerned parties.
- Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints or issues arising from members of the public.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies, and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Ensures that staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Manages and directs the maintenance of vehicles, equipment, the Roger K. Fall Transit Center, fixed-route bus shelters, benches, signs, and other transit-related facilities and amenities, as well as accounts for all transit-related assets.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- General principles and practices of management relating to a municipal transit system.

- Municipal budget preparation and monitoring of complex programs.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Materials and equipment typically used in a municipal transit system.
- Federal, State, regional, and local laws, regulations, and guidelines related to operating municipal transit systems.
- Federal Transit Administration (FTA) regulations related to grant applications and grant management, including Section 5307 grant funding requirements and best grant management practices.
- The Federal Americans with Disabilities Act (ADA) regulations related to the accessibility of transit services, including complementary paratransit requirements.
- The State Transportation Development Act (TDA) regulations related to farebox recovery standards, performance requirements, and general provisions applying to recipients of State funding.
- Cost estimating and contract administration.
- Technical report writing.
- Project budget development and expenditure control, including development of capital improvement plans.
- Rules and regulations related to the solicitation and procurement of goods and services, especially for procurements involving federal funds.
- Principles and practices of supervision, staff selection, training, development, retention, and personnel management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.

Ability to:

- Plan, organize, direct, coordinate and supervise the functions and activities necessary to operate a municipal transit system and related transportation elements.
- Plan, organize, direct and supervise the work of technical staff, office support staff, and contracted transit service providers.
- Organize, analyze, manage and implement a variety of programs.
- Forecast, prepare, and administer a budget.
- Select, train, and evaluate staff, implementing strategies to boost retention and improve employee satisfaction.
- Develop budgets and control expenditures, including capital improvement plans.
- Engage stakeholders in strategic planning efforts such as a Short-Range Transit Plan.
- Evaluate transit service through personal usage of the system.
- Analyze operations, initiate improvements, and respond to City growth.
- Prepare comprehensive technical reports and recommendations.
- Establish and maintain cooperative working relationships with elected officials, administration, other employees, and the general public.
- Communicate clearly and concisely orally and in writing.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Organize, implement, and supervise departmental goals and City objectives.
- Use computer and needed programs effectively.

Experience and Training Guidelines

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

Experience:

Four years of increasingly responsible experience in the management and operation of a municipal transit system in the State of California, including at least one year in a supervisory capacity.

Training:

Possession of a Bachelor's degree from a four-year accredited college or university with major coursework in business administration, public administration, transportation planning or a closely related field.

License:

Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:

While performing the essential duties of the position, the employee is regularly required to stand, sit; walk; use hands; move fingers to feel objects tools controls, reach with hands and arms; and talk and hear. Specific vision abilities required for this position include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee must occasionally lift and move up to 15 pounds; the employee may occasionally be required to work outdoors in different types of weather and cold/heat.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

_____
Date

City of Turlock

UTILITIES MAINTENANCE WORKER I/II

DEFINITION
Under general supervision, performs a wide variety of semiskilled to skilled work in the construction, replacement, repair, installation, and cleaning of the City's sanitary sewer, storm collection system, and water distribution systems and related facilities.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
Utilities Maintenance Worker I - this is the entry level class in the Utility Maintenance Worker series. This class is distinguished from the Utilities Maintenance Worker 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 related work experience. Employees work under immediate supervision while learning job tasks.

Utilities Maintenance Worker II - This is the journey level class within the Utility Maintenance series. This class is distinguished from Utilities Maintenance Worker 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 are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Utilities Supervisor Assistant. This is not a supervisory class; however, journey level maintenance workers may provide guidance to less experienced staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Install, remove, clean, and repair sewer lines, storm lines, water lines and related facilities.
- Cut, lay, install, and repair water mains, storm lines, sewer lines, valves, and hydrants, etc.
- Isolate water main sections for repair and/or construction; record and perform unidirectional flushing of water distribution system water mains and fire hydrants; and disinfect water mains when required.
- Perform water line taps; install water services, blow-offs, meters, vaults, boxes, and exercise valves.
- Operate large construction equipment such as dumptrucks, backhoes, loaders, trenching machines, etc.
- Perform daily DMV vehicle inspections; document and inspect equipment for safety and wear.
- Proficiently operate vacuum & jitter combination trucks.
- Build and repair manholes, catch basins, and other related facilities.
- Participate in construction, maintenance, and repair work, using established safe work practices and procedures.

- Operate large and complex maintenance equipment such as Hydrovactors, rodders, hydro-cleaners, closed circuit televising equipment, etc.
- Exercise and maintain distribution system valves using a variety of manual and motorized tools and equipment; determine appropriate types of valves for different applications as found throughout the City.
- Install barricades and route traffic in a safe manner.
- Respond to public complaints and requests for service.
- Turn on new water services, turn off discontinued water services and delinquencies, disconnect sewer services, and distribute notification papers related to the same.
- Operate a jackhammer and pour and finish concrete.
- Break out and load asphalt and concrete onto large dump trucks.
- Identify, plan, and arrange for equipment needed for each assigned project.
- Maintain various records related to meter readings, repairs, maintenance activities and assigned duties.
- Assist in maintaining inventory of parts, supplies, and equipment.
- Read maps and interpret plans, blueprints, specifications, and maintenance manuals.
- Install shoring and related safety equipment.
- Operate sewer cleaning equipment in emergency conditions.
- Locate and repair water leaks, damaged lines, and worn valves.
- Collect samples, perform a variety of routine tests; record and monitor results.
- Install, test, repair, and replace fire hydrants.
- Assist with the collection and transportation of water samples for lab analysis; monitor chemical dosages; assist with the application of chlorine and other water treatment-related chemicals to adjust water quality levels; assist in assuring adequate levels of safe potable water to meet City needs.
- Respond to public complaints concerning water quality and service lines; investigate public complaints and assist with troubleshooting, diagnosing, and resolving problems and malfunctions; respond to waterline emergencies as needed.
- Test, repair, install, and replace backflow prevention devices.
- Perform standby/on-call duties, as assigned and required.
- Perform emergency repairs as necessary; respond to emergency calls at irregular hours.
- Perform related duties as assigned.

QUALIFICATIONS:

Utilities Maintenance Worker I
Knowledge of:
- Basic construction, repair, and maintenance methods, procedures, tools, equipment, and materials.
- Safe work practices under hazardous conditions.
- Operation of a variety of construction equipment.

Ability to:
- Perform a variety of construction, repair, and maintenance tasks.
- Locate underground services.
- Learn to identify equipment, tools, and materials needed for each project.
- Work under routine and emergency conditions, sometimes in severe weather.
- Install, repair, remove and clean pipes.
- Operate a variety of construction and maintenance equipment, including a jackhammer.
- Install and remove shoring.
- Work efficiently and safely with others.

- Understand and follow instructions and directions.
- Perform a wide variety of physically strenuous tasks as required.
- Respond appropriately to public inquiries and complaints in a tactful, courteous manner.

Utilities Maintenance Worker II
Knowledge of:
- Journey level methods, materials, and equipment used in the repair, installation, cleaning, and maintenance of the sanitary sewer system, storm collection system, water distribution system, well sites, tanks, and related appurtenances.
- Basic knowledge of potable water system operation and drinking water treatment processes
- Safe work practices under hazardous conditions such as confined space entry and working in the public right-of-way.
- City regulations, procedures, and operations related to operation and maintenance of the City's sewer, storm collection systems, and water distribution systems.
- Basic use and operation of personal computers, including ability to create correspondence, access job related files, and enter data.
- Basic principles of backflow knowledge.
- Journey level knowledge of the City’s distribution systems and maps.
- City geography and the municipal street system.

Ability to:
- Meet all requirements of a Utility Maintenance Worker I.
- Train others in the safe and correct use of a wide variety of construction and maintenance equipment.
- Safely operate heavy construction and repair equipment with proficiency and efficiency.
- Learn methods, procedures and requirements for monitoring and adjusting water quality levels.
- Monitor chemical dosages and assist with the adjustment of water quality levels.
- Learn principles, practices and procedures related to the operation and maintenance of a water distribution system.
- Recognize and deal with hazards encountered in the course of work.
- Read, interpret, and understand blueprints and construction drawings.
- Communicate clearly and concisely both orally and in writing.
- Respond to emergencies as required and take corrective action as needed.
- Troubleshoot for faulty system equipment.
- Make independent decisions in field situations with effectiveness and efficiency.
- Use and interpret closed circuit televising equipment.
- Understand and implement all related safety rules and procedures.
- Demonstrate journey level skills in all phases of construction, repair, maintenance, and cleaning of sewer, storm, and water distribution systems.
- Obtain basic backflow knowledge and basic knowledge of potable water system operation.
- Develop advanced knowledge of sewer system, storm system, and water distribution system.
- Serve in lead capacity for short periods of time.

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

Utilities Maintenance Worker I
Experience:
One year of construction or maintenance experience working with pumps, valves, basic plumbing functions, and working with heavy equipment.

Training:
High School diploma or GED certificate.
Certificate(s):
Possession of a Water Distribution Grade I Certification issued by the California Division of Drinking Water and a Collections System Maintenance Grade I Certification issued by the California Water Environment Association, both within 18 months from date of hire.
Possession of a Work Zone Safety Certification within 24 months from date of hire
License:
Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of continued employment. Ability to obtain a Class B Driver's License within nine (9) months from date of employment, to be maintained as a condition of continued employment.

Utilities Maintenance Worker II
Experience:
Two years of experience as a Utilities Maintenance Worker in a position comparable to that of a Utilities Maintenance Worker I for the City of Turlock.
Education:
High School diploma or GED certificate. Six college units or CEU's in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.).
Certificate(s):
Possession of two of the following certifications: Water Distribution Grade II Certification issued by the California Division of Drinking Water, Water Treatment Operator Grade II Certification issued by California State Water Resources Control Board, or Collections System Maintenance Grade II Certification issued by the California Water Environment Association.
Possession of a Work Zone Safety Certification.
Possession of a Hazardous Materials First Responder, Awareness Level, (FRA) Certification within 18 months from date of appointment.
License:
Possession of an appropriate, valid, Class B Driver's License and proof of automobile liability insurance at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

UTILITIES MAINTENANCE WORKER, SR.

DEFINITION
Under general supervision, to perform advanced journey level work in the construction, maintenance, and repair of the City's sanitary sewer, storm collection system, and water distribution system; and to provide responsible technical staff assistance; and to perform related work as required.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level class within the Utility Maintenance series. This class is distinguished from Utilities Maintenance Worker II by the assignment of the full range of the most complex duties assigned.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Utilities Supervisor. Provides immediate and general supervision of sewer, storm, and water construction, repair, and maintenance personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plan, coordinate, and supervise activities and work in conjunction with the Utilities Maintenance Supervisor, relating to the construction, maintenance, repair and upkeep of the water distribution, sewer, and storm systems.
- Inspect and review the work of subordinates.
- Assist and train less experienced personnel.
- Prepare and review cost estimates for new service installations and main line extensions.
- Requisition and purchase of materials and supplies; maintain records, inventory and reports.
- Respond to public complaints and requests for service.
- Install shoring and related safety equipment.
- Perform and oversee more complex and difficult work.
- Assist in the development of plans and specifications for new facilities.
- Participate in and oversee the operation of preventive maintenance programs designed to prolong the useful life of the sewer and storm systems and the water distribution system.
- Participate and oversee the collection of samples for a variety of routine tests; record and monitor results.
- Operate sewer cleaning equipment in emergency conditions.
- Participate in and oversee the maintenance of City water well stations and the flushing program.
- Assist with the collection and transportation of water samples for lab analysis; monitor chemical dosages; assist with the application of chlorine and other water treatment-related chemicals to adjust water quality levels; assist in assuring adequate levels of safe potable water to meet City needs.
- Respond to public complaints concerning water quality and service lines; investigate public complaints and assist with troubleshooting, diagnosing, and resolving problems and malfunctions; respond to waterline emergencies as needed.

- Monitor water system for illegal and improper connections to prevent damage to the water distribution system and injury to construction personnel.
- Monitor inventory levels of parts, supplies, and equipment; order, receive and maintain inventory of parts, supplies and equipment.
- Collaborate with outside contractors in the maintenance, repair, and alteration of the water distribution system; review contractor work to assure accuracy, completeness, and compliance with established specifications.
- Pour and finish concrete.
- Operate and oversee the use of closed-circuit televising equipment.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Advanced journey level methods, materials, and equipment used in the cleaning, construction, repair, and inspection of the sewer, storm, and water distribution systems.
- Advanced journey level knowledge of the City's distribution systems and maps.
- Advanced principles of backflow knowledge and advanced knowledge of potable water system operation and drinking water treatment processes.
- Principles and practices of supervision.
- Safe work practices under hazardous conditions.
- Confined space entry procedures and knowledge of Cal OSHA safety requirements.
- City geography and the municipal street system.
- Principles and practices of effective customer relations.
- Principles and techniques of organization, administration, budget, and personnel management.
- Proficient vacuum & jetter combination truck operation.
- Basic record-keeping techniques.
- Pumps, valves and backflow devices.
- Proper use of fittings and couplings.
- Emergency well shut down procedures.
- Basic principles and practices of engineering as they relate to sanitary sewer, storm collection, and water distribution systems.
- Legal and defensive driving practices.
- Chlorine and other chemicals used in the adjustment of water quality levels.
- Appropriate codes, laws, and regulations, governing domestic water systems, sewer systems, and storm collection facilities.

Ability to:

- Assist the Utilities Maintenance Supervisor in the planning, scheduling, and directing of water system, sewer system, and storm collection system construction, repair, and maintenance activities.
- Train and provide work direction and guidance to assigned personnel; schedule and assign employee duties; monitor employee activities to assure accuracy, completeness and compliance with established safety requirements and procedures.
- Monitor chemical dosages and assist with the adjustment of water quality levels.
- Read, interpret, and understand blueprints and construction drawings. Communicate clearly and concisely both orally and in writing.
- Learn methods, procedures and requirements for monitoring and adjusting water quality levels.
- Assist in assuring adequate levels of safe potable water to meet City needs.
- Install water meters.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond to emergency situations as they arise.

- Operate and train subordinates in the proper and safe use of equipment used in the construction, repair, maintenance, and inspection of sewer, storm collection, and water distribution systems and related facilities.
- Participate in and supervise activities associated with confined space entry activities.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three years of experience as a Utilities Maintenance Worker in a position comparable to a Utilities Maintenance Worker II with the City of Turlock.
Training:
High School diploma or GED certificate. Six college units or CEU's in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language etc.) and three college units or CEU's in supervision or management for a total of nine college units or CEU's.
Certificate(s):
Possession of a Water Distribution Grade II Certification issued by the California Division of Drinking Water and either a Collections System Maintenance Grade II Certification issued by the California Water Environment Association, or a Water Treatment Operator Grade II Certification issued by California State Water Resources Control Board
OR
Possession of a Collections System Maintenance Grade II Certification issued by the California Water Environment Association and either a Water Distribution Grade II Certification issued by the California Division of Drinking Water, or a Water Treatment Operator Grade II Certification issued by California State Water Resources Control Board
Possession of a current Backflow Prevention Assembly Tester certification issued by the CA-NV Section of American Water Works Association.
Possession of a Work Zone Safety Certification.
Possession of a Hazardous Materials First Responder, Awareness Level, (FRA) Certification.
License:
Possession of an appropriate, valid Class B California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch, or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

UTILITIES MANAGER

DEFINITION
Under general direction, plans, organizes, coordinates, and directs the maintenance and operation of water, sewer and storm, collection systems, Supervisory Control and Data Acquisition, traffic signals, street lighting, shipping and receiving, and fleet maintenance.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a mid-management classification responsible for the discrete sub-departmental organizational component(s) and programs/functions involving the management and coordination of the City-wide utilities operations and maintenance programs and functions. In addition, the job incumbent has direct responsibilities for overseeing and directing the work of subordinate staff. This position differs from other positions involved in utility operations and maintenance functions in the broader responsibility for developing and implementing programs, systems and procedures. Duties and responsibilities are performed in accordance with law, ordinance, and City policy.

SUPERVISION RECEIVED AND EXERCISED
General direction is provided by the Assistant Municipal Services Director. The job incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex responsible and sensitive areas. The Utilities Manager supervises skilled crafts and craft staff directly or through subordinate supervisory staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans, develops, and implements or directs the implementation of goals, objectives, policies and priorities relating to utility operations and maintenance functions relating to water, sewer and storm, collection systems, Supervisory Control and Data Acquisition, traffic signals, street lighting, shipping and receiving, and fleet maintenance.
- Ensures Federal, State and local regulatory compliance of the City's potable water, wastewater, storm and sewer collection systems, fleet, streetlights and traffic signals.
- Develops, prepares and presents technical reports to Federal, State and local regulatory agencies related to potable water, wastewater, sewer and storm water systems, fleet, streetlights and traffic signals.
- Prepares specialized budgets related to assigned activities; assists in budget implementation; participates in budget forecasts; administers the approved budget.
- Develops and administers operating and reporting procedures including training schedules.
- Ensures City compliance with Federal, State and local laws and codes relating to safety standards, personnel programs and construction codes. Ensures close coordination with other City departments and affected outside groups.
- Oversees contract agreements for provision of a variety of repair, maintenance and construction services.
- Identifies and initiates needed capital improvement projects; reviews capital improvement plans related to the assigned services and provide input regarding future maintenance activities.

- Assists with the analysis, preparation, presentation, justification and administration of the utility's maintenance and operation budget.
- Assists in establishing budget guidelines; reviews and approves unit expenditures.
- Performs special studies and research and prepares recommendations.
- Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Meets and confers with other public agencies, contract providers and City management personnel to resolve problems and coordinates public works operations and maintenance activities.
- Provides a wide range of technical information regarding unit activities, operations, policies and procedures to representatives of other agencies.
- Reviews, prepares and presents reports; inspects and evaluates unit and contract operations; performs long range planning studies; reviews and makes recommendations on construction plans and specifications.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; selects and trains personnel; provides staff development; maintains high standards necessary for efficient, professional operations.
- Maintains a variety of technical project files and records.
- Supervises and maintains a variety of employee training and work safety activities.
- Prepares highly complex and technical reports; documents policies and procedures; performs research.
- Makes presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed. Answers questions; provides information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of municipal utility construction, maintenance and the operation of water, storm, sewer, and electrical systems.
- Principles and practices related to the operation and maintenance of Supervisory Control and Data Acquisition (SCADA) systems.
- Methods, materials, techniques, tools, and equipment employed in municipal utility construction, operation and maintenance, and fleet management programs.
- Principles and practices of supervision, staff selection, training and personnel management.
- Occupational hazards and standard safety precautions necessary to maintain safe work practices and environment.
- Federal, State and local regulations and codes relating to municipal utility construction, maintenance and operation.
- Principles and practices of organization and personnel management.

- Budgeting procedures and techniques.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.

Ability to:
- Plan, organize, direct and supervise the work of municipal utility maintenance and operations staff, electrical mechanical maintenance staff, and fleet maintenance staff.
- Select, supervise, train and evaluate personnel.
- Prepare, forecast and administer a budget.
- Interpret and apply Federal, State, and local laws and regulations.
- Organize, direct, and coordinate the activities of a large division in a manner conducive to full performance and high morale.
- Delegate authority and responsibility and schedule and program work for diverse public works maintenance activities.
- Coordinate the work of contract staff and maintenance and operations staff, other department staff and agencies concerning major construction projects and capital improvements programs.
- Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the general public.
- Perform job cost analysis and estimates.
- Prepare clear and concise reports; develop policy and procedure recommendations.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Utilize automated equipment to prepare documents and maintain data related to department operations.
- Make presentations before groups and represent the City in public forums.
- Use computer and needed programs effectively.
- Organize, analyze, manage and implement a variety of programs.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate clearly, concisely, and effectively, orally, electronically and in writing.
- Perform related duties as assigned.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Six years of increasingly responsible municipal utility maintenance and operations experience, including two years of supervisory responsibilities, which would lead to the acquisition of the required knowledge and abilities of this position.
Training:
Equivalent to an Associate's degree from an accredited college or university with major coursework in business or public administration, engineering, biology, chemistry, resource management, electronics, electrical engineering, mechanical engineering, or a closely related field.
Within 36 months of Appointment: Possession of a Bachelor's Degree from an accredited college or university with major coursework in business or public administration, engineering, biology, chemistry, resource management, electronics, electrical engineering, mechanical engineering, or a closely related field.
Licenses:
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case

basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

At Time of Appointment:

- Possession of a Water Distribution Grade III Certification issued by the State of California Division of Drinking Water.
- Possession of a Water Treatment Grade I issued by the State of California Division of Drinking Water.

Within 12 months of Appointment:

- Possession of a Cross Connection Control Specialist Certification issued by the CA-NV Section of American Water Works Association.

Within 24 months of Appointment:

- Possession of a Water Distribution Grade IV Certification issued by the State of California Division of Drinking Water, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to drive a vehicle; hear and speak well enough to converse on the telephone and in person; communicate clearly without amplification; bodily mobility to move rapidly from one area to another sometimes over rough terrain; climb stairs or ladders; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; stamina to work long hours and attend night meetings several times a week.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

_____
Personnel Officer

_____
Date

City of Turlock

UTILITIES SUPERVISOR, ASSISTANT

DEFINITION
Under general supervision, plans, organizes, and directs the construction, maintenance, repair and upkeep of the City's water, sewer and storm drain distribution systems, and provides responsible technical staff assistance.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call back, and standby assignments.

DISTINGUISHING CHARACTERISTICS
This is the first supervisory level class within the Utility Maintenance series. This class is distinguished from Utilities Maintenance Worker Senior by the assignment of supervisory duties.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Utilities Maintenance Supervisor. Provides general supervision of water, sewer and storm distribution system construction and maintenance personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plan, coordinate, and supervise activities and work related to the construction, maintenance, repair and upkeep of the Municipal water, sewer, and storm distribution system.
- Operate light to heavy construction equipment such as backhoes, medium to large trucks, heavy duty rodding machines, hydra flush and vacuum combination trucks, power rudders, dump trucks, tampers, pavement saws, cutting torches, and welders for a variety of construction and maintenance operations involving potable water lines, wastewater mains and lines, and related systems.
- Direct and participate in work assignments, including shutdowns, waterline location, distribution, and yard facility maintenance.
- Prepare and review cost estimates for new service installation.
- Order materials utilized in the construction and maintenance of the water, sewer, and storm distribution system.
- Operate and maintain well pumps, sewer lift stations and storm pumps.
- Supervise and direct the cross-connection program.
- Monitor water system for illegal and improper connections to prevent damage to the water distribution system and injury to construction personnel.
- Monitor inventory levels of facility equipment, supplies, and tools; requisition, receive and maintain inventory of equipment and supplies.
- Repair and install meters and back flow devices.
- Respond to a variety of complaints and inquiries from the general public.
- Operate computer and telemetry equipment pertaining to the water, sewer, and storm distribution system.
- Plan, organize, review, and monitor workflow of assigned staff.
- Schedule routes to ensure coverage during vacation, illnesses, etc.
- Instruct crew in work procedures and safe work practices and ensures the use of safety equipment as needed.

- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Assist with the inspection of additions to water, sewer, and storm distribution systems. Flush and test all new water lines.
- Work closely with contractors performing work on the water distribution system to make sure work is completed in a timely and professional manner. Inspect the work of staff and contractors to ensure compliance with statutory, regulatory and City safety requirements.
- Assist with the collection and transportation of water samples for lab analysis; monitor chemical dosages; assist with the application of chlorine and other water treatment-related chemicals to adjust water quality levels; assist in assuring adequate levels of safe potable water to meet City needs.
- Respond to public complaints concerning water quality and service lines; investigate public complaints and assist with troubleshooting, diagnosing, and resolving problems and malfunctions; respond to waterline emergencies as needed.
- Review service calls requests and determine appropriate action.
- Communicate with City personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Assist in the development of plans and specifications for new facilities.
- Maintain operational and organizational records relating to the water, sewer, and storm distribution system.
- Perform a variety of public information activities, including attending meetings and giving presentations.
- Train, supervise and evaluate subordinate personnel.
- Assist in the performance evaluations of subordinate personnel.
- Prepare numerous reports, correspondence, and memoranda.
- Establish and evaluate preventative maintenance practices for water, sewer, and storm distribution systems.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Methods, materials, and equipment used in the construction and maintenance of water, sewer and storm distribution systems.
- Source water, drinking water treatment processes, and laboratory procedures.
- Operation of various equipment, pumps, tools, chemicals, and meters used in operation, maintenance, repair and water testing activities.
- Mechanical and piping systems including chemical feeder systems, valves, gauges, and meters.
- Operation of a computer and assigned software.
- Chlorine and other chemicals used in the adjustment of water quality levels.
- Health and safety regulations.
- Water treatment, transmission and well systems utilized by the City.
- Sampling and water testing techniques
- Basic principles and practices of engineering as they relate to water and collection systems.
- Effective and efficient methods and procedures for scheduling and assigning the work of water, sewer and storm construction and maintenance personnel.
- Safe operating procedures in the construction and maintenance of the water, sewer and storm distribution system.
- Legal and defensive driving practices.
- Principles and practices of effective customer relations.

Ability to:

- Estimate service requirements and implement decisions.
- Plan, schedule and direct water, sewer and storm systems construction and repair work.
- Communicate clearly and concisely, orally and in writing.
- Ability to use computer systems; word processing, spreadsheets, tracking labor, parts, equipment, and maintenance cost.
- Ability to supervise department in the absence of the utility supervisor.
- Assist in administrating division budget.
- City specifications regarding water system installation requirements.
- Monitor chemical dosages and assist with the adjustment of water quality levels.
- Learn methods, procedures and requirements for monitoring and adjusting water quality levels.
- Assist in assuring adequate levels of safe potable water to meet City needs.
- Operate and maintain water wells, pumping equipment, piping systems and related components within the City's potable water system.

Experience and Training Guidelines

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

Experience:

Requires a minimum of four years of increasingly responsible experience, of which two must have been with the City of Turlock, in the public works field related to sanitary sewer, storm collection systems and water distribution systems. This position also requires a minimum of two years of experience performing lead worker or supervisory duties. (Two years of supervisory experience in related fields can be applied to the four-year experience requirement.)

Education:

Requires completion of high school or G.E.D. and 18 college semester units* in public utility, chemistry, biology, or public infrastructure construction within two (2) years of appointment. Three of the eighteen units shall be in the field of supervision or management.

*Continuing Education Units (C.E.U.'s) may be applied at the following ratio: two C.E.U.'s for one college semester unit. (e.g. 36 C.E.U.'s equates to 18 college semester units)

Possession of an associate degree in a related field is desired.

Certificate:

At time of Appointment

Possession of a valid grade II certification in Water Distribution issued by the California Department of Public Health and either a valid grade II certification in Collections Systems issued through California Water Environment Association or Water Treatment Operator Grade II Certification issued by California State Water Resources Control Board.

OR

Possession of a valid grade II certification in Collections Systems issued through California Water Environment Association and either a valid grade II certification in Water Distribution issued by the California Department of Public Health or Water Treatment Operator Grade II Certification issued by California State Water Resources Control Board.

Possession of a valid Backflow Prevention Assembly Tester Certification issued the CA-NV Section of American Water Works Association.

Within 36 Months of Appointment

Possession of a valid Water Distribution Grade III Certification issued by the California Department of Public Health or a Collection System Maintenance Grade III Certification issued by the California Water Environment Association.

Possession of a valid Cross Connection Control Specialist Certification issued by the CA-NV Section of American Water Works Association.

License:

Possession of a California class B driver's license, to be maintained as a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read instructions, read fine print, view computer screen, operate vehicles and equipment; hear well enough to converse on the telephone, on the radio and in person assisting customers and program participants; bodily mobility to lift and maneuver program supplies and equipment; use of hands and fingers for use of computer keyboard, copy machine, filing, writing, drive equipment and answering telephones; tolerate extreme fluctuations in temperature while performing essential functions and able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

UTILITIES SUPERVISOR

DEFINITION
Under general direction, performs skilled work and supervises the day-to-day operation, maintenance, and repair of the City's sewer/storm water collection systems and potable water system; to supervise the implementation of policies and procedures related to the installation and repair of the water and sewer/storm lines and related facilities and equipment; and provide technical staff assistance.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call back, and standby assignments.

DISTINGUISHING CHARACTERISTICS
This is a working supervisory level position. The incumbent in this position will be required to use considerable independent judgment and initiative, as well as assigning and evaluating the work of subordinate personnel.

SUPERVISION RECEIVED AND EXERCISED
General direction is provided by the Utilities Manager. Supervises utilities personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversee the day-to-day planning and assignment of programs related to operations and maintenance projects; prioritize objectives, evaluate progress, and implement changes to ensure attainment of established goals.
- Coordinate activities and programs with those of other divisions in Municipal Services and other City services.
- Confer with developers and contractors to ensure City standards are being adhered to as they pertain to underground utilities.
- Provide general supervision to personnel; evaluate performance and recommend or implement appropriate personnel action.
- Supervise compliance with local, state, and federal regulations, requirements, specifications, and with safe work practices and procedures.
- Assist in developing and administering Division budgets; authorize expenditures for supplies, materials, and equipment.
- Oversee and participate in the development and implementation of division performance standards and training programs.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Methods, materials, techniques, and equipment used in the construction, operation and maintenance of water, storm and sewer systems.
- Principles of supervision, training, and performance evaluations.
- Principles and techniques involved in large scale water supply and collections system operations.

- Federal, state, and local regulations and codes relating to water, storm, and sewer.
- Primary and secondary drinking water standards.
- Backflow and cross-connection principles and operations of backflow devices.
- Safe operating, construction and maintenance procedures for water, storm, and sewer.
- Principles and practices of effective customer relations.
- Basic computer skills; word processing, spreadsheets, and computerized maintenance management systems.

Ability to:
- Effectively supervise, train, and evaluate subordinates.
- Effectively direct and coordinate diverse municipal water distribution and collections operations and maintenance.
- Communicate clearly and concisely, both orally and in writing.
- Accurately estimate labor and material requirements and implement decisions.
- Plan, schedule and direct water, storm, and sewer construction and repair work.
- Understand and implement codes, laws, and regulations governing the water/collection systems.
- Establish and effectively maintain cooperative working relationships with those contacted during the course of work.
- Respond effectively to emergency situations as they arise.
- Ability to use computer systems; word processing, spread sheets, tracking of labor, parts, equipment, and maintenance cost.
- Assist in administering Division budget.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Four years experience performing increasingly responsible assignments equivalent to those performed by a Senior Utilities Worker or Assistant Utilities Supervisor in the public utilities (storm & sewer collection and water distribution) field.
Training:
Equivalent to the possession of an Associate's Degree with coursework in construction, facilities, management, business or related fields within four (4) years of appointment. Must have a minimum of thirty (30) college semester units at the time of appointment and obtain a total of sixty (60) semester units within four (4) years of appointment.
Licenses:
Possession of a valid California Class B Driver's License, to be maintained as a condition of continued employment.

At Time of Appointment
- Possession of a valid Water Distribution Grade III Certification issued by the California Department of Public Health and a Collection System Maintenance Grade III Certification issued by the California Water Environment Association.
- Possession of a Backflow Prevention Assembly Tester Certification issued the CA-NV Section of American Water Works Association.
- Possession of a valid Water Treatment Grade II Certification issued by the California Department of Public Health

Within 36 months of Appointment
- Obtain a valid Water Distribution Grade IV Certification issued by the California Department of Public Health and a current Cross Connection Control Specialist Certification issued by the CA-NV Section of American Water Works Association.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read and write and make observations and to operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time and to operate assigned equipment and vehicles and perform heavy, manual labor for extended periods, able to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-Exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WASTEWATER PLANT OPERATOR I/II

DEFINITION
Under general supervision, to perform semi-skilled work in the operation of all equipment in a wastewater treatment plant on an assigned shift.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call-back, and standby assignments.

DISTINGUISHING CHARACTERISTICS
Wastewater Plant Operator I:
This is the entry class in the wastewater plant operator series. Incumbents initially work under direct supervision and perform more routine operation work. As a trainee, incumbents are supervised more closely to insure compliance with established operations standards of the department, City and State.

Wastewater Plant Operator II:
Positions in this class are normally filled by advancement from the lower class of Wastewater Plant Operator I, or, when filled from the outside, require prior wastewater treatment plant operation experience. Appointment to the higher class requires that the employee be performing the full range of duties for the class and meet the qualification standards for the class. A Wastewater Plant Operator II works under general supervision and is expected to perform journey level plant operation work. Work in this class is distinguished from that of Wastewater Plant Operator I by the greater complexity of the work, by the greater independence with which an incumbent is expected to operate, and the required possession of a Grade II Wastewater Treatment Plant Operator Certificate issued by the State of California.

SUPERVISION RECEIVED AND EXERCISED
General supervision for the Wastewater Plant Operator II is provided by the Water Quality Control Supervisor. Technical or functional supervision may be provided by other higher-level plant operation personnel.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Operate wastewater treatment facilities to control flow and processing of wastewater, sludge and effluent; monitor gauges, meters and control panels; observe variation in operation conditions, interpreting meter and gauge readings and test results to determine processing requirements.
- Operate valves and gates; start and stop pumps, engines and electric motors to control and adjust flow and treatment processes; operate and maintain boilers; perform routine maintenance work on valves, tanks and related equipment and facilities.
- Input plant operation data in computer; plot operational trends.
- Perform routine plant grounds maintenance work, including painting and landscape work.
- Connect and disconnect chlorine cylinders.
- Operate treatment plant vehicles and stationary machinery as required in a safe and efficient manner
- Collect samples and perform routine laboratory tests and analyses.

- Assist in the supervision and training of less experienced operators as assigned.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Entry-level principles and practices of waste treatment wastewater operations.
- Functions and purposes of wastewater treatment systems.
- Basic mechanical and electrical systems.
- Safe work practices around gases, electricity and chemicals.
- Principles and practices necessary in the operation of a wastewater treatment plant including the operation and maintenance of wastewater plant machinery at a journey level.
- Basic operation of personal computer for data processing purposes and normal operation of the Wastewater Treatment Plant.
- Hazardous gases associated with treatment of sewage.
- Automated equipment as applied to treatment plant operation.
- City sewage plant operation policies and procedures.

Ability to:

- Learn the principles and practices necessary in the operation of a wastewater treatment plant including the operation and maintenance of wastewater plant machinery.
- Learn to make routine repairs and adjustments to motors, pumps and other equipment.
- Learn to operate a personal computer to track plant operation data.
- Learn to read meters and gauges correctly and to act quickly and competently when corrective action is required.
- Physically perform hard manual labor tasks.
- Understand and carry out oral and written instructions.
- Learn to collect samples and perform routine laboratory tests.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use tools necessary in making general repairs and adjustments to motors, pumps and other equipment.
- Read meters and gauges correctly and act quickly and competently.
- Collect samples and perform routine laboratory tests.
- Access and interpret data from SCADA computer system and related software.
- Perform all plant operations without direct supervision.
- Monitor and operate facility without aid of other plant operators.
- Operate loaders and dump trucks.
- Perform skilled and semi-skilled duties related to wastewater operations.

Experience and Training Guidelines

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

Experience:

Wastewater Operator I

One year of experience working with mechanical equipment and tools.

Wastewater Operator II

Two years of experience as a Wastewater Plant Operator in a position comparable to a Wastewater Plant Operator I with the City of Turlock.

-OR-

Experience necessary to be eligible for a Grade II Wastewater Treatment Plant Operator Certification pursuant to the education and experience requirements of Title 23 the California Code of Regulations “Classification of Wastewater Treatment Plants and Operator Certification”

Training:

High School diploma or GED certificate AND
Six college units or CEU’s in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language etc.).
-OR-
Education necessary to be eligible for a Grade II Wastewater Treatment Plant Operator Certification pursuant to the education and experience of Title 23 the California Code of Regulations “Classification of Wastewater Treatment Plants and Operator Certification”

Licenses:

Possession of an appropriate, valid California driver’s license at the time of appointment, to be maintained as a condition of employment.
Possession of a Grade I Wastewater Treatment Plant Operator Certification within 18 months from date of employment.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: See well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch, or climb for extended periods of time, operate assigned equipment and vehicles, and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions, lift equipment as necessary, and be able to climb ladders with a height of forty (40) feet.

FLSA Status: Non-Exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WASTEWATER PLANT OPERATOR, SR.

DEFINITION
Under general supervision to perform semi-skilled and skilled work in the operation of all equipment in a wastewater treatment plant on an assigned shift; and do related work as required.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call-back, and standby assignments.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level in this series. Incumbents in this position are expected to be proficient at the advanced journey level in all phases of wastewater treatment plant operation. This class is distinguished from the Wastewater Treatment Plant Operator II Class by performance of tasks of a more skilled nature and because they are required to perform supervisory functions in the absence of the Lead Plant Operator. Positions in this class are normally filled by advancement from the lower class of Wastewater Plant Operator II; or when filled from the outside, require prior treatment plant operation experience.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Water Quality Control Supervisor. As senior operators, incumbents are expected to perform well without close supervision or direction. They are to lead lower-level classes under the direction of the Water Quality Control Supervisor and to assume supervisory duties in their absence.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Operate valves and gates; start and stop pumps, engines and electric motors to control and adjust flow and treatment processes; operate and maintain boilers; perform routine maintenance work on valves, tanks and related equipment and facilities.
- Input plant operation data in computer; plot operational trends.
- Operate SCADA computer system and related software.
- Perform routine plant ground maintenance work including painting and landscape work.
- Connect and disconnect chlorine cylinders.
- Operate treatment plant vehicles and stationary machinery as required.
- Collect samples and perform routine laboratory tests and analyses.
- Perform advanced journey level assignments including the supervision of subordinate personnel and making independent judgments and decisions involving basic plant operations.
- Act as Designated Operator in Charge when necessary.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Functions and purposes of wastewater treatment systems.
- Basic mechanical and electrical systems.
- Safe work practices around gases, electricity, and chemicals.
- Basic supervisory practices and techniques.

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Ability to:

- Implement the principles and practices necessary in the operation of a wastewater treatment plant, including the operation and maintenance of wastewater plant machinery.
- Make routine repairs and adjustments to motors, pumps and other equipment.
- Read meters and gauges correctly and act quickly and competently.
- Understand and carry out oral and written instructions and prepare written reports.
- Communicate clearly and concisely, both orally and in writing.
- Collect samples and perform routine laboratory tests.
- Perform all plant operations without direct supervision, and lead Operator I/II's.
- Work closely with Water Quality Control Supervisor in development of goals and ideas to improve wastewater system.
- Instruct and train Operator I/II's in journey level functions and duties.
- Monitor and operate facility without the aid of other plant operators.

Experience and Training Guidelines

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

Experience:

Three years of experience as a Wastewater Plant Operator in a position comparable to that of a Wastewater Plant Operator II with the City of Turlock.

-OR-

Experience necessary to be eligible for a Grade III Wastewater Treatment Plant Operator Certification pursuant to the education and experience requirements of Title 23 the California Code of Regulations “Classification of Wastewater Treatment Plants and Operator Certification

Training:

High School diploma or GED certificate

AND

Six college units or CEU’s in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.) and three college units or CEU’s in Supervision or Management for a total of nine college units or CEU’s.

-OR-

Education necessary to be eligible for a Grade III Wastewater Treatment Plant Operator Certification pursuant to the education and experience requirements of Title 23 the California Code of Regulations “Classification of Wastewater Treatment Plants and Operator Certification”

Licenses:

Possession of an appropriate, valid California Driver's License at the time of appointment, to be maintained as a condition of employment.

Possession of a Grade III Wastewater Treatment Plant Operator Certificate.

Desirable Certificate: CWEA Certification – Mechanical Technologist, Laboratory Technologist, and/or Electrical/Instrumental Technologist.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: See well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch, or climb for extended periods of time, operate assigned equipment and vehicles, and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions, lift equipment as necessary, and be able to climb ladders with a height of forty (40) feet.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WASTEWATER TREATMENT PLANT MANAGER

DEFINITION
Under general direction, plans, organizes, directs, and supervises the activities of the Wastewater Treatment Plant including operation and maintenance of the wastewater treatment and related facilities in compliance with Federal and State requirements.

The Wastewater Treatment Plant Manager must reside within 60 miles of the wastewater treatment plant and be able to respond within 90 minutes in case of an emergency. The Plant Manager may identify a designee with the appropriate qualification when the Plant Manager is unable to respond.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This class is distinguished from the Wastewater Treatment Plant Operations Supervisor by its overall responsibility for all plant operations and is distinguished from the Assistant Municipal Services Director by the latter's responsibility for multiple divisions within the department.

SUPERVISION RECEIVED AND EXERCISED
The Wastewater Treatment Plant Manager receives general direction from the Municipal Services Director and exercises direct supervision over assigned plant staff. The incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiate in a number of complex responsible and sensitive areas.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plan, prioritize, assign, supervise and review wastewater treatment activities including operation and maintenance of the wastewater treatment plant.
- Ensure compliance with all waste discharge requirements, recycled water standards, biosolids and air emission regulations.
- Monitor processes using a SCADA control system.
- Oversee the laboratory and industrial waste pretreatment program and ensure compliance with Federal, State and local requirements.
- Develop and implement operational efficiencies while maintaining the highest standard of water quality.
- Assume the duties of chief plant operator as defined by the Water Board and available to respond to emergencies.
- Develop and implement goals, objectives, policies, and procedures.
- Develop and implement policies and documents related to operation, maintenance, workplace safety, and work practices. Examples include, but are not limited to, an Operations Plan, Standard Operating Procedures, Injury Illness Prevention Plan, training plans, and employee manual.

- Develop and implement procedures and programs including safety, Emergency Response Plan (ERP), Hazardous Materials Business Plan, process control, purchasing, training, and optimization studies
- Populate and maintain the CMMS system to track equipment condition and maintenance activities.
- Prepare, administer, and implement an annual budget, including establishing and tracking a repair and replacement (R&R) fund compared with short- and long-term projected expenditures. Forecast future needs such as staffing, equipment, materials, and supplies. Work closely with the Director to develop, administer, and implement a Capital Improvement Plan and budget that aligns with five-year planning period.
- Recruit and select staff, coordinate training, perform employee evaluations, implement appropriate improvement plans, as required. Set clear expectations of staff and maintain the highest standards to ensure the plant is operated and maintained in a professional manner and produces the highest quality water.
- Prepare contract documents, negotiate, and select outside vendors, contractors, and consultants in conformance with City of Turlock purchasing procedures.
- Provide oversight on capital improvement projects and major maintenance projects.
- Provide support to the Department Director as a representative for the City of Turlock to outside agencies and organizations, and community groups.
- Research and prepare technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Prepare PowerPoint presentations and present them to City Councils, as requested.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of wastewater treatment.
- Wastewater, recycled water, biosolids and air emission regulations.
- Principles and practices of certified lab services and pretreatment programs.
- Local, State, and Federal rules, regulations, and laws as they relate to the operation of a wastewater treatment plant and recycled water requirements.
- Design and construction standards as they relate to wastewater treatment, and conveyance facilities.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision; training and performance evaluation.
- Principles and practices of safety procedures and implementation.
- Use of modern office equipment and applicable software.

Ability to:

- Organize, implement, and direct all facets of a wastewater operations and maintenance including process laboratory testing.
- Understand operations and maintenance problems and serve as a resource to staff to solve problems.
- Read and understand engineering plans and specifications.
- Interpret and apply City of Turlock policies, procedures, rules, and regulations.
- Operate and maintain SCADA systems.
- Read and understand Process Control Narratives, Process Control and Instrument Diagrams (P&ID's), and other related SCADA architecture documents.

- evaluate plant conformance according to applicable laws, regulations, and codes. Make adjustments to policies and procedures, when necessary, to maintain conformance.
- Analyze budgets and technical reports.
- Interpret, explain and dutifully carry out pertinent Federal, State, local and City of Turlock policies and procedures.
- Assist in the development of an assigned budget. Know appropriate laws, regulations, codes, and evaluate plant conformance. Recommend and implement adjustments to policies and procedures, when necessary, to maintain conformance.
- Analyze problems, identify, and recommend solutions, evaluate effectiveness of solutions, and implement further changes if needed to attain goals.
- Establish and maintain effective working relationships with Federal, State, and local regulatory agencies.
- Communicate clearly and concisely orally and in writing.
- Manage material and service contracts.
- Coordinate and oversee the work of outside vendors, consultants, and contractors.
- Gain cooperation through clear communication and effective leadership.
- Supervise, develop, train, and evaluate personnel.
- Operate modern office equipment and software programs.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Eight years of increasingly responsible experience in the operation and maintenance of a wastewater treatment plant similar or greater in size and complexity to the City of Turlock.
Training:
Equivalent to an associate’s degree from an accredited college or university with major coursework in business or public administration, engineering, biology, chemistry, resources management, electronics, electrical engineering, mechanical engineering, or a closely related field at time of appointment.
Incumbent must obtain a bachelor’s degree or higher from an accredited institution of higher learning with a major in in business or public administration, engineering, biology, chemistry, resources management, electronics, electrical engineering, mechanical engineering, or a closely related field within 36 months of appointment.
License:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Certificate(s):
Possession of a valid California Wastewater Treatment Operator Grade V Certificate at time of appointment.
CWEA Laboratory Analyst, Environmental Compliance Inspector, Mechanical Technologist and Electrical & Instrumentation Technologist Certifications is desired.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able

to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WASTEWATER TREATMENT PLANT OPERATOR I/II

DEFINITION
Under general supervision, operates, monitors, and inspects the Wastewater Treatment Plant and ancillary facilities. This position works closely with laboratory, instrumentation and control and maintenance staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call back, and standby assignments.

DISTINGUISHING CHARACTERISTICS
This is an entry/journey level class. Individuals working in the Wastewater Treatment Plant Operator I classification work under immediate supervision to learn to operate, monitor, and inspect the Wastewater Treatment Plant and ancillary facilities. This classification requires basic knowledge of wastewater treatment.

Individuals working the Wastewater Treatment Plant Operator II classification are expected to have all of the characteristics of a Wastewater Treatment Plant Operator I and journey level knowledge and experience of more advanced mechanical and electrical systems. Water Reclamation Plant Operator II may be required to act as Shift Operator.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Wastewater Treatment Plant Operations Supervisor; may receive technical direction from the Senior Wastewater Treatment Plant Operators. Wastewater Treatment Plant Operator I's may receive technical direction from a Wastewater Treatment Plant Operator II.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Wastewater Treatment Plant Operator, I

- Learn to perform assigned treatment plant rounds inspecting, monitoring, and documenting plant operations.
- Learn to operate and adjust wastewater treatment plant pumps, motors, chemical dosage and other specialized equipment to maintain appropriate plant operations.
- Learn to conduct wastewater treatment sampling and perform a variety of routine wastewater process laboratory tests.
- Learn to evaluate operations and maintenance activities within the area of responsibility and recommend improvements and modifications, document operation or maintenance procedures accordingly.
- Monitor processes using a SCADA control system.
- Maintain records of equipment repair and replacement using CMMS-generated work orders for predictive and preventative maintenance.
- Operate specialized equipment involved in wastewater treatment plant operations; assist maintenance staff with preventative and corrective maintenance; recommend equipment maintenance and replacement.

- Ensure that all analyzers and monitoring equipment are calibrated and appropriately sending and storing accurate information via a cyber-secure SCADA system.
- Ensure compliance with all waste discharge requirements, recycled water standards, biosolids and air emission regulations.
- Participate in special projects or studies as assigned.
- Observe and enforce safety rules.
- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff through clear and concise communication.
- Subject to rotating shifts, including nights, weekends, and holidays. On Call may be required.
- Performs related duties as assigned.

Wastewater Treatment Plant Operator, II
In addition to the essential functions for Water Reclamation Plant Operator I classification:
- Perform assigned treatment plant rounds inspecting, monitoring, and documenting plant operations.
- Operate and adjust wastewater treatment plant pumps, motors, chemical dosage and other specialized equipment to maintain appropriate plant operations.
- Conduct wastewater treatment sampling and perform a variety of routine wastewater process laboratory tests.
- Evaluate operations and maintenance activities within the area of responsibility and recommend improvements and modifications, document operation or maintenance procedures accordingly.
- Make critical decisions to resolve emergency situations.
- Participate in the planning and implementation of upgrades, changes or expansions of wastewater treatment and conveyance facilities.
- Supervise and train subordinate staff.

QUALIFICATIONS:

Wastewater Treatment Plant Operator, I
Knowledge of:
- Safety rules and regulations.
- Use of modern office equipment and applicable software.

Ability to:
- Learn principles and practices of wastewater treatment.
- Learn wastewater, recycled water, biosolids and air emission regulations.
- Learn equipment, tools and materials use in the operation and maintenance of the wastewater treatment plant.
- Learn hydraulics, applied mathematics, chemical metering, pumps, SCADA and chemicals used in wastewater treatment.
- Learn wastewater sampling and analysis.
- Operate and maintain SCADA systems.
- Maintain and track chemical inventory, usage and order chemicals as needed.
- Complete all written data entry documentation with attention to detail and accuracy.
- Follow oral and written instructions.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Wastewater Treatment Plant Operator, II
Knowledge of:
In addition to the knowledges for Water Reclamation Plant Operator I classification:

- Principles and practices of wastewater treatment.
- Wastewater, recycled water, biosolids and air emission regulations.
- Equipment, tools, and materials used in the operation and maintenance of the wastewater treatment plant.
- Hydraulics, applied mathematics, chemical metering, pumps, SCADA and chemicals used in wastewater treatment.
- Wastewater sampling and analysis.
- Regulatory reporting.

Ability to:
In addition to the abilities for Water Reclamation Plant Operator I classification.
- Know appropriate laws, regulations, codes, and evaluate plant conformance.
- Read and understand technical drawings, sketches, plans and specifications and maintenance manuals
- Assess changing conditions and initiate appropriate action.
- Work with limited supervision and exercise sound judgment.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Wastewater Treatment Plant Operator, I
Experience at a wastewater treatment plant is desirable but not required.
Wastewater Treatment Plant Operator, II
Successful completion of the Wastewater Treatment Plant Apprentice Program or equivalent program in wastewater plant operations; or two (2) years of experience in operating and maintenance of a wastewater treatment plant including one year working as a Grade II operator for a Grade II facility or higher working as a certified treatment operator.
Training:
Wastewater Treatment Plant Operator, I
Equivalent to a high school diploma or GED certification.
Wastewater Treatment Plant Operator, II
Equivalent to a high school diploma or GED certification and six college units or CEUs in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.).
License:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Certificate(s):
Wastewater Treatment Plant Operator, I
- Obtain California Wastewater Treatment Operator Grade I within 18 months of appointment to this position and maintain thereafter as a condition of employment.
- Obtain California Wastewater Treatment Operator Grade II within 24 months of appointment to this position and maintain thereafter as a condition of employment.
- CWEA Electrical & Instrumentation Technologist Certification, CWEA Mechanical Technologist Certification and CWEA Laboratory Analyst Certification is desired.

Wastewater Treatment Plant Operator, II
- Possession of a valid California Wastewater Treatment Operator Grade II or higher Certificate at the time of appointment with the ability to acquire a Wastewater Treatment Operator Grade III Certification within 24 months of appointment.
- CWEA Electrical & Instrumentation Technologist Certification, CWEA Mechanical Technologist Certification and CWEA Laboratory Analyst Certification is desired.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions, lift equipment as necessary, and be able to climb ladders with a height of forty (40) feet.

FLSA Status: Non-Exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WASTEWATER TREATMENT PLANT OPERATOR, SR.

DEFINITION
Under general supervision, acts as Shift Operator to supervise, operate, monitor, and inspect the Wastewater Treatment Plant and ancillary facilities. This position works closely with Laboratory, Instrumentation and Control and Maintenance staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call back, and standby assignments.

DISTINGUISHING CHARACTERISTICS
This is an advanced journey/lead level class. This class provides direction and technical supervision to lower-level classes. It is distinguished from the Wastewater Treatment Plant Operator I/II by its oversight and the more advanced level duties and responsibilities. It is distinguished from the Wastewater Treatment Plant Supervisor by the latter's responsibility for the full scope of supervision over assigned functions.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Wastewater Treatment Plant Supervisor; may provide technical direction to assigned staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Perform assigned treatment plant rounds inspecting, monitoring, and documenting plant operations.
- Operate and adjust wastewater treatment plant pumps, motors, chemical dosage and other specialized equipment to maintain appropriate plant operations.
- Conduct wastewater treatment sampling and perform a variety of routine wastewater process laboratory tests.
- Evaluate operations and maintenance activities within the area of responsibility and recommend improvements and modifications, document operation or maintenance procedures accordingly.
- Ensure compliance with all waste discharge requirements, recycled water standards, biosolids and air emission regulations.
- Monitor processes using a SCADA control system.
- Maintain records of equipment repair and replacement using CMMS-generated work orders for predictive and preventative maintenance.
- Operate specialized equipment involved in wastewater treatment plant operations; assist maintenance staff with preventative and corrective maintenance; recommend equipment maintenance and replacement.
- Ensure that all analyzers and monitoring equipment are calibrated and appropriately sending and storing accurate information via a cyber-secure SCADA system.
- Make critical decisions to resolve emergency situations.
- Participate in the planning and implementation of upgrades, changes or expansions of wastewater treatment and conveyance facilities.

- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Maintain necessary reports and records.
- Observe and enforce safety rules.
- Oversee and train subordinate staff.
- Participate in special projects or studies as assigned.
- Subject to rotating shifts, including nights, weekends, and holidays. On Call may be required.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of wastewater treatment.
- Wastewater, recycled water, biosolids and air emission regulations.
- Equipment, tools, and materials used in the operation and maintenance of the wastewater treatment plant.
- Hydraulics, applied mathematics, chemical metering, pumps, SCADA and chemicals used in wastewater treatment.
- Wastewater sampling and analysis.
- Safety rules and regulations.
- Regulatory reporting.
- Use of modern office equipment and applicable software.

Ability to:

- Read and understand technical drawings, sketches, plans and specifications and maintenance manuals
- Operate and maintain SCADA systems.
- Maintain and track chemical inventory, usage and order chemicals as needed.
- Know appropriate laws, regulations, codes, and evaluate plant conformance.
- Understand and troubleshoot operations and maintenance problems and serve as a resource to staff to solve problems.
- Plan and schedule work activities
- Prepare complete and concise reports and records
- Work with minimal supervision.
- Follow oral and written instructions.
- Assess changing conditions and initiate appropriate action.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Experience and Training Guidelines

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

Experience:

Four years of increasingly responsible experience in the operations and maintenance of a wastewater treatment facility similar or greater in size and complexity to the City of Turlock.

Training:

Equivalent to a high school diploma or GED certificate and six college units or CEU's in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's.

License:

Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

Certificate(s):

Possession of a valid California Wastewater Treatment Operator Grade III Certificate at time of appointment. Possession of a California Wastewater Treatment Operator Grade IV is desirable. CWEA Electrical & Instrumentation Technologist Certification, CWEA Mechanical Technologist Certification and CWEA Laboratory Analyst Certification is desired.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: See well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions, lift equipment as necessary and be able to climb ladders with a height of forty (40) feet.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WASTEWATER TREATMENT PLANT SUPERVISOR

DEFINITION
Under general direction, plans, organizes, directs, and supervises the activities of the Wastewater Treatment Plant and ancillary facilities. This position works closely with laboratory, instrumentation and control and maintenance staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call back, and standby assignments.

The Wastewater Treatment Plant Supervisor must reside within 60 miles of the wastewater treatment plant and be able to respond within 90 minutes in case of an emergency.

DISTINGUISHING CHARACTERISTICS
This is the full supervisory level in the Wastewater Treatment series. This class is distinguished from the Wastewater Treatment Plant Operator, Senior by its overall supervisory responsibilities and is distinguished from the Wastewater Treatment Plant Manager by the by the latter's overall responsibility for reclamation plant operations.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the Wastewater Treatment Plant Manager and exercises immediate and general supervision over assigned technical staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:
- Plan, prioritize, assign, supervise and review wastewater treatment activities including operation and maintenance of the wastewater treatment plant.
- Evaluate operations and maintenance activities within the area of responsibility and recommend improvements and modifications, document operation or maintenance procedures accordingly.
- Operate and adjust wastewater treatment plant pumps, motors, chemical dosage and other specialized equipment to maintain appropriate plant operations.
- Conduct wastewater treatment sampling and perform a variety of routine wastewater process laboratory tests.
- Ensure compliance with all waste discharge requirements, recycled water standards, biosolids and air emission regulations.
- Monitor processes using a SCADA control system.
- Maintain and evaluate records of equipment repair and replacement using CMMS-generated work orders for predictive and preventative maintenance.
- Ensure that all analyzers and monitoring equipment are calibrated and appropriately sending and storing accurate information via a cyber-secure SCADA system.
- Monitor processes using a SCADA control system.
- Make critical decisions to resolve emergency situations.
- Assist the Department Director in the planning and implementation of upgrades, changes or expansions of wastewater treatment and conveyance facilities
- Supervise the use of specialized equipment involved in wastewater treatment plant operations; develop, plan and direct preventative and corrective maintenance; recommend equipment maintenance and replacement and prepare budget estimates using the plant CMMS.

- Assist with the development and implementation of goals, objectives, policies, and procedures.
- Plan, supervise and participate in special projects or studies as assigned.
- Research and prepare technical and administrative reports, and other written documents, including the submittal of all regulatory required reports
- Recommend operational efficiencies while maintaining the highest standard of water quality possible.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Assist the Department Director in developing and administering or assume delegated responsibility for the facilities safety program.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations, submit justifications for expenditures for equipment, materials, supplies and services; monitor and control expenditures.
- Participate in the recruitment and selection of staff, provide, or coordinate staff training; conduct employee performance evaluations, work with employees to correct performance deficiencies, and implement progressive discipline as required.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of wastewater treatment.
- Wastewater, recycled water, biosolids and air emission regulations.
- Equipment, tools, and materials used in the operation and maintenance of the wastewater treatment plant.
- Hydraulics, applied mathematics, chemical metering, pumps, SCADA and chemicals used in waste water treatment.
- Wastewater sampling and analysis
- Design and construction standards as they relate to wastewater treatment, and conveyance facilities.
- Regulatory reporting.
- Applicable laws, regulations, codes, and evaluate plant conformance.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of supervision; training and performance evaluation.
- Principles and practices of budget monitoring.
- Principles and practices of safety procedures and implementation.
- Use of modern office equipment and applicable software.

Ability to:

- Organize, implement, and direct all facets of wastewater operations and maintenance.
- Plan and schedule work activities
- Read and understand technical drawings, sketches, plans and specifications and maintenance manuals
- Operate and maintain SCADA systems.
- Maintain and track chemical inventory, usage and order chemicals as needed.
- Understand and troubleshoot operations and maintenance problems and serve as a resource to staff to solve problems.
- Read and understand Process Control Narratives, Process Control and Instrument Diagrams (P&ID's), and other related SCADA architecture documents.
- Interpret, explain and carry out pertinent Federal, State, local and City of Turlock policies and procedures.

- Assist in the development of an assigned budget. Know appropriate laws, regulations, codes, and evaluate plant conformance. Recommend and implement adjustments to policies and procedures, when necessary, to maintain conformance.
- Analyze problems, identify, and recommend solutions, evaluate effectiveness of solution, and implement further changes if needed to attain goals.
- Establish and maintain effective working relationships with Federal, State, and local regulatory agencies.
- Communicate clearly and concisely orally and in writing.
- Manage material and service contracts.
- Coordinate and oversee the work of outside vendors, consultants, and contractors.
- Gain cooperation through clear communication and effective leadership.
- Supervise, develop, train, and evaluate personnel.
- Operate modern office equipment and software programs.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible experience in the operation and maintenance of a wastewater treatment plant similar or greater in size and complexity to the City of Turlock including two years providing technical and functional supervision over assigned personnel.
Training:
Equivalent to a high school diploma or GED certification and six college units or CEUs in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's. Possession of an associate's degree in a related field is desirable.
License:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Certificate(s):
Possession of a valid California Wastewater Treatment Operator Grade IV Certificate at time of appointment and the ability to acquire a California Wastewater Treatment Operator Grade V within 24 months of appointment to this position and maintain thereafter as a condition of employment.
CWEA Electrical & Instrumentation Technologist Certification, CWEA Mechanical Technologist Certification and CWEA Laboratory Analyst Certification is desired.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions, lift equipment as necessary, and be able to climb ladders with a height of forty (40) feet.

FLSA Status: Non-Exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WATER CONSERVATION WORKER

DEFINITION
Under general supervision performs a wide variety of functions related to public education and enforcement of the City's water conservation program; receives and resolves customer inquiries concerning the delivery of services.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call back, and standby assignments.

DISTINGUISHING CHARACTERISTICS
This is a single series class responsible for overseeing the city's water conservation efforts.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Utilities Supervisor. Responsibilities may include direct or indirect supervision of part-time or volunteer staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Participate in the enforcement of the State requirements pertaining to water conservation within the City of Turlock's water distribution system.
- Plan, coordinate, and administer the City's water conservation with an emphasis on public education and outreach activities.
- Handle a variety of assignments related to accurate meter readings and high utility consumption.
- Coordinate with City Finance staff on delinquent accounts, turn on/turn off instructions, non-reads and improper billings.
- Meet with and educate City of Turlock customers on water efficiency use, discuss and resolve problems and concerns.
- Input data into computer records and generate various reports.
- Respond to public inquiries and complaints regarding water use.
- Respond to customer requests for setting automatic sprinkler timers.
- Turn on new water services and turn off discontinued services, and delinquencies.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- City services such as watering schedules, procedures, and processes.
- Proper English usage, spelling, grammar, and punctuation.
- Personal computers and software applications.
- Customer services procedures and the handling of complaints.
- Safe work practices during the course of work.

Ability to:

- Ability to perform computer-related duties as it applies to reporting daily activities and administrative work.
- Perform a wide variety of sensitive and difficult customer service activities.

- Provide field support to the City's Utilities and Finance divisions.
- Program automatic sprinkler timers.
- Research and evaluate information regarding customer service and payments problems.
- Operate a variety of office equipment.
- Establish and maintain cooperative working relationships with others.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
One year of increasing responsible experience in the area of customer service. One year of increasing responsible experience in the area of customer service in water related field desirable.
Training:
Possession of a high school diploma or GED certificate.
Licenses:
Possession of an appropriate valid California Driver's license at the time of appointment to be maintained as a condition of continued employment.
Certificates:
Possession of a Water Use Efficiency Certificate issued by the AWWA within 24 months from date of hire.
Possession of a Work Zone Safety Certificate within 24 months from date of hire.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations; hear well enough to converse on the radio, telephone and in person; be able to speak clearly; body mobility to walk, bend, stand, crouch; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 50 pounds; operate a vehicle making frequent stops getting in and out of vehicles; use of office equipment including computer, telephone, copier, calculator, fax; and tolerate extreme fluctuations in temperature while performing essential functions of the job.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WATER DISTRIBUTION OPERATOR I/II

DEFINITION
Under general supervision, modifies, repairs, and maintains the Water Distribution System. This position works closely with Water System Operators, Laboratory, Instrumentation and Control and Maintenance staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call-back, and standby assignments.

DISTINGUISHING CHARACTERISTICS
This is the entry/journey level class in this series. Individuals working in the Water Distribution Operator I classification work under immediate supervision to learn to make repairs and perform routine maintenance. This classification requires basic knowledge of water distribution systems.
Individuals working the Water Distribution Operator II classification are expected to have all of the characteristics of a Water Distribution Operator I and journey level knowledge and experience of more advanced water distribution systems.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Water Distribution Operations Supervisor; may receive technical direction from the Water Distribution Operator Senior; entry level operators may receive immediate supervision from the Water Distribution Operator, II.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Water Distribution Operator I

- Install, remove, clean, and repair water lines and related facilities.
- Cut, lay, install, and repair water mains, valves and hydrants, etc.
- Learn to isolate water main sections for repair and/or construction; record and perform unidirectional flushing of water distribution system water mains and fire hydrants; and disinfect water mains when required.
- Learn to Make water line taps; install water services, blow-offs, meters, vaults, boxes, and exercise valves.
- Learn to monitor processes using a SCADA control system.
- Operate large construction equipment such as dumptrucks, backhoes, loaders, trenching machines, etc.
- Perform daily DMV vehicle inspections; document and inspect equipment for safety and wear.
- Participate in construction, maintenance, and repair work, using established safe work practices and procedures.
- Exercise and maintain distribution system valves using a variety of manual and motorized tools and equipment; determine appropriate types of valves for different applications as found throughout the City.
- Install barricades and route traffic in a safe manner.
- Respond to public complaints and requests for service.
- Turn on new water services, turn off discontinued water services and delinquencies, and distribute notification papers related to the same.
- Operate a jackhammer and pour and finish concrete.
- Break out and load asphalt and concrete onto large dump trucks.

- Identify, plan, and arrange for equipment needed for each assigned project.
- Maintain various records related to meter readings, repairs, maintenance activities and assigned duties.
- Assist in maintaining inventory of parts, supplies and equipment.
- Install shoring and related safety equipment.
- Locate and repair water leaks, damaged lines, and worn valves.
- Collect samples, perform a variety of routine tests; record and monitor results
- Install, test, repair, and replace fire hydrants.
- Assist with the collection and transportation of water samples for lab analysis; monitor chemical dosages; assist in assuring adequate levels of safe potable water to meet City needs.
- Respond to public complaints concerning water quality and service lines; investigate public complaints and assist with troubleshooting, diagnosing and resolving problems and malfunctions; respond to waterline emergencies as needed.
- Test, repair, install, and replace backflow prevention devices.
- Perform standby/on-call duties, as assigned and required.
- Perform emergency repairs as necessary; respond to emergency calls at irregular hours.
- Perform related duties as assigned.

Water Distribution Operator II

In addition to the essential functions for Collection System Maintenance Worker I classification:

- Isolate water main sections for repair and/or construction; record and perform unidirectional flushing of water distribution system water mains and fire hydrants; and disinfect water mains when required.
- Make water line taps; install water services, blow-offs, meters, vaults, boxes, and exercise valves.
- Monitor processes using a SCADA control system.
- Maintain necessary reports and records.
- Make critical decisions to resolve emergency situations.
- Participate in the planning and implementation of upgrades, changes or expansions of the distribution system.
- Oversee, train and lead staff.

QUALIFICATIONS:

Water Distribution Operator I

Knowledge of:

- Basic construction, repair, and maintenance methods, procedures, tools, equipment, and materials.
- Safe work practices under hazardous conditions.
- Operation of a variety of construction equipment.

Ability to:

- Learn methods, procedures and requirements for monitoring and adjusting water quality levels.
- Learn to monitor chemical dosages and assist with the adjustment of water quality levels.
- Learn principles, practices and procedures related to the operation and maintenance of a water distribution system
- Learn to recognize and deal with hazards encountered in the course of work
- Learn to read, interpret, and understand blueprints and construction drawings.
- Communicate clearly and concisely both orally and in writing.
- Learn to recognize and respond to emergencies as required and take corrective action as needed.

Water Distribution Operator II
In addition to those listed for Water System Operator I classification:
Knowledge of:
- Journey level methods, materials, and equipment used in the repair, installation, cleaning and water distribution system, well sites, tanks, and related appurtenances.
- Basic knowledge of potable water system operation and drinking water treatment processes
- Safe work practices under hazardous conditions such as confined space entry and working in the public right-of-way.
- City regulations, procedures, and operations related to operation and maintenance of the City's sewer, storm collection systems, and water distribution systems.
- Basic use and operation of personal computers, including ability to create correspondence, access job related files, and enter data.
- Basic principles of backflow.
- The City's distribution systems and maps.
- City geography and the municipal street system.

Ability to:
In addition to those listed for Water System Operator I classification:
- Train others in the safe and correct use of a wide variety of construction and maintenance equipment.
- Safely operate heavy construction and repair equipment with proficiency and efficiency.
- Learn methods, procedures and requirements for monitoring and adjusting water quality levels.
- Monitor chemical dosages and assist with the adjustment of water quality levels.
- Learn principles, practices and procedures related to the operation and maintenance of a water distribution system
- Recognize and deal with hazards encountered in the course of work
- Read, interpret, and understand blueprints and construction drawings.
- Communicate clearly and concisely both orally and in writing.
- Respond to emergencies as required and take corrective action as needed.
- Troubleshoot for faulty system equipment.
- Make independent decisions in field situations with effectiveness and efficiency.
- Use and interpret closed circuit televising equipment.
- Understand and implement all related safety rules and procedures.
- Demonstrate journey level skills in all phases of construction, repair, maintenance, and cleaning of sewer, storm, and water distribution systems.
- Obtain basic backflow knowledge and basic knowledge of potable water system operation.
- Develop advanced knowledge of sewer system, storm system, and water distribution system.
- Serve in lead capacity for short periods of time.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:
Training:
Water Distribution Operator I
Equivalent to a high school diploma or GED certification.
Water Distribution Operator II
Equivalent to a high school diploma or GED certification and six college units or CEUs in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.).
Experience:
Water Distribution Operator I
Experience in a related field involving water distribution systems is desirable but not required.

Water Distribution Operator II
Two years of increasingly responsible experience in drinking water distribution systems similar or greater in size and complexity to the City of Turlock.
License:
Possession of an appropriate, valid Class C California Driver's License or higher at the time of appointment.
Ability to obtain a Class B Driver's License within (12) months from date of employment, to be maintained as a condition of continued employment.
Water Distribution Operator I
- Possession of a valid California Water Distribution Operator Grade 1 (D1) in 18 months of appointment to the position.

Water Distribution Operator II
- Possession of a valid California Water Distribution Operator Grade 2 (D2) at the time of appointment with the ability to acquire a California Water Distribution Operator Grade 3 (D3) in 24 months of appointment to the positions.

PHYSICAL REQUIREMENTS
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WATER DISTRIBUTION OPERATOR SUPERVISOR

DEFINITION:
Under general direction, plans, organizes, directs, and supervises the activities of the City's water distribution system. This position works closely with Water System Operators, Laboratory, Instrumentation and Control, and Maintenance staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call back, and standby assignments.

DISTINGUISHING CHARACTERISTICS
This is a supervisory level class. Individuals working in the Water Distribution Operator Supervisor class work under very general supervision and are expected to have advanced knowledge of water distribution systems. It is distinguished from the Water Distribution Operations, Sr. by the expectation to perform the full scope of supervisory responsibilities and from the Utilities Manager by the latter's responsibility for oversight of the division.

SUPERVISION RECEIVED AND EXERCISED
The Water Distribution Operations Supervisor receives general direction from the Utilities Manager and exercises general supervision over assigned technical staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversee the scheduling of projects and the completion of tasks within the required time schedule. Monitor progress of projects and communicates updates as required.
- Perform the more technical and complex tasks of the work unit including reading and interpreting complex construction plans and specifications.
- Inspect and evaluate work in progress and upon completion to assure that repairs maintenance, and project activities are performed in accordance with city regulations, policies, and operating procedures and practices.
- Maintain records of equipment repair and replacement using CMMS-generated work orders for predictive and preventative maintenance.
- Participate in the selection of assigned maintenance staff, provide or coordinates staff training, work with employees to correct deficiencies, implement discipline procedures.
- Monitor processes using a SCADA control system.
- Assist the Utilities Manager in the planning and implementation of upgrades, changes or expansions of drinking water system.
- Supervise the use of specialized equipment involved in the water distribution, develop, plan and direct preventative and corrective maintenance; recommend equipment maintenance and replacement and prepare budget estimates.
- Make critical decisions to resolve emergency situations.
- Assist with the development and implementation of goals, objectives, policies, and procedures.
- Plan, supervise and participate in special projects or studies as assigned.
- Research and prepare technical and administrative reports, and other written documents, including the submittal of all regulatory required reports

- Recommend operational efficiencies while maintaining the highest standard of water quality possible.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Assist in developing and administering or assume delegated responsibility for the facilities safety program.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations, submit justifications for expenditures for equipment, materials, supplies and services; monitor and control expenditures.
- Participate in the recruitment and selection of staff, provide, or coordinate staff training; conduct employee performance evaluations, work with employees to correct performance deficiencies, and implement progressive discipline as required.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Operations, services, and activities of water distribution systems.
- Advanced practices, techniques and materials used in maintenance, construction and repair of water systems, as well as related facilities.
- Equipment, tools, and materials used in the operation and maintenance of the water distribution.
- Hydraulics, applied mathematics, chemical metering, pumps, SCADA and chemicals used in water treatment.
- Water sampling and analysis
- Design and construction standards as they relate to water distribution systems.
- Regulatory reporting.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of supervision; training and performance evaluation.
- Principles and practices of budget monitoring.
- Principles and practices of safety procedures and implementation.
- Use of modern office equipment and applicable software.

Ability to:

- Organize, implement, and direct all facets involving the operations and maintenance of a distribution system.
- Plan and schedule work activities
- Read and understand technical drawings, sketches, plans and specifications and maintenance manuals
- Operate and maintain SCADA systems.
- Know appropriate laws, regulations, codes, and evaluate plant conformance.
- Understand and troubleshoot operations and maintenance problems and serve as a resource to staff to solve problems.
- Read and understand Process Control Narratives, Process Control and Instrument Diagrams (P&ID's), and other related SCADA architecture documents.
- Interpret, explain and dutifully carryout pertinent Federal, State, local and City of Turlock policies and procedures.
- Assist in the development of an assigned budget. Know appropriate laws, regulations, codes, and evaluate plant conformance. Recommend and implement adjustments to policies and procedures, when necessary, to maintain conformance.
- Analyze problems, identify, and recommend solutions, evaluate effectiveness of solution, and implement further changes if needed to attain goals.
- Establish and maintain effective working relationships with Federal, State, and local regulatory agencies.

- Communicate clearly and concisely orally and in writing.
- Manage material and service contracts.
- Coordinate and oversee the work of outside vendors, consultants, and contractors.
- Gain cooperation through clear communication and effective leadership.
- Supervise, develop, train, and evaluate personnel.
- Operate modern office equipment and software programs.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:
Training:
Equivalent to a high school diploma or GED certification and six college units or CEU's in a related field or school general education (i.e. Speech, Math, English, Science, Foreign Language etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's. Possession of an associate's degree in a related field is desirable.
Experience:
Five years of increasingly responsible experience in the operation and maintenance of a water distribution systems similar or greater in size and complexity to the City of Turlock including two years providing technical and functional direction over assigned personnel.
License:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Ability to obtain a Class B Driver's License within (12) months from date of employment, to be maintained as a condition of continued employment.
Possession of a valid California Water Distribution Operator Grade 3 (D3) at time of appointment with the ability to acquire a California Water Distribution Operator Grade 4(D4) within 18 months of appointment to the position and maintain thereafter as a condition of employment.
Cross Connection Control Specialist Certificate and Backflow Prevention Device Tester Certification within 24 months of appointment.
California Water Treatment Operator Grade 2 (T2) Certificate is desired.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WATER DISTRIBUTION OPERATOR, SR.

DEFINITION
Under direction, acts as Shift Operator to oversee the modification, repair, and maintenance of the Water Distribution System. This position works closely with Water System Operators, Laboratory, Instrumentation and Control and Maintenance staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call back, and standby assignments.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey/lead level class in this series. This position provides technical supervision to lower-level classes. It is distinguished from the Water Distribution Operator I/II by its oversight responsibilities and more advanced level duties. It is distinguished from the Water Distribution Operations Supervisor by the latter's responsibility for the full scope of supervision.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by the Water Distribution Operations Supervisor. Incumbents may provide technical direction to assigned staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plan, coordinate, and supervise activities and work in conjunction with the Utilities Maintenance Supervisor, relating to the construction, maintenance, repair and upkeep of the water distribution.
- Inspect and review the work of subordinates.
- Assist and train less experienced personnel.
- Prepare and review cost estimates for new service installations and main line extensions.
- Requisition and purchase of materials and supplies; maintain records, inventory and reports.
- Respond to public complaints and requests for service.
- Install shoring and related safety equipment.
- Perform and oversee more complex and difficult work.
- Assist in the development of plans and specifications for new facilities
- Participate in and oversee the operation of preventive maintenance programs designed to prolong the useful life of the water distribution system.
- Participate and assist with the collection of samples for a variety of routine tests; record and monitor results
- Participate in and oversee the flushing program.
- Assist with the collection and transportation of water samples for lab analysis; monitor chemical dosages; assist with the application of chlorine and other water treatment-related chemicals to adjust water quality levels; assist in assuring adequate levels of safe potable water to meet City needs.
- Respond to public complaints concerning water quality and service lines; investigate public complaints and assist with troubleshooting, diagnosing and resolving problems and malfunctions; respond to waterline emergencies as needed.
- Monitor water system for illegal and improper connections to prevent damage to the water distribution system and injury to construction personnel.

- Monitor inventory levels of parts, supplies and equipment; order, receive and maintain inventory of parts, supplies and equipment.
- Collaborate with outside contractors in the maintenance, repair and alteration of the water distribution system; review contractor work to assure accuracy, completeness and compliance with established specifications
- Pour and finish concrete.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Advanced journey level methods, materials, and equipment used in the cleaning, construction, and repair of water distribution systems.
- The City's distribution systems and maps.
- Advanced principles of backflow and of potable water system operation and drinking water treatment processes.
- Principles and practices of supervision.
- Safe work practices under hazardous conditions.
- Confined space entry procedures and knowledge of Cal OSHA safety requirements.
- City geography and the municipal street system.
- Principles and practices of effective customer relations.
- Principles and techniques of organization, administration, budget and personnel management.
- Basic record-keeping techniques.
- Pumps, valves and backflow devices.
- Proper use of fittings and couplings.
- Emergency well shut down procedures.
- Basic principles and practices of engineering related to water distribution systems.

Ability to:

- Assist the Water Distribution Operations Supervisor in the planning, scheduling, and directing of water system, construction, repair, and maintenance activities.
- Train and provide work direction and guidance to assigned personnel; schedule and assign employee duties; monitor employee activities to assure accuracy, completeness and compliance with established safety requirements and procedures.
- Monitor chemical dosages and assist with the adjustment of water quality levels.
- Read, interpret, and understand blueprints and construction drawings. Communicate clearly and concisely both orally and in writing.
- Learn methods, procedures and requirements for monitoring and adjusting water quality levels.
- Assist in assuring adequate levels of safe potable water to meet City needs.
- Install water meters.
- Basic understanding of appropriate codes, laws, and regulations, governing domestic water systems, sewer systems, and storm collection facilities.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond to emergency situations as they arise.
- Operate and train subordinates in the proper and safe use of equipment used in the construction, repair, maintenance, and inspection of sewer, storm collection, and water distribution systems and related facilities.
- Participate in and supervise activities associated with confined space entry activities.

Experience and Training Guidelines

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

Training:

High School diploma or GED certificate. Six college units or CEU's in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language etc.) and three college units or CEU's in supervision or management for a total of nine college units or CEU's.

Experience:

Four years of experience in the maintenance and repair of water distribution systems similar or greater in size and complexity to the City of Turlock.

License:

Possession of an appropriate, valid Class C California Driver's License or higher at the time of appointment.

Ability to obtain a Class B Driver's License within (12) months from date of employment, to be maintained as a condition of continued employment.

Possession of a valid California Water Distribution Operator Grade 2 (D2) at the time of appointment with the ability to acquire a California Water Distribution Operator Grade 3 (D3) in 24 months of appointment to the position.

Possession of a current Backflow Prevention Assembly Tester certification issued by the CA-NV Section of American Water Works Association in 24 months of appointment to the position

California Water Treatment Operator Grade 2 (T2) is desired.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA: Non-Exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WATER QUALITY CONTROL DIVISION MANAGER

DEFINITION
Under general direction, plans, organizes, coordinates, and directs the City's wastewater facility and related facilities; operates wastewater facility in compliance with Federal and State requirements; administers budget for assigned operations activities.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a mid-management classification responsible for the discrete sub-departmental organizational component(s) and programs/functions involving the management and coordination of the City's wastewater treatment facility operations. This position differs from other positions involved in wastewater facility operations in the broader responsibility for developing and implementing programs, systems and procedures. Duties and responsibilities are performed in accordance with law, ordinance, and City policy.

SUPERVISION RECEIVED AND EXERCISED
General direction is provided by the Municipal Services Director. The job incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex responsible and sensitive areas. The Water Quality Control Division Manager supervises skilled crafts and craft staff directly or through subordinate supervisory staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans, develops, and implements or directs the implementation of goals, objectives, policies and priorities relating to operation, and improvement of the wastewater treatment facility and related facilities.
- Supervises and participates in the development and administration of the wastewater treatment maintenance and operations unit budgets; directs and forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.
- Develops and administers operating and reporting procedures including training schedules.
- Ensures City compliance with Federal, State and local laws and codes relating to safety standards, personnel programs, regulatory requirements and construction codes.
- Oversees the biochemical testing laboratory and takes appropriate corrective action to make operational changes to ensure compliance with water control requirements.
- Oversees and assists in the billing of industrial accounts based on laboratory reports.
- Oversees industrial waste pretreatment program in compliance with Federal, State and local requirements.
- Monitors bio-solids beneficial reuse program in accordance with Federal, State and local requirements.
- Ensures close coordination with other City departments and affected outside groups.

- Prepares specialized budgets related to assigned activities; assists in budget implementation; participates in budget forecasts; administers the approved budget.
- Prepares highly complex and technical reports; documents policies and procedures; performs research
- Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Meets and confers with other public agencies, contract providers and City management personnel to resolve problems.
- Makes presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Provides a wide range of technical information regarding unit activities, operations, policies and procedures to representatives of other agencies.
- Reviews, prepares and presents reports; inspects and evaluates unit and contract operations; performs long range planning studies; reviews and makes recommendations on construction plans and specifications.
- Selects trains and evaluates personnel; establishes and monitors employee performance objectives; prepares and present employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination actions.
- Maintains a variety of technical project files and records.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Supervises and maintains a variety of employee training and work safety activities.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of wastewater treatment facility construction, maintenance and operation.
- Methods, materials, techniques, tools, and equipment employed in wastewater treatment facility construction, maintenance, and operations programs.
- Principles, objectives and tests used in a laboratory including methods of bacteriological and chemical sewage analysis.
- Budgeting procedures and techniques.
- Operating principles of valves, pumps, and motors.
- Principles and practices of supervision, staff selection, training and personnel management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.
- Occupational hazards and standard safety precautions necessary to maintain safe work practices and environment.

- Federal, State and local regulations and codes relating to wastewater treatment facility construction, maintenance and operation.
- Principles and techniques of budget development and administration.
- Principles and practices of organization and personnel management.

Ability to:
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and supervise departmental goals and City objectives.
- Plan, organize, direct and supervise the work of wastewater treatment facility maintenance and operations staff.
- Prepare, forecast and administer a budget.
- Interpret and apply Federal State, and local laws and regulations.
- Organize, direct, and coordinate the activities of a large division in a manner conducive to full performance and high morale.
- Delegate authority and responsibility and schedule and program work for diverse public works maintenance activities.
- Coordinate the work of contract staff and maintenance and operations staff, other department staff and agencies concerning major construction projects and capital improvements programs.
- Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the general public.
- Perform job cost analysis and estimates.
- Communicate clearly and concisely orally, electronically, and in writing.
- Prepare clear and concise reports; develop policy and procedure recommendations.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Make presentations before groups and represent the City in public forums.
- Use computer and needed programs effectively.
- Organize, analyze, manage and implement a variety of programs.
- Perform related duties as assigned.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Six years of increasingly responsible experience in the operation and maintenance of a wastewater treatment facility, including two years of supervisory responsibilities at a wastewater treatment facility.
Training:
Equivalent to a Bachelor’s degree from an accredited college or university with major coursework in biology, chemistry, public administration or a closely related field.
OR
Possession of an Associate Degree from an accredited college or university with major coursework in biology, chemistry, public administration or a closely related field.
AND
Eight years of increasing responsible experience in the operation and maintenance of a wastewater treatment facility, including three years of supervisory responsibilities at a wastewater treatment facility.
Licenses:
Possession of a valid California Driver’s License in the category necessary to perform essential duties of the position is required at the time of appointment and is a condition of continued employment.
Certificates:

Possession of a valid Grade 5 Wastewater Treatment Operator’s certificate as issued through procedures established by the California State Water Resources Control Board.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to drive a vehicle and have the ability to differentiate colors; hear bilaterally and speak well enough to converse on the telephone and in person; communicate clearly without amplification; bodily mobility to move from one area to another; climb stairs with handrails; use of hands and fingers to write; operate a computer keyboard and handle plans and documents; ability to attend night meetings.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WATER QUALITY CONTROL LABORATORY SUPERVISOR

DEFINITION
Under direction, plans, organizes, coordinates, and directs the daily operation of the City's Water Quality Control Laboratory. Responsible for the overall technical quality of the work performed in the Laboratory and for assuring the use of standard methods. This is a working supervisor position.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a working supervisor level in the Water Quality Control Laboratory series.

SUPERVISION RECEIVED AND EXERCISED
Direction is provided by the Water Quality Control Division Manager. Supervises Technical Staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans, develops, and implements or directs the implementation of goals, objectives, policies and priorities relating to operation, and improvement of the wastewater treatment facility and related facilities.
- Participates in the development of the wastewater treatment operations unit budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors; expenditures; implements mid-year adjustments.
- Acts as liaison between laboratory and regulatory agencies and laboratory users.
- Reviews all data before it is report as final. Assures that results from different parameters of a sample correlate.
- Oversees the scheduling of projects and the completion of tasks within the required time schedule and sample hold times. Monitors progress of projects and communicates with laboratory staff and users as required.
- Oversees the Chain of Custody (COC) sample trams into the laboratory and assures that data handling and COC records are organized accessible.
- Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations; works with employees to correct deficiencies; implements discipline and termination actions.
- Assists in establishing budget guidelines; reviews unit expenditures.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.

- Attends assigned meetings and training; interacts with outside agencies; provides leadership for teams, or committees, as needed.
- Supervise, prioritize, and schedule the work of laboratory personnel engaged in the analysis of wastewater, potable water, industrial wastewater, sludge and related substances.
- Supervise the performance of chemical and bacteriological tests and analyses for compliance with Regional Water Quality Control Board, National Pollution Discharge Elimination Systems, State Water Resources Control Board, Division of Drinking Water and other regulations.
- Schedule and coordinate the analyses of drinking water, wastewater samples, and special projects samples performed by outside laboratories and in-house analyses.
- Plan and develop new laboratory techniques and evaluate new instruments.
- Prepare billing data for industrial wastewater users.
- Represent City at various workshops, conferences and board meetings as required.
- Prepare reports; compile and record data for analysis.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and methods used in complex chemical, biological, bacteriological and physical analyses of water or wastewater.
- Proper sampling techniques.
- Methods and processes of water or wastewater treatment, including applicable regulations governing wastewater treatment operations.
- Analytical, organic and inorganic chemistry.
- Budgeting principles and techniques.
- Analytical instruments used in water and wastewater analyses.
- Supervisory skills and experience related to the management of a water/wastewater laboratory.
- Methods and practices used in the supervision and training of personnel.
- Safe working practices and procedures.

Ability to:

- Prepare and maintain a variety of complex technical records and reports.
- Analyze laboratory data, water quality data, and water and wastewater treatment plant data and utilize results in modifying analytical procedures.
- Utilize laboratory equipment used in wastewater treatment analyses.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Utilize Microsoft Word and Microsoft Excel for report writing.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Supervise, train and evaluate personnel.

Experience and Training Guidelines

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

Experience:

Requires a minimum of five (5) years of increasingly responsible experience in the supervision of a water/wastewater laboratory environment, including some supervisory experience.

Training:

Possession of Bachelor of Science or Arts Degree in chemistry, biology or a closely related field.

Licenses:

Possession of an appropriate, valid, Class B Driver's License and proof of automobile liability insurance at the time of appointment, to be maintained as a condition of continued employment.
Certificates:
Possession of a Grade III Laboratory Analyst Certification from the California Water Environment Association or a Grade III Water Quality Laboratory Analyst Certification from the CA-NV Section of the American Water Works Association at the time of appointment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and an occasional basis of 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WATER QUALITY CONTROL SUPERVISOR

DEFINITION
Under general direction, plans, organizes, coordinates, and directs the daily operation of the City's wastewater treatment facility; operates wastewater facility in compliance with Federal and State requirements. The incumbent may be required to assist in public activities or meetings, and coordinate with other service areas. Performs other job-related work as required.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

DISTINGUISHING CHARACTERISTICS
This is a classification responsible for the discrete sub-departmental organizational component(s) and programs/functions involving the supervision and coordination of the City's wastewater treatment facility operations. In addition, the job incumbent has direct responsibilities for overseeing and directing the work of subordinate staff. This position differs from other positions involved in wastewater facility operations related to the broader responsibility for developing and implementing programs, systems and procedures. Duties and responsibilities are performed in accordance with the law, ordinance, and City policy.

SUPERVISION RECEIVED AND EXERCISED
General direction is provided by the Utilities Manager. The incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex responsible and sensitive areas. The Water Quality Control Supervisor supervises skilled crafts and craft staff directly or through subordinate staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans, develops, and implements or directs the implementation of goals, objectives, policies and priorities relating to operation, and improvement of the wastewater treatment facility and related facilities.
- Participates in the development of the wastewater treatment operations unit budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors; expenditures; implements mid-year adjustments.
- Develops and administers operating and reporting procedures including training schedules.
- Ensures City compliance with Federal, State and local laws and codes relating to safety standards, personnel programs, regulatory requirements and construction codes.
- Oversees the biochemical testing laboratory and takes appropriate corrective action to make operational changes to ensure compliance with water quality requirements.
- Monitors biosolids beneficial reuse program in accordance with Federal, State and local requirements.
- Ensures close coordination with other City departments and affected outside groups.
- Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.

- Assists in establishing budget guidelines; reviews unit expenditures.
- Makes presentations before various groups, Commissions, professional and public meetings, as needed.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Provides a wide range of technical information regarding unit activities, operations, policies and procedures to representatives of other agencies.
- Reviews, prepares and presents reports; inspects and evaluates unit and contract operations; performs long range planning studies; reviews and makes recommendations on construction plans and specifications.
- Selects trains and evaluates personnel; establishes and monitors employee performance objectives; prepares and present employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination actions.
- Maintains a variety of technical project files and records. Models appropriate professional conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies; provides leadership for teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Supervises and maintains a variety of employee training and work safety activities.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of wastewater treatment facility construction, maintenance and operation.
- Methods, materials, techniques, tools, and equipment employed in wastewater treatment facility construction, maintenance, and operations programs.
- Principles, objectives and tests used in a biochemical laboratory including methods of bacteriological and chemical sewage analysis.
- Operating principles of valves, pumps, and motors.
- Principles and practices of supervision, staff selection, training and personnel management.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.
- Occupational hazards and standard safety precautions necessary to maintain safe work practices and environment.
- Federal, State and local regulations and codes relating to wastewater treatment facility construction, maintenance and operation.
- Principles and practices of organization and personnel supervision.

Ability to:

- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Diagnose and troubleshoot complex problems and provide and coordinate appropriate solutions.
- Organize, implement and supervise departmental goals and City objectives.
- Plan, organize, direct and supervise the work of wastewater treatment facility operations staff.
- Assist in development of the budget.
- Interpret and apply Federal State, and local laws and regulations.

- Establish and maintain cooperative working relationships with elected officials, administration, other employees, and the general public.
- Prepare clear and concise reports; develop policy and procedure recommendations.
- Make presentations before groups and represent the City in public forums.
- Use computer and needed programs effectively.
- Organize, analyze, manage and implement a variety of programs.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.
- Work with and control sensitive and confidential information.
- Plan, initiate, manage and complete complex and multiple simultaneous work assignments or projects with a minimum of direction.
- Perform related duties as assigned.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Six years of increasingly responsible experience in the operation and maintenance of a wastewater treatment facility, including two years of supervisory responsibilities.
Training:
Equivalent to the possession of an Associate's Degree with coursework in biology, chemistry, or a closely related field within four (4) years of appointment as a condition of continued employment.
License:
Possession of a valid Grade 4 Wastewater Treatment Operator's certificate as issued through procedures established by the California State Water Resources Control Board.
Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license thereafter is a condition of continued employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read, write, differentiate color, make observations and to operate a motor vehicle, hand and power tools; hear bilaterally, hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, climb ladders, bend, stand or crouch for extended periods of time and to operate assigned equipment and vehicles; smell well enough to detect / differentiate odor; able to tolerate extreme fluctuations in temperature while performing essential functions, be able to lift equipment as necessary.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WATER RESOURCES ANALYST I/II

DEFINITION
Under general supervision, performs technical research and prepares reports regarding water quality, water operations and/or wastewater related technical issues including those required by regulatory agencies, ensures reports are compliant with state and EPA regulations, researches and documents violations and corrective actions, serves as liaison to regulatory agencies.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime.

DISTINGUISHING CHARACTERISTICS
Individuals working in the Water Resources Analyst I classification work under immediate supervision to learn various specialized water related programs and projects that support divisional responsibilities.

Individuals working in the Water Resources Analyst II classification are expected to have all the characteristics of a Water Resource Analyst I and journey level knowledge and experience of a variety of specialized water related programs and projects in support of divisional responsibilities. The incumbent may be assigned to supervise technical and/or administrative support staff.

SUPERVISION RECEIVED AND EXERCISED
This class receives general supervision from the Division Manager or their designee and may provide direction to other technical and administrative support staff. Instruction may also be provided by the Water Resources Analyst II.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to the following:
Water Resources Analyst I

- Assist in ensuring department compliance with all applicable rules and regulations; assist with internal or external compliance audits, reviews, and evaluations.
- Learn to conduct a variety of studies and assessments related to the area of assignment, analyze data and make sound recommendations for management review.
- Learn the legal and technical requirements related to area of assignment, communicate information to personnel, to help ensure the City meets the regulatory requirements.
- Learn to maintain database for Regulatory Compliance Software, troubleshoot issues and ensure the integrity of data within the database.
- Learn to review laboratory analytical data for compliance with water quality standards, regulations, and operating permits.
- May represent the department at meetings, City Council, or other designated committee, commission, outside agencies or groups; represent the Department at designated festivals, fairs, or other special events.
- Participate in recommending and implementing section goals, objectives, performance standards, guidelines, and methods for area of assignment.
- Assist in the development, implementation, and administration of policies, procedures, and programs for the area of assignment.
- Manage outreach, promotion, and marketing efforts for the department
- Monitor contracts and review work to ensure compliance.
- Answer questions and provide information to the public and other City personnel.

- Investigate operational complaints and recommend corrective action as necessary.
- Assist in the preparation and administration of the section's budget.
- Prepare cost estimates for budget recommendations and purchase equipment.
- Monitor and administer expenditures.
- Perform related duties as assigned.

Water Resources Analyst, II
In addition to the essential functions for Water Resource Analyst I classification:
- Ensure department compliance with all applicable rules and regulations and assist with internal or external compliance audits, reviews, and evaluations.
- Conduct a variety of studies and assessments related to the area of assignment, analyze data and make sound recommendations for management review.
- Stay current on legal and technical requirements related to area of assignment, communicate information to personnel, ensure the City meets the regulatory requirements.
- Maintain database for Regulatory Compliance Software, troubleshoot issues and ensure the integrity of data within the database.
- Review laboratory analytical data for compliance with water quality standards, regulations, and operating permits.
- Review legislation with potential impact on operations, prepare comments in response to proposed legislations and regulations.
- Supervise technical and/or administrative support staff.

QUALIFICATIONS:

Water Resources Analyst I
Knowledge of:
- Safety rules and regulations.
- The importance of regulatory reporting in the area of assignment.
- Use of modern office equipment and applicable software.

Ability to:
- Learn to analyze highly technical problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Learn to interpret and explain pertinent local policies and procedures.
- Learn to evaluate and develop improvements in operations, procedures, policies, or methods
- Read, understand, apply and communicate complex materials.
- Keep current with modern trends in the area of assignment.
- Learn to research and analyze program administration problems; make sound policy and procedural recommendations.
- Learn to coordinate, lead, and present at public meetings
- Learn to assess changing conditions and initiate appropriate action.
- Plan and schedule work activities
- Prepare complete and concise reports and records
- Work with minimal supervision.
- Ability to follow oral and written instruction.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Water Resources Analyst II
Knowledge of:
In addition to the knowledge required for the Water Resources Analyst I classification:
- General principles and procedures used in the area of assignment.
- Applicable federal, state and local laws/regulations.

- Regulatory reporting in the area of assignment.

Ability to:
In addition to the abilities required for the Water Resources Analyst I classification:
- Analyze highly technical problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and explain pertinent local policies and procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods
- Research and analyze program administration problems; make sound policy and procedural recommendations.
- Coordinate, lead, and present at public meetings.
- Assess changing conditions and initiate appropriate action.
- Supervise assigned staff.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Water Resources Analyst I
Experience:
Two years of increasingly responsible experience in a water and wastewater treatment facility, utility, regulatory agency, or related agency similar or greater in size and complexity to the City of Turlock performing operations, maintenance, administration, laboratory, or other utility-related functions. Additional experience may substitute for the required education on a year-for-year basis.
Training:
Equivalent to a high school diploma or GED certification and six college units or CEU's in a related field. Possession of an associate's degree in a related field is desirable.
Licenses:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Obtain California Water Distribution Operator Grade 1 (D1) within 12 months of appointment to this position.
Obtain California Water Treatment Operator Grade 1 (T1) within 12 months of appointment to this position.
Obtain a Grade I Laboratory Analyst Certification from the California Water Environment Association or a Grade I Water Quality Laboratory Analyst Certification from the CA-NV Section of the American Water Works Association within 12 months of appointment to the position.
CWEA Collection System Maintenance Certification, CWEA Environmental Compliance Inspector Certification and/or CA-NV American Water Works Association Backflow Prevention Assembly Tester Certification is desirable.

Water Resources Analyst II
Experience:
Four years of increasingly responsible experience in a water and wastewater treatment facility, utility, regulatory agency, or related agency similar or greater in size and complexity to the City of Turlock performing operations, maintenance, administration, laboratory, or other utility-related functions. Additional experience may substitute for the required education on a year-for-year basis.
Training:
Equivalent to a high school diploma or GED certification and six college units or CEU's in a related field. Possession of an associate or bachelor's degree in a with coursework in engineering, biology, chemistry, resource management or a related field is desirable.
Licenses:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Possession of a valid California Water Distribution Operator Grade 1 (D1) or higher Certificate at the

time of appointment with the ability to acquire a Water Distribution Operator Grade 2 (D2) Certification in 12 months of appointment.

Possession of a valid California Water Treatment Operator Grade 1 (T1) or higher Certificate at the time of appointment with the ability to acquire a Water Treatment Operator Grade 2 (T2) Certification in 12 months of appointment.

Possession of a Grade I Laboratory Analyst Certification from the California Water Environment Association or a Grade I Water Quality Laboratory Analyst Certification from the CA-NV Section of the American Water Works at time of appointment.
CWEA Collection System Maintenance Certification, CWEA Environmental Compliance Inspector Certification and/or CA-NV American Water Works Association Backflow Prevention Assembly Tester Certification is desirable.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: See well enough to read fine print, computer screens and analytical equipment; hear well enough to receive and understand instructions, converse on the telephone, and in person; use of hands and fingers for use sensitive analytical equipment, computer keyboard, filing, writing and answering telephones; ability to differentiate odors; capable of clear speech; bodily mobility to stand for extended periods, stoop, bend as needed; able to lift and carry objects weighing up to 25 pounds.

FLSA Status: Non-Exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WATER SYSTEM OPERATOR I/II

DEFINITION:

Under general supervision, modifies, repairs and maintains the water treatment system. This position works closely with Water Distribution Operators, Laboratory, Instrumentation and Control and Maintenance staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call back, and standby assignments.

DISTINGUISHING CHARACTERISTICS

This is an entry/journey level class in this series. Individuals working in the Water System Operator I classification work under general supervision to learn to operate, monitor, and inspect the water treatment system. This classification requires basic knowledge of water treatment.
Individuals working in the Water System Operator II classification are expected to have all of the characteristics of a Water System Operator I and journey level knowledge and experience of more advanced water treatment systems. Water System Operator II may be required to act as Shift Operator.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Water System Operations Supervisor and may receive technical direction from the Senior Water System Operators; Water System Operator I's may receive immediate supervision from a Water System Operator II.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Water System Operator I

- Learn to perform assigned water treatment well and tank inspections, monitoring, and collecting data during operations.
- Learn to operate and adjust water treatment pumps, pH probes, chemical dosage and other specialized equipment to maintain appropriate operations.
- Learn to conduct water distribution and treatment sampling and perform a variety of routine potable water process laboratory tests.
- Learn to evaluate operations and maintenance activities within the area of responsibility and recommend improvements and modifications, document operation or maintenance procedures accordingly.
- Learn to monitor processes using a SCADA control system.
- Maintain records of equipment repair and replacement using CMMS-generated work orders for predictive and preventative maintenance.
- Operate specialized equipment involved in water distribution and treatment operations; assist maintenance staff with preventative and corrective maintenance; recommend equipment maintenance and replacement.
- Ensure that all analyzers and monitoring equipment are calibrated and appropriately sending and storing accurate information via a cyber-secure SCADA system.
- Participate in special projects or studies as assigned.
- Observe and enforce safety rules.
- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff through clear and concise communication.

- Subject to rotating shifts, including nights, weekends, and holidays. On Call may be required.
- Performs other duties as assigned.

Water System Operator II
In addition to the essential functions for Water System Operator I classification:
- Perform assigned water treatment well and tanks inspections, monitoring, and documenting daily operations.
- Operate and adjust water treatment plant pumps, motors, chemical dosage and other specialized equipment to maintain appropriate plant operations.
- Conduct water treatment sampling and perform a variety of routine potable water process laboratory tests.
- Evaluate operations and maintenance activities within the area of responsibility and recommend improvements and modifications, document operation or maintenance procedures accordingly.
- Monitor processes using a SCADA control system
- Make critical decisions to resolve emergency situations.
- Participate in the planning and implementation of upgrades, changes or expansions of water distribution and treatment facilities.
- Oversee and train subordinate staff.

QUALIFICATIONS:

Water System Operator I
Knowledge of:
- Basic construction, repair, and maintenance methods, procedures, tools, equipment and materials.
- Safe work practices under hazardous conditions.
- To learn water sampling and analysis.
- Safety rules and regulations.
- Use of modern office equipment and applicable software.

Ability to:
- Learn principles and practices of water distribution and treatment.
- Learn hydraulics, applied mathematics, chemical metering, pumps, SCADA and chemicals used in water distribution and treatment.
- Operate and maintain SCADA systems.
- Maintain and track chemical inventory, usage and order chemicals as needed.
- Complete all written data entry documentations with attention to detail and accuracy.
- Follow oral and written instructions.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Water System Operator II
In addition to those listed for Water System Operator I classification.
Knowledge of:
- Principles and practices of water distribution and treatment.
- Understand applicable laws, regulations, codes, and evaluate distribution and treatment facilities.
- Water sampling and analysis.
- Regulatory reporting.
- Safe work practices under hazardous conditions.
- Safety rules and regulations.
- Use of modern office equipment and applicable software.

Ability to:
- Read and understand technical drawings, sketches, plans and specifications and maintenance manuals

- Assess changing conditions and initiate appropriate action.
- Work with limited supervision and exercise sound judgment.
- Operate and maintain SCADA systems.
- Maintain and track chemical inventory, usage and order chemicals as needed.
- Complete all written data entry documentations with attention to detail and accuracy.
- Follow oral and written instructions.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Water System Operator I
Basic knowledge of construction or maintenance working with pumps, valves and basic plumbing.
Water System Operator II
Successful completion of the Water Treatment Operator Apprentice Program or equivalent program in water treatment; or two (2) years of experience in water treatment operations and maintenance including one year working as a Grade II operator for a Grade II facility or higher as a certified treatment operator.
Training:
Water System Operator I
Equivalent to a high school diploma or GED certification.
Water System Operator II
Equivalent to a high school diploma or GED certification and six college units or CEUs in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language, etc.).
Licenses:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Water System Operator I
Obtain California Water Treatment Operator Grade 1 (T1) within 18 months of appointment to this position and maintain thereafter as a condition of employment.
Possession of a valid California Water Distribution Operator Grade 1 (D1) at the time of appointment with the ability to acquire a California Water Distribution Operator Grade II in 24 months of appointment to the position.
Water System Operator II
Possession of a valid California Water Treatment Operator Grade 2 (T2) at the time of appointment to the position.
Possession of a valid California Water Distribution Operator Grade 2 (D2) at the time of appointment with the ability to acquire a California Water Distribution Operator Grade 3 (D3) in 24 months of appointment to the position.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-Exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WATER SYSTEM OPERATOR SUPERVISOR

DESCRIPTION:

Under direction, plans, organizes, direct, and supervises the activities of the City's water system. This position works closely with Water Treatment, Water Distribution, Laboratory, and Instrumentation and Control, and Maintenance staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call back, and standby assignments.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Water Systems Operator, Sr. by its overall supervisory responsibilities and is distinguished from the Utilities Supervisor by the latter's responsibility for multiple work groups within water distributions.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Utilities Manager and exercises direct supervision over assigned technical staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversee the scheduling of projects and the completion of tasks within the required time schedule. Monitor progress of projects and communicate updates as required.
- Perform the more technical and complex tasks of the work unit including reading and interpreting complex construction plans and specifications.
- Inspect and evaluate work in progress and upon completion to assure that repairs maintenance, and project activities are performed in accordance with city regulations, policies, and operating procedures and practices.
- Maintain records of equipment repair and replacement using CMMS-generated work orders for predictive and preventative maintenance.
- Participate in the selection of assigned maintenance staff, provide or coordinates staff training, work with employees to correct deficiencies, and implement discipline procedures.
- Monitor processes using a SCADA control system.
- Assist the Utilities Manager in the planning and implementation of upgrades, changes or expansions of the drinking water system.
- Supervise the use of specialized equipment involved in the water distribution and water treatment system, develop, plan and direct preventative and corrective maintenance; recommend equipment maintenance and replacement and prepare budget estimates.
- Make critical decisions to resolve emergency situations.
- Assist with the development and implementation of goals, objectives, policies, and procedures.
- Plan, supervise and participate in special projects or studies as assigned.
- Research and prepare technical and administrative reports, and other written documents, including the submittal of all regulatory required reports
- Recommend operational efficiencies while maintaining the highest standard of water quality possible.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.

- Assist the Department Director in developing and administering or assume delegated responsibility for the facilities safety program.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations, submit justifications for expenditures for equipment, materials, supplies and services; monitor and control expenditures.
- Participate in the recruitment and selection of staff, provide, or coordinate staff training; conduct employee performance evaluations, work with employees to correct performance deficiencies, and implement progressive discipline as required.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of water distribution and water treatment systems.
- Advanced practices, techniques and materials used in maintenance, construction and repair of water systems, as well as related facilities.
- Equipment, tools, and materials used in the operation and maintenance of the water distribution and treatment systems.
- Hydraulics, applied mathematics, chemical metering, pumps, SCADA and chemicals used in water treatment.
- Water sampling and analysis
- Design and construction standards related to water distribution and water treatment systems.
- Regulatory reporting.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of supervision; training and performance evaluation.
- Principles and practices of budget monitoring.
- Principles and practices of safety procedures and implementation.
- Use of modern office equipment and applicable software.

Ability to:

- Organize, implement, and direct all facets of drinking water operations and maintenance.
- Plan and schedule work activities
- Read and understand technical drawings, sketches, plans and specifications and maintenance manuals
- Operate and maintain SCADA systems.
- Maintain and track chemical inventory, usage and order chemicals as needed.
- Know appropriate laws, regulations, codes, and evaluate plant conformance.
- Understand and troubleshoot operations and maintenance problems and serve as a resource to staff to solve problems.
- Read and understand Process Control Narratives, Process Control and Instrument Diagrams (P&ID’s), and other related SCADA architecture documents.
- Interpret, explain and dutifully carry out pertinent Federal, State, local and City of Turlock policies and procedures.
- Assist in the development of an assigned budget. Know appropriate laws, regulations, codes, and evaluate plant conformance. Recommend and implement adjustments to policies and procedures, when necessary, to maintain conformance.
- Analyze problems, identify, and recommend solutions, evaluate effectiveness of solutions, and implement further changes if needed to attain goals.
- Establish and maintain effective working relationships with Federal, State, and local regulatory agencies.
- Communicate clearly and concisely orally and in writing.

- Manage material and service contracts.
- Coordinate and oversee the work of outside vendors, consultants, and contractors.
- Gain cooperation through clear communication and effective leadership.
- Supervise, develop, train, and evaluate personnel.
- Operate modern office equipment and software programs.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible experience in the operation and maintenance of a water distribution and water treatment systems similar or greater in size and complexity to the City of Turlock including two years providing technical and functional oversight over assigned personnel.
Training:
Equivalent to a high school diploma or GED certification and six college units or CEU's in a related field or school general education (i.e. Speech, Math, English, Science, Foreign Language etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's. Possession of an associate's degree in a related field is desirable.
License:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Certificate(s):
Possession of a Water Treatment Grade 2 (T2) Certification issued by the California Division of Drinking Water with the ability to acquire a California Water Treatment Operator Grade 3 (T3) in 24 months of appointment to the position.
Possession of a valid California Water Distribution Operator Grade 3 (D3) at time of appointment with the ability to acquire a California Water Distribution Operator Grade 4 (D4) within 24 months of appointment to the position and maintain thereafter as a condition of employment.
Cross Connection Control Specialist Certificate and Backflow Prevention Device Tester Certification is desired.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-Exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WATER SYSTEM OPERATOR, SR.

DEFINITION
Under general supervision, acts as Shift Operator to supervise, operate, monitor of the water treatment and water distribution system and non-potable water system; ensures and uninterrupted supply of quality potable and non-potable water to the customers of the City. This class works closely with Water Treatment Operators, Laboratory, Instrumentation and Control and Maintenance staff.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call back, and standby assignments.

DISTINGUISHING CHARACTERISTICS:
This is a lead/advanced journey level position in this series. This class provides technical supervision to lower-level classes. It is distinguished from the Water System Operator I/II by its oversight responsibilities and the more advanced level duties. It is distinguished from the Water System Operations Supervisor by the latter's responsibility for the full scope of supervision.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Water System Operator Supervisor; an incumbent may provide technical direction to assigned staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Perform assigned water treatment well and tank inspections, monitoring, and documenting plant operations.
- Operate and adjust water treatment plant pumps, motors, chemical dosage and other specialized equipment to maintain appropriate plant operations.
- Conduct water treatment sampling and perform a variety of routine potable water process laboratory tests.
- Assist with the collection and transportation of water samples for the lab analysis, monitor chemical dosages, assist with the application of chlorine and other water treatment-related chemicals to adjust water quality levels, assist in assuring adequate levels of safe potable water to meet city needs.
- Respond to public complaints concerning water quality and service lines, investigate public complaints and assist with troubleshooting, diagnosing and resolving problems and malfunction, respond to waterline emergencies as needed.
- Monitor processes using a SCADA control system.
- Maintain records of equipment repair and replacement using CMMS-generated work orders for predictive and preventative maintenance.
- Operate specialized equipment involved in water treatment plant operations; assist maintenance staff with preventative and corrective maintenance; recommend equipment maintenance and replacement.
- Ensure that all analyzers and monitoring equipment are calibrated and appropriately send and store accurate information via a cyber-secure SCADA system.
- Make critical decisions to resolve emergency situations.
- Participate in the planning and implementation of upgrades, changes or expansions of water treatment and conveyance facilities.

- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Maintain necessary reports and records.
- Observe and enforce safety rules.
- Oversee and train subordinate staff.
- Participate in special projects or studies as assigned.
- Subject to rotating shifts, including nights, weekends, and holidays. On Call may be required.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of water treatment.
- Advanced journey level knowledge of the City's distribution systems and maps.
- Advanced principles of backflow knowledge and advanced knowledge of potable water system operation and drinking water treatment processes.
- Appropriate laws, regulations, codes.
- Hydraulics, applied mathematics, chemical metering, pumps, SCADA and chemicals used in wastewater treatment.
- Water sampling and analysis.
- Safety rules and regulations.
- Regulatory reporting.
- Use of modern office equipment and applicable software.

Ability to:

- Read and understand technical drawings, sketches, plans and specifications and maintenance manuals
- Operate and maintain SCADA systems.
- Maintain and track chemical inventory, usage and order chemicals as needed.
- Evaluate plant conformance with applicable policies and regulations.
- Understand and troubleshoot operations and maintenance problems and serve as a resource to staff to solve problems.
- Plan and schedule work activities
- Train and provide work direction and guidance to assigned personnel; schedule and assign employee duties; monitor employee activities to assure accuracy, completeness and compliance with established safety requirements and procedures.
- Prepare complete and concise reports and records
- Work with minimal supervision.
- Follow oral and written instruction.
- Assess changing conditions and initiate appropriate action.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Two years of increasingly responsible experience in the operations and maintenance of a similar or

greater in size and complexity to the City of Turlock waster distribution facility.

Training:

Equivalent to a high school diploma or GED certificate and six college units or CEU's in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's.

Licenses:

Possession of an appropriate, valid Class B California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

Possession of a Water Treatment Grade 2 (T2) Certification issued by the California Division of Drinking Water with the ability to acquire a California Water Treatment Operator Grade 3 (T3) in 24 months of appointment to the position.

Possession of a valid California Water Distribution Operator Grade 2 (D2) at the time of appointment with the ability to acquire a California Water Distribution Operator Grade 3 (D3) in 18 months of appointment to the position.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WATER TREATMENT PLANT MANAGER

DEFINITION
Under general direction, plans, organizes, directs, and coordinates the activities of the Water Treatment Plant including directing all facets of the operation and maintenance of the water treatment plant, transmission mains, and ancillary facilities and coordinates activities and water production with the Cities of Turlock and Ceres.

This position is designated as Management for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

DISTINGUISHING CHARACTERISTICS
This is a departmental management position overseeing operations for the water treatment plant.

SUPERVISION RECEIVED AND EXERCISED
The Water Treatment Plant Manager receives general direction from the Municipal Services Director and exercises immediate supervision over assigned plant staff. The incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiate in a number of complex responsible and sensitive areas.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plan, organize, and direct domestic water activities including operation and maintenance of the potable water treatment plant, raw water pump station, raw water pipeline, finished water pipelines, and ancillary facilities.
- Coordinate with the Turlock Irrigation District (TID) regarding the infiltration gallery, raw water pump station, raw water pipeline, flow split structure, Ceres Main Canal outlet structure (collectively known as the District Delivery Facilities) and any diversions to the Ceres Main Canal.
- Establish production goals and finished water constituent concentrations in coordination with the Cities, and plan for and coordinate outages in terms of time and duration in recognition of the Cities' distribution systems.
- Ensure potable water meeting all regulatory requirements is delivered in the required quantities at all times.
- Coordinate plant activities with the Cities and be in regular communication with the Cities' and TID's designated Operations and Engineering staff members.
- Develop and implement operational efficiencies while maintaining the highest standard of water quality.
- Ensure all analyzers and monitoring equipment are calibrated and appropriately sending and storing information via a cyber-secure SCADA system.
- Perform studies related to plant and filter rerating including operation of parallel pilot filters. Collate and analyze the data from the studies, prepare reports, and work with the Division of Drinking Water (DDW) toward the goal of rating the plant for higher throughput.
- Assume the duties of chief plant operator as needed in the absence of the Water Operations Supervisor and as defined by the DDW and be available to respond to emergencies.
- Develop and implement goals, objectives, policies, and procedures.
- Develop and implement policies and documents related to operation, maintenance, workplace safety, and work practices. Examples include, but are not limited to, an Operations Plan,

Standard Operating Procedures, Injury Illness Prevention Plan, training plans, and employee manual.
- Develop and implement procedures and programs including safety, Emergency Response Plan (ERP), Hazardous Materials Business Plan, process control, purchasing, training, and optimization studies.
- Populate and maintain the CMMS system to track equipment condition and maintenance activities.
- Prepare, administer, and implement an annual budget, including establishing and tracking a repair and replacement (R&R) fund compared with short- and long-term projected expenditures. Participate with the Cities to forecast future needs such as staffing, equipment, materials, and supplies. Work closely with the General Manager to develop, administer, and implement a Capital Improvement Plan and budget that aligns with five-year planning by the Cities.
- Recruit and select staff, coordinate training, perform employee evaluations, implement appropriate improvement plans, as required. Set clear expectations of staff and maintain the highest standards to ensure the plant is operated and maintained in a professional manner and produces the highest quality water.
- Prepare contract documents, negotiate, and select outside vendors, contractors, and consultants in conformance with SRWA purchasing procedures. Contracts include those with chemical and fuel suppliers, service contracts and a state-certified lab.
- Provide oversight on capital improvement projects and major maintenance projects.
- Provide support to the General Manager as a representative for the SRWA to outside agencies and organizations, and community groups.
- Research and prepare technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Prepare PowerPoint presentations and present regularly to the SRWA Board and City Councils, as requested.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:
- Principles and practices of water treatment, water transmission, and water storage.
- Principles and practices of certified lab services.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Local, State, and federal rules, regulations, and laws as they relate to the operation of a water treatment plant and potable water transmission system.
- Design and construction standards as they relate to water treatment, conveyance, and storage facilities.
- Principles and practices of organizational analysis and management.
- Budgeting principles and procedures.
- Principles and practices of supervision, training, and personnel management.
- Principles and practices of safety procedures and implementation.
- Use of modern office equipment and applicable software.

Ability to:
- Organize and direct all facets of water operations and maintenance including process laboratory testing.
- Analyze budgets and technical reports.
- Know appropriate laws, regulations, codes, and evaluate plant conformance with them. Make adjustments to policies and procedures, when necessary, to maintain conformance.

- Analyze problems, identify, and implement solutions, evaluate effectiveness of solution, and implement further changes if needed to attain goals.
- Understand operations and maintenance problems and serve as a resource to staff to solve problems.
- Read and understand engineering plans and specifications.
- Manage material and service contracts.
- Coordinate and oversee the work of outside vendors, consultants, and contractors.
- Gain cooperation through clear communication and effective leadership.
- Interpret and apply SRWA policies, procedures, rules, and regulations.
- Supervise, train, and evaluate personnel.
- Operate modern office equipment and software programs.
- Establish and maintain effective working relationships with federal, State, and local regulatory agencies.
- Communicate clearly and concisely orally and in writing.
- Operate and maintain SCADA systems.
- Read and understand Process Control Narratives, Process Control and Instrument Diagrams (P&ID's), and other related SCADA architecture documents.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Eight years of increasingly responsible managerial or high-level supervisory experience in the operation and maintenance of a domestic water treatment plant, and operation of a water distribution system similar or greater in size and complexity to the SRWA plant, finished water transmission, and ancillary facilities.
Training:
Equivalent to an Associate's degree from an accredited college or university with major coursework in business or public administration, engineering, biology, chemistry, resources management, electronics, electrical engineering, mechanical engineering, or a closely related field at time of appointment.
Incumbent must obtain a bachelor's degree or higher from an accredited institution of higher learning with a major in in business or public administration, engineering, biology, chemistry, resources management, electronics, electrical engineering, mechanical engineering, or a closely related field within 36 months of appointment.
Licenses:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Certificates:
Possession of a valid California Water Treatment Operator T-5 Certificate.
Possession of a valid California Water Distribution Operator D-4 Certificate or ability to obtain within 18 months of appointment to this position and maintain thereafter as a condition of employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

The Plant Manager must reside within 60 miles of the water treatment plant and be able to respond within 90 minutes in case of an emergency. The Plant Manager may identify a designee with the appropriate qualifications when the Plant Manager is unable to respond.

FLSA Status: Exempt
Bargaining Unit: Management

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WATER TREATMENT PLANT OPERATIONS SUPERVISOR

DEFINITION
Under direction, plans, organizes, directs, and supervises the activities of the Water Treatment Plant including operation and maintenance of the water treatment plant, transmission mains, and ancillary facilities and coordinates activities and water production with the Cities of Turlock and Ceres.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime, call-back, and standby assignments.

DISTINGUISHING CHARACTERISTICS
This is the full supervisory level classification in the Water Treatment Plant series.

SUPERVISION RECEIVED AND EXERCISED
The Water Treatment Plant Operations Supervisor receives direction from the Water Treatment Plant Manager and exercises general supervision over assigned plant staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plan, prioritize, assign, supervise and review domestic water treatment activities including operation and maintenance of the potable water treatment plant, raw water pump station, raw water pipeline, finished water pipelines, and ancillary facilities.
- Coordinate with the Turlock Irrigation District (TID) regarding the infiltration gallery, raw water pump station, raw water pipeline, flow split structure, Ceres Main Canal outlet structure (collectively known as the District Delivery Facilities) and any diversions to the Ceres Main Canal.
- Recommend and assist in the implementation of established production goals and finished water constituent concentrations in coordination with the Cities, and plan for and coordinate outages in terms of time and duration in recognition of the Cities' distribution systems.
- Evaluate operations and maintenance activities within the area of responsibility and recommend improvements and modifications, document operation or maintenance procedures accordingly.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations, submit justifications for expenditures for equipment, materials, supplies and services; monitor and control expenditures.
- Participate in the recruitment and selection of staff, provide, or coordinate staff training; conduct employee performance evaluations, work with employees to correct performance deficiencies, and implement progressive discipline as required.
- Ensure potable water meeting all regulatory requirements is always delivered in the required quantities.
- Maintain accurate records and prepare reports regarding plant operations and water quality.
- Coordinate plant activities with the Cities and be in regular communication with the Cities' and TID's designated Operations and Engineering staff members.
- Recommend operational efficiencies while maintaining the highest standard of water quality possible.
- Ensure that all analyzers and monitoring equipment are calibrated and appropriately sending and

storing accurate information via a cyber-secure SCADA system.

- Monitor processes using a SCADA control system.
- Participate in and provide documentation for studies related to plant and filter rerating including operation of parallel pilot filters. Collate and analyze the data from the studies, prepare reports, and assist with reports prepared for the Division of Drinking Water (DDW) toward the goal of rating the plant for higher throughput.
- Assume the duties of Plant Manager as needed and be available to respond to emergencies, including those outside of normal working hours.
- Assist with the development and implementation of goals, objectives, policies, and procedures.
- Plan, supervise and participate in special projects or studies as assigned.
- Research and prepare technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Supervise the use of specialized equipment involved in water treatment plant operations; develop, plan and direct preventative and corrective maintenance; recommend equipment maintenance and replacement and prepare budget estimates using the plant CMMS.
- Make critical decisions to resolve emergency situations.
- Assist the General Manager in the planning and implementation of upgrades, changes or expansions of water treatment and conveyance facilities.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Assist the General Manager in developing and administering or assume delegated responsibility for the plant safety program.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of water treatment, water transmission, and water storage.
- Equipment, tools, and materials commonly used in the operation and maintenance of the water treatment plant.
- Principles and practices of certified lab services.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Local, State, and Federal rules, regulations, and laws as they relate to the operation of a water treatment plant and potable water transmission system.
- Design and construction standards as they relate to water treatment, conveyance, and storage facilities.
- Principles and practices of supervision; training and performance evaluation.
- Principles and practices of budget monitoring.
- Principles and practices of safety procedures and implementation.
- Hydraulics, applied mathematics, chemical metering, pumps, SCADA, and chemicals used in water treatment.
- Water sampling and analysis.
- Regulatory reporting.
- Use of modern office equipment and applicable software.

Ability to:

- Organize, implement, and direct all facets of water operations and maintenance.
- Interpret, explain and dutifully carry out pertinent Federal, State, local and SRWA policies and procedures.

- Assist in the development of an assigned budget. Know appropriate laws, regulations, codes, and evaluate plant conformance. Recommend and implement adjustments to policies and procedures, when necessary, to maintain conformance.
- Analyze problems, identify, and recommend solutions, evaluate effectiveness of solution, and implement further changes if needed to attain goals.
- Understand and troubleshoot operations and maintenance problems and serve as a resource to staff to solve problems.
- Read and understand engineering plans and specifications.
- Manage material and service contracts.
- Coordinate and oversee the work of outside vendors, consultants, and contractors.
- Gain cooperation through clear communication and effective leadership.
- Supervise, develop, train, and evaluate personnel.
- Operate modern office equipment and software programs.
- Establish and maintain effective working relationships with Federal, State, and local regulatory agencies.
- Communicate clearly and concisely orally and in writing.
- Operate and maintain SCADA systems.
- Read and understand Process Control Narratives, Process Control and Instrument Diagrams (P&ID's), and other related SCADA architecture documents.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Five years of increasingly responsible experience in the operation and maintenance of a domestic water treatment plant, and operation of a water distribution system similar or greater in size and complexity to the SRWA plant, finished water transmission, and ancillary facilities including two years providing technical and functional supervision over assigned personnel.
Training:
Equivalent to a high school diploma or GED certificate and six college units or CEU's in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's. Possession of an associate's degree in a related field is desirable.
License:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
Certificates:
- Possession of a valid California Water Treatment Operator T-4 Certificate at time of appointment.
- Obtain California Water Treatment Operator T-5 within 18 months of appointment to this position and maintain thereafter as a condition of employment.
- Possession of a valid California Water Distribution Operator D-4 Certificate or ability to obtain within 12 months of appointment to this position and maintain thereafter as a condition of employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

The Water Treatment Plant Operations Supervisor must reside within 60 miles of the water treatment plant and be able to respond within 90 minutes in case of an emergency.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WATER TREATMENT PLANT OPERATOR I

DEFINITION
Under general direction, the Water Treatment Plant Operator Apprentice learns to operate, monitor, and inspect the Water Treatment Plant and ancillary facilities.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Water Treatment Plant Operations Supervisor and may receive technical direction from the Senior Water Treatment Plant Operator or Water Treatment Plant Operator.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Learn to operate all necessary water treatment plant equipment to deliver potable water to the customers including plant flow rate and chemical.
- Learn to compute chemical dosages and flow rates.
- Learn to operate pumps, valves, and other equipment manually and remotely.
- Learn to inspect, adjust, and operate equipment as required.
- Learn to conduct water treatment sampling and process analysis, including jar testing.
- Learn to maintain necessary reports and records.
- Observe and enforce safety rules.
- Learn to maintain proper chemical applications and storage.
- Learn to coordinate the delivery and receipt of plant chemicals and materials.
- Learn to monitor processes using a SCADA control system.
- Participate in special projects or studies as assigned.
- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff through clear and concise communication.
- Subject to rotating shifts, nights, weekends, and holidays.
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- To learn principles and practices of water treatment, water transmission, and water storage.
- To learn drinking water quality regulations.
- To learn equipment, tools and materials use in the operation and maintenance of the water treatment plant.
- Safety rules and regulations.
- To learn hydraulics, applied mathematics, chemical metering, pumps, SCADA and chemicals used in water treatment.
- To learn water sampling and analysis, including jar testing.
- Use of modern office equipment and applicable software.

Ability to:

- Ability to follow oral and written instruction.
- Assess changing conditions and initiate appropriate action.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Experience and Training Guidelines

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

Experience:

Experience in a Water Treatment Plant is desirable but not required. Therefore, no experience is necessary.

Training:

Equivalent to a high school education.

Licenses:

- Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
- Possession of a valid California Water Treatment Operator T-1 or higher Certificate at the time of appointment with the ability to acquire a Water Treatment Operator T-2 Certificate in 18 months of appointment to the position.
- Ability to acquire a California Water Distribution Operator D-2 Certificate in 18 months of appointment to the position.

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WATER TREATMENT PLANT OPERATOR II

DESCRIPTION:

DEFINITION
Under general direction, the Water Treatment Plant Operator is responsible to operate, monitor, and inspect the Water Treatment Plant and ancillary facilities.

This classification is assigned to the Turlock City Employees Association bargaining unit for labor relations purposes and is subject to overtime assignments.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Water Treatment Plant Operations Supervisor and may receive technical direction from the Senior Water Treatment Plant Operator.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Operate all necessary water treatment plant equipment to deliver potable water to the customers including plant flow rate and chemical.
- Compute chemical dosages and flow rates.
- Operate pumps, valves, and other equipment manually and remotely.
- Inspect, adjust, and operate equipment as required.
- Conduct water treatment sampling and process analysis, including jar testing.
- Maintain necessary reports and records.
- Observe and enforce safety rules.
- Under close supervision from Senior Water Treatment Plant Operator, control plant operations using SCADA.
- Maintain proper chemical applications and storage.
- Coordinate the delivery and receipt of plant chemicals and materials.
- Maintain accurate records and prepare reports regarding plant operations and water quality.
- Ensure that all analyzers and monitoring equipment are appropriately sending and storing accurate information via a cyber-secure SCADA system.
- Monitor processes using a SCADA control system.
- Participate in studies related to plant and filter rerating including operation of parallel pilot filters.
- Participate in special projects or studies as assigned.
- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Subject to rotating shifts, including nights, weekends, and holidays. On Call may be required.
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of water treatment, water transmission, and water storage.
- Drinking water quality regulations.
- Equipment, tools, and materials use in the operation and maintenance of the water treatment plant.
- Safety rules and regulations.
- Hydraulics, applied mathematics, chemical metering, pumps, SCADA and chemicals used in water treatment.
- Water sampling and analysis, including jar testing.
- Use of modern office equipment and applicable software.

Ability to:

- Ability to follow oral and written instruction.
- Assess changing conditions and initiate appropriate action.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.

Experience and Training Guidelines

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

Experience:

Successful completion of the Water Treatment Plant Apprentice Program or equivalent program in water treatment plant operation; or two (2) years of experience in operation and maintenance of a water treatment plant including one year working as a certified T-2 operator for a T-2 facility or higher working as a certified treatment operator.

Training:

Equivalent to a high school education.

Licenses:

- Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.
- Possession of a valid California Water Treatment Operator T-2 Certificate at time of appointment with the ability to acquire a Water Treatment Operator T-3 Certificate in 18 months of appointment to the position.
- Possession of a valid California Water Distribution Operator D-2 Certificate at time of appointment

ADDITIONAL INFORMATION:

Physical Conditions:

Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City of Turlock

WATER TREATMENT PLANT OPERATOR, SR.

DEFINITION
Under general supervision, acts as Shift Operator to supervise, operate, monitor, and inspect the Water Treatment Plant and ancillary facilities.

DISTINGUISHING CHARACTERISTICS
This classification is the lead level in the Water Treatment Operator series and acts as the shift operator.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by the Water Treatment Plant Operations Supervisor and may provide technical direction to assigned staff.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Operate all necessary water treatment plant equipment to deliver potable water to the customers including plant flow and chemical feed rates.
- Operate pumps, valves, and other equipment manually and remotely.
- Inspect, adjust, and operate water treatment plant equipment as required.
- Conduct water treatment sampling and process analysis to effectively produce potable water meeting all regulatory requirements.
- Maintain necessary reports and records.
- Observe and enforce safety rules.
- Supervise and train subordinate staff.
- Monitor and control plant operations using SCADA.
- Understand the proper use and safe storage and handling of chemicals.
- Coordinate the delivery and receipt of plant chemicals and materials.
- Evaluate operations and maintenance activities within the area of responsibility and recommend improvements and modifications, document operation or maintenance procedures accordingly.
- Ensure potable water meeting all regulatory requirements is always delivered in the required quantities.
- Subject to rotating shifts, including nights, weekends, and holidays. On Call may be required.
- Maintain accurate records and prepare reports regarding plant operations and water quality.
- Ensure that all analyzers and monitoring equipment are appropriately sending and storing accurate information via a cyber-secure SCADA system.
- Monitor processes using a SCADA control system.
- Participate in and provide documentation for studies related to plant and filter rerating including operation of parallel pilot filters. Collate and analyze the data from the studies, prepare reports, and assist with reports prepared for the Division of Drinking Water (DDW) toward the goal of rating the plant for higher throughput.
- Participate in special projects or studies as assigned.

- Assist with the preparation of technical and administrative reports, and other written documents, including the submittal of all regulatory required reports.
- Operate specialized equipment involved in water treatment plant operations; assist maintenance staff with preventative and corrective maintenance; recommend equipment maintenance and replacement.
- Make critical decisions to resolve emergency situations.
- Participate in the planning and implementation of upgrades, changes or expansions of water treatment and conveyance facilities.
- Build and maintain positive relationships with staff, Cities employees, outside agencies, and the public through clear and concise communication.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of water treatment, water transmission, and water storage.
- Drinking water quality regulations.
- Equipment, tools and materials used in the operation and maintenance of the water treatment plant.
- Safety rules and regulations.
- Hydraulics, applied mathematics, chemical metering, pumps, SCADA and chemicals used in water treatment.
- Water sampling and analysis, including jar testing.
- Regulatory reporting.
- Use of modern office equipment and applicable software.

Ability to:

- Work with minimal supervision.
- Ability to follow oral and written instruction.
- Assess changing conditions and initiate appropriate action.
- Know appropriate laws, regulations, codes, and evaluate plant conformance.
- Understand and troubleshoot operations and maintenance problems and serve as a resource to staff to solve problems.
- Operate modern office equipment and software programs.
- Communicate clearly and concisely orally and in writing.
- Operate and maintain SCADA systems.
- Maintain and track chemical inventory, usage and order chemicals as needed.

Experience and Training Guidelines

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

Experience:

Three years of increasingly responsible experience in the operation and maintenance of a domestic water treatment plant, and operation of a water distribution system similar or greater in size and complexity to the SRWA plant, finished water transmission, and ancillary facilities.

OR

Successful completion of the Water Treatment Plant Apprentice Program or equivalent program in water treatment plant operation;

OR

Two (2) years of experience in operation and maintenance of a water treatment plant including one (1) year working as a certified T-2 operator for a T-2 facility or higher working as a certified treatment operator

OR
Two (2) years working as a certified treatment operator working as a certified T-2 operator for a T-2 facility or higher including one (1) year as an operator in charge of a shift as a T-3 operator.

Training:
Equivalent to a high school diploma or GED certificate and six college units or CEU's in a related field or scholastic general education (i.e. Speech, Math, English, Science, Foreign Language etc.) and three college units or CEU's in Supervision or Management for a total of nine college units or CEU's.

Licenses:
Possession of an appropriate, valid Class C California Driver's License at the time of appointment, to be maintained as a condition of continued employment.

Certificate(s):

- Possession of a valid California Water Treatment Operator T-3 Certificate at the time of appointment.
- Obtain California Water Treatment Operator T-4 within 18 months of appointment to this position and maintain thereafter as a condition of employment.
- Possession of a valid California Water Distribution Operator D-2 Certificate at the time of appointment.
- Obtain California Water Treatment Operator D-3 within 24 months of appointment to this position and maintain thereafter as a condition of employment.

ADDITIONAL INFORMATION:

Physical Conditions:
Maintain the following physical abilities: see well enough to read, write and make observations, operate hand and power tools, vehicles and heavy equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to walk, bend, stand, crouch or climb for extended periods of time, operate assigned equipment and vehicles and perform heavy manual labor for extended periods; ability to tolerate extreme fluctuations in temperature while performing essential functions and be able to lift equipment on a frequent basis 25lbs, and on an occasional basis 50lbs.

FLSA Status: Non-Exempt
Bargaining Unit: TCEA

Revised: December 9, 2025

Reviewed and Approved:

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Personnel Officer

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Date

City Council Staff Report

December 9, 2025

From: Isaac Moreno, Finance Director
Prepared by: Isaac Moreno, Finance Director
Agendized by: Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Adopting Amendments to the Fiscal Year 2025-2026 Budget as a Result of the First Quarter Budget Review

2. NARRATIVE:

On June 10, 2025, the City Council adopted the Fiscal Year 2025-2026 Budget. As has been done in prior fiscal years, a first quarter review was completed and is being presented to City Council. During this review, clean up/carryover items as well as new requests are being proposed for consideration. For Fiscal Year 2025-2026, the following requests will be discussed and recommended:

- Discuss financial information as of September 30, 2025 for the General Fund and other Major Funds
- Recommend City Manager's Office reorganization and fiscal impacts
- Recommend additional position for Human Relations
- Recommend clean up and carryover items for budget amendments

Financial Information

The General Fund: For the first quarter of Fiscal Year 2025-2026, the General Fund represents a positive gain of $1.6 million of revenues over expenditures. Attachment 3 depicts a summary of each department's year-to-date activities. One of the primary revenues for the General Fund is property taxes. However, since the first payment of property taxes is not received from the County until late January, this revenue has been estimated at 25% of the adopted budget amount. Some notable impacts are one-time funds being received for the sale of city property and salary savings from unfilled positions. Attachment 2 provides the General Fund reserve calculation for the Fiscal Year ending June 30, 2024.

Other Major Funds: Unlike the General Fund, these funds represent actual revenues and expenditures posted through September 30, 2025. Their summary is as follows:

Fund	Revenues	Expenditures	Net Gain/(Loss)
115-Measure A Roads	940,659	3,043,496	(2,102,837)
117-Cannabis	364,452	6,000	358,452
118-Measure A General	554,572	3,655,056	(3,100,483)
119-American Rescue Plan Act	-	383,479	(383,479)
120-Tourism	1,050	62,381	(61,331)
410-Water Quality Control	4,750,572	7,315,843	(2,565,270)
420-Water	5,074,528	2,031,231	3,043,297
501-Information Technology	626,942	499,413	127,529

Fund 115 “Measure A Roads” reflects a large loss this quarter, resulting from capital projects being funded from reserves.

Fund 118 “Measure A General” reflects a large loss this quarter, resulting from $2.0 million being transferred from reserves to public safety for equipment replacement at the beginning of the fiscal year. These actions were approved during the budget process.

Fund 120 “Tourism” reflects a large loss this quarter, resulting from the first quarter revenues being received in October.

Fund 410 "Water Quality Control" reflects a large loss for this quarter, resulting from a bond payment made for $2.9 million as well as revenues only being recorded for two months, due to the accrual method of accounting.

City Manager’s Office Reorganization

The City Manager’s Office is made up of several departments, consisting of Risk Management, Housing, Economic Development/Communications, and the City Clerk. In order to address workload demands and strengthen internal controls, the Interim City Manager is proposing a reorganization of the City Manager’s Office. This realignment consists of three new full-time positions (Public Information Officer, Management Analyst, and Staff Services Technician). In addition to these new positions, job description changes throughout the City Manager’s Office have been proposed to realign with tasks currently being performed. The proposed organizational chart will be presented at the City Council meeting.

Human Relations Department

To maintain the highest level of support for City departments, employees and the public, and to effectively manage the responsibilities of Human Relations, staff is requesting Council approval to hire an additional Principal Human Relations Analyst. This position will strengthen the department’s ability to support city growth, advance succession planning, improve efficiency, and ensure compliance. Adding this position aligns with the long-term goals of operational efficiency and workforce sustainability. This request reflects a current operational necessity to meet growing demands.

Clean Up and Carryover Augmentations

In addition to the above noted requests, some clean up and carryover items are being presented. These two terms are defined as follows:

Clean Up: This process occurs when an item or items were omitted during the initial budget process due mainly to timing between the budget planning process and the adoption of the budget.

Carryover: Moving unspent funds from one fiscal year to a subsequent fiscal year. This enables the City to spend funds in the current fiscal year that were expended in the prior fiscal year, mainly due to timing or unforeseen circumstances such as delays in delivery.

3. FISCAL IMPACT / BUDGET AMENDMENT:

The requested budget augmentations are detailed in Attachment 4 with the designated funding sources.

4. ENVIRONMENTAL DETERMINATION:

This action is not subject to the provisions of the California Environmental Quality Act (CEQA) in accordance with Section 15378(b)(5) of the CEQA guidelines. This action consists of “organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment” and therefore is not considered a project.

5. ATTACHMENTS:

1. Draft FY 2025-2026 1st Quarter Budget Review Resolution
2. GF Reserve for FY Ending June 30, 2024
3. FY 2025-2026 1st Quarter GF Summary
4. FY 2025-2026 1st Quarter Augmentation Summary

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF ADOPTING AMENDMENTS TO THE FISCAL YEAR 2025-2026 BUDGET AS A RESULT OF THE FIRST QUARTER BUDGET REVIEW	**RESOLUTION NO. 2025-XXX**

WHEREAS, annually the City Council adopts a budget for the General Fund and Non-General Funds to cover the projected revenues and expenses for the fiscal year; and

WHEREAS, on June 10, 2025 the City Council adopted a budget plan to serve as a living document to be formally reviewed on a regular basis in order to assess revenues and expenditures to determine whether any adjustments should be incorporated as amendments to the adopted budget; and

WHEREAS, a review of the First Quarter budget of Fiscal Year 2025-2026 was conducted on December 9, 2025 where staff presented how proposed additional requested resources would serve to address operational and service level needs; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby adopt amendments to the budget as detailed in Attachment 4 for the City of Turlock General Fund and Non-General Funds for Fiscal Year 2025-2026.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:
NOES:
NOT PARTICIPATING:
ABSENT:

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

General Fund Reserve Balance

Fund Balance Category	6/30/2020 Actual	6/30/2021 Actual	6/30/2022 Actual	6/30/2023 Actual	6/30/2024 Actual
ASSIGNED:					
Resolution 2011-123 $6.5 million (Fund 111)	6,500,000	6,500,000	6,500,000		
GF Reserve Policy - 17.50% Working Capital*				11,938,136	10,934,311
GF Reserve Policy - 5.00% Emergency Contingency*				3,410,896	3,124,089
UNASSIGNED:	3,644,503	8,883,416	12,273,469	14,456,396	16,995,244
TOTAL GENERAL FUND RESERVE BALANCE	$ 10,144,503	$ 15,383,416	$ 18,773,469	$ 29,805,428	$ 31,053,644
Increase / (Decrease) from PFY	1,029,765	5,238,912	3,390,053	11,031,960	1,248,216

**Reserve Policy adopted 5/23/2023*

Other Reserve Balances

Fund Balance Category	6/30/2020 Actual	6/30/2021 Actual	6/30/2022 Actual	6/30/2023 Actual	6/30/2024 Actual
COMMITTED:					
Fund 112 - GF Reserve for Capital Purchases					2,200,000
Fund 113 - Parks, Arts & Rec Commission	1,281	1,281	1,281	1,281	52
Fund 116 - Public Safety	670,127	954,219	1,279,354	1,671,480	2,090,754
Fund 117 - Cannabis		1,186,840	2,470,022	1,250,565	(140,184)
Fund 115 - Measure A Roads		1,612,303	6,672,635	11,325,952	12,563,337
Fund 118 - Measure A		1,288,174	7,823,566	6,160,016	7,037,774
Fund 119 - ARPA		-	6,703,462	9,108,284	5,790,889
Fund 120 - Tourism	1,188,360	1,489,656	1,602,242	1,599,853	1,252,718
TOTAL COMMITTED BALANCES	$ 1,859,768	$ 6,532,473	$ 26,552,562	$ 31,117,431	$ 30,795,340
INTERNAL SERVICE FUND:					
Fund 501 - Information Technology	401,822	603,227	758,909	836,986	1,012,111

CITY OF TURLOCK 1ST QUARTER BUDGET REVIEW FISCAL YEAR 2025-2026
General Fund (Fund 110) Budget Summary

Revenues - General Fund Department		FY 25-26 Adopted Budget	FY 25-26 Amendments to 9/30/25	FY 25-26 Amended Budget	FY 25-26 Actual YTD at 9/30/25	Percentage Used
000	Non Departmental	$ 55,586,900		$ 55,586,900	$ 14,630,476	26.3%
100	City Council	$ -		$ -		
102	City Manager	$ -		$ -		
103	Economic Development and Comm.	$ -		$ -		
104	City Clerk	$ -		$ -		
106	Finance	$ 22,128		$ 22,128	$ 5,606	25.3%
108	City Attorney	$ -		$ -	$ 365	
109	Human Relations	$ -		$ -		
112	General Government	$ -		$ -	$ 0	
200	Police Services - Special Operations	$ 208,000		$ 208,000	$ 75,022	36.1%
205	Police Services - Support Operations	$ -		$ -		
210	Police Services - Field Operations	$ 1,854,700		$ 1,854,700	$ 182,866	9.9%
215	Animal Services	$ 99,500		$ 99,500	$ 22,049	22.2%
300	Fire Department	$ 809,600		$ 809,600	$ 69,171	8.5%
400	Planning	$ 180,880		$ 180,880	$ 63,117	34.9%
405	Building	$ 1,831,200		$ 1,831,200	$ 812,910	44.4%
410	Engineering	$ 2,712,500		$ 2,712,500	$ 613,565	22.6%
500	Public Facilities	$ -		$ -		
600	Park Maintenance	$ 123,500		$ 123,500	$ 3,900	3.2%
620	Parks, Recreation & Public Facilities	$ 75,000		$ 75,000	$ 23,950	31.9%
622	Recreation - Programs/Events	$ 125,900		$ 125,900	$ 18,113	14.4%
624	Recreation - Sports	$ 95,000		$ 95,000	$ 25,554	26.9%
626	Recreation - Aquatics	$ 123,500		$ 123,500	$ 27,997	22.7%
630	Recreation - Prevention/Youth	$ 525,000		$ 525,000	$ 55,379	10.5%
	Total Revenue	$ 64,373,308	$ -	$ 64,373,308	$ 16,630,040	25.8%

Expenses - General Fund Department		FY 25-26	FY 25-26	FY 25-26	FY 25-26	Percentage
000	Non Departmental	$ -		$ -		
100	City Council	$ 137,774		$ 137,774	$ 25,494	18.5%
102	City Manager	$ 1,284,089		$ 1,284,089	$ 189,208	14.7%
103	Economic Development and Comm.	$ 468,675		$ 468,675	$ 115,881	24.7%
104	City Clerk	$ 847,822		$ 847,822	$ 149,028	17.6%
106	Finance	$ 2,159,944		$ 2,159,944	$ 520,017	24.1%
108	City Attorney	$ 817,862		$ 817,862	$ 153,506	18.8%
109	Human Relations	$ 2,272,084		$ 2,272,084	$ 562,834	24.8%
112	General Government	$ 1,889,506		$ 1,889,506	$ 586,364	31.0%
200	Police Services - Special Operations	$ 7,997,459		$ 7,997,459	$ 1,912,675	23.9%
205	Police Services - Support Operations	$ 4,285,856		$ 4,285,856	$ 1,018,772	23.8%
210	Police Services - Field Operations	$ 16,866,683		$ 16,866,683	$ 4,029,840	23.9%
215	Animal Services	$ 747,511		$ 747,511	$ 186,123	24.9%
300	Fire Department	$ 13,188,807		$ 13,188,807	$ 3,080,366	23.4%
400	Planning	$ 1,144,574		$ 1,144,574	$ 226,436	19.8%
405	Building	$ 2,310,303		$ 2,310,303	$ 394,473	17.1%
410	Engineering	$ 3,806,473		$ 3,806,473	$ 819,859	21.5%
500	Public Facilities	$ 840,872		$ 840,872	$ 211,355	25.1%
600	Park Maintenance	$ 1,387,827		$ 1,387,827	$ 331,840	23.9%
620	Parks, Recreation & Public Facilities	$ 475,335		$ 475,335	$ 141,250	29.7%
622	Recreation - Programs/Events	$ 97,994		$ 97,994	$ 13,216	13.5%
624	Recreation - Sports	$ 297,011		$ 297,011	$ 80,587	27.1%
626	Recreation - Aquatics	$ 362,171		$ 362,171	$ 131,897	36.4%
630	Recreation - Prevention/Youth	$ 511,773		$ 511,773	$ 80,236	15.7%
	Total Expenses	$ 64,198,405	$ -	$ 64,198,405	$ 14,961,256	23.3%
Total Revenue Over/(Under) Expenses		**$ 174,903**	**$ -**	**$ 174,903**	**$ 1,668,784**	

CITY OF TURLOCK

Budget Augmentation Request Summary - First Quarter Review FY 25/26

GENERAL FUND and NON GENERAL FUND

December 9, 2025

NEW REQUESTS

Funded by General Fund - Human Relations						
Department	**Division**	**Funding Source**	**Classification**	**Description**	**Amount**	**Account #**
Admin	109-Human Relations	110-General Fund	Salary & Benefits	Principal HR Analyst (Mgmt) - 6 months - January 2026-June 2026 = $80,016	$ 80,016	110-10-109.41001 & various benefit accounts
				TOTAL COST	$ 80,016	

Funded by General Fund - City Manager's Office						
Department	**Division**	**Funding Source**	**Classification**	**Description**	**Amount**	**Account #**
Admin	102-City Manager	110-General Fund	Salary & Benefits	Management Analyst (Mgmt) - 6 months - January 2026-June 2026 = $83,617	$ 83,617	110-10-102.41001 & various benefit accounts
Admin	102-City Manager	110-General Fund	Salary & Benefits	Public Information Officer (Mgmt) - 3 months - April 2026-June 2026 = $33,618	$ 33,618	110-10-102.41001 & various benefit accounts
Admin	102-City Manager	110-General Fund	Salary & Benefits	Staff Services Technician (TCEA) - 6 months - January 2026-June 2026 = $50,025	$ 50,025	110-10-102.41001 & various benefit accounts
Admin	104-City Clerk	110-General Fund	Salary & Benefits	Exec Asst to City Mgr/City Clerk Trainee to Deputy City Clerk due to reallignment of job duties to meet demands of department due to reorganizaton of City Manager's Office	None due to step change within range	110-10-104.41001 & various benefit accounts
				SUBTOTAL	$ 167,260	
				SALARY SAVINGS WITHIN DEPT.	$ (167,260)	*No Augmentation needed due to Salary Savings*
				TOTAL COST	$ -	

Funded by Measure A - Roads						
Department	**Division**	**Funding Source**	**Classification**	**Description**	**Amount**	**Account #**
Admin	115-Measure A	115-Measure A-Roads	Capital Outlay	Dirt Dynasty Inc, additional costs	$ 2,534,464	115-10-115-180.51270
Admin	115-Measure A	115-Measure A-Roads	Contractual Service	Construction Mgmt for Dirt Dynasty	$ 1,225,504	115-10-115.43327
				TOTAL COST	$ 3,759,968	

CLEAN UP/CARRYOVER

Funded by General Fund						
Department	**Division**	**Funding Source**	**Classification**	**Description**	**Amount**	**Account #**
Admin	106-Finance	110-General Fund	Supplies & Maint.	Vertosoft-OpenGov bid platform	$ 11,850	110-10-106.44010_001
Development Services	410-Engineering	110-General Fund	Supplies & Maint.	Vertosoft-OpenGov bid platform	$ 49,800	110-40-410.44010_001
				TOTAL COST	$ 61,650	

Funded by Small Equipment/Asset Replacement (General Fund)						
Department	**Division**	**Funding Source**	**Classification**	**Description**	**Amount**	**Account #**
Fire	215-Public Safety MDC's	242-Computer Replacement	Capital Outlay	MDC's for Fire Department	$ 5,500	130-30-137-304.51117
				TOTAL COST	$ 5,500	

CITY OF TURLOCK

Budget Augmentation Request Summary - First Quarter Review FY 25/26

GENERAL FUND and NON GENERAL FUND

December 9, 2025

Funded by Cannabis

Department	Division	Funding Source	Classification	Description	Amount	Account #
Admin	117-Cannabis	190-Cannabis	Capital Outlay	Cameras for License Plat Reader Program	$ 107,000	117-10-190.51034
				TOTAL COST	$ 107,000	

Funded by Measure A - General

Department	Division	Funding Source	Classification	Description	Amount	Account #
Admin	115-Measure A	118-Measure A	Miscellaneous	Salex Tax Contingency Audit	$ 15,000	118-10-115.47304
				TOTAL COST	$ 15,000	

Funded by Sewer and Water

Department	Division	Funding Source	Classification	Description	Amount	Account #
Sewer	530-Operations	410-WQC	Supplies & Maint.	Vertosoft-OpenGov bid platform	$ 7,900	410-51-530.44010_001
Water	550-Operations	420-Water	Supplies & Maint.	Vertosoft-OpenGov bid platform	$ 7,900	420-52-550.44010_001
				TOTAL COST	$ 15,800	

Funded by Sewer Construction

Department	Division	Funding Source	Classification	Description	Amount	Account #
Sewer	536-Capital	412-Sewer Construction	Miscellaneous	Prior Year Reimbursements for Palermo Subdivision Improvements	$ 11,300	412-51-536.47060
				TOTAL COST	$ 11,300	

Funded by Transit

Department	Division	Funding Source	Classification	Description	Amount	Account #
Development Services	243-Demand Response	426-Transit	Capital Outlay	4 battery electric vans (delayed delivery)	$ 844,187	426-40-415-243-002.51261
Development Services	243-Demand Response	426-Transit	Revenue	4 battery electric vans (delayed delivery)	$ (844,187)	426-40-415-243-002.34083
				TOTAL COST	$ -	

Funded by Successor Agency

Department	Division	Funding Source	Classification	Description	Amount	Account #
Admin	198-Successor Agency-Non LMI	621-Successor Agency-Non LMI	Miscellaneous	Mobile Home Rent Subsidy to F621, not F625	$ 10,000	621-10-198.47200_007
Admin	199-Successor Agency-LMI	625-Successor Agency-LMI	Miscellaneous	Mobile Home Rent Subsidy to F621, not F625	$ (10,000)	625-10-199.47200_007
Admin	198-Successor Agency-Non LMI	621-Successor Agency-Non LMI	Transfer	Transfer Expense to F625 for Mobile Home Rent Subsidy	$ (10,000)	621-10-198.48001_190
Admin	199-Successor Agency-LMI	625-Successor Agency-LMI	Transfer	Transfer Revenue to F621 for Mobile Home Rent Subsidy	$ 10,000	625-10-199.38001_190
				TOTAL COST	$ -	

CITY OF TURLOCK

Budget Augmentation Request Summary - First Quarter Review FY 25/26

GENERAL FUND and NON GENERAL FUND

December 9, 2025

Funded by ARPA						
Department	**Division**	**Funding Source**	**Classification**	**Description**	**Amount**	**Account #**
Admin	188-American Rescue Plan Act	119-American Rescue Plan Act	Contractual Service	Remaining balance of Business Assistance Program	$ 232,250	119-10-188.43060_047
				TOTAL COST	$ 232,250	

Funded by ASES Grant						
Department	**Division**	**Funding Source**	**Classification**	**Description**	**Amount**	**Account #**
Recreation	635-393-ASES-Crowell	270-Recreation Grants	Revenue	Updated Grant Award @ 7/22/25 Council Meeting	$ (24,124)	270-61-635-393.35720
Recreation	635-393-ASES-Crowell	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 11,000	270-61-635-393.41002_000
Recreation	635-393-ASES-Crowell	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 1,375	270-61-635-393.various benefits
Recreation	635-393-ASES-Crowell	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ (600)	270-61-635-393.42300_011
Recreation	635-393-ASES-Crowell	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 12,349	270-61-635-393.44001_000
Recreation	635-394-ASES-Cunningham	270-Recreation Grants	Revenue	Updated Grant Award @ 7/22/25 Council Meeting	$ (24,124)	270-61-635-394.35720
Recreation	635-394-ASES-Cunningham	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 11,000	270-61-635-394.41002_000
Recreation	635-394-ASES-Cunningham	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 1,375	270-61-635-394.various benefits
Recreation	635-394-ASES-Cunningham	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ (600)	270-61-635-394.42300_011
Recreation	635-394-ASES-Cunningham	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 12,349	270-61-635-394.44001_000
Recreation	635-395-ASES-Osborn	270-Recreation Grants	Revenue	Updated Grant Award @ 7/22/25 Council Meeting	$ (24,124)	270-61-635-395.35720
Recreation	635-395-ASES-Osborn	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 11,000	270-61-635-395.41002_000
Recreation	635-395-ASES-Osborn	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 1,375	270-61-635-395.various benefits
Recreation	635-395-ASES-Osborn	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ (600)	270-61-635-395.42300_011
Recreation	635-395-ASES-Osborn	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 12,349	270-61-635-395.44001_000
Recreation	635-396-ASES-Wakefield	270-Recreation Grants	Revenue	Updated Grant Award @ 7/22/25 Council Meeting	$ (13,605)	270-61-635-396.35720
Recreation	635-396-ASES-Wakefield	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 5,000	270-61-635-396.41002_000
Recreation	635-396-ASES-Wakefield	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 937	270-61-635-396.various benefits
Recreation	635-396-ASES-Wakefield	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ (5,500)	270-61-635-396.42300_011
Recreation	635-396-ASES-Wakefield	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 13,168	270-61-635-396.44001_000
Recreation	635-397-ASES-Brown	270-Recreation Grants	Revenue	Updated Grant Award @ 7/22/25 Council Meeting	$ (24,124)	270-61-635-397.35720
Recreation	635-397-ASES-Brown	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 11,000	270-61-635-397.41002_000
Recreation	635-397-ASES-Brown	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 1,375	270-61-635-397.various benefits
Recreation	635-397-ASES-Brown	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ (600)	270-61-635-397.42300_011
Recreation	635-397-ASES-Brown	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 12,349	270-61-635-397.44001_000
Recreation	635-409-ASES-Turlock Jr. H	270-Recreation Grants	Revenue	Updated Grant Award @ 7/22/25 Council Meeting	$ (44,736)	270-61-635-409.35720
Recreation	635-409-ASES-Turlock Jr. H	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 15,000	270-61-635-409.41002_000
Recreation	635-409-ASES-Turlock Jr. H	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 1,875	270-61-635-409.various benefits
Recreation	635-409-ASES-Turlock Jr. H	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 8,500	270-61-635-409.42300_011
Recreation	635-409-ASES-Turlock Jr. H	270-Recreation Grants	Salary & Benefits	Updated Grant Award @ 7/22/25 Council Meeting	$ 19,361	270-61-635-409.44001_000
				TOTAL COST	$ -	

CITY OF TURLOCK

Budget Augmentation Request Summary - First Quarter Review FY 25/26

GENERAL FUND and NON GENERAL FUND

December 9, 2025

Funded by East Tuolumne Master Plan						
Department	**Division**	**Funding Source**	**Classification**	**Description**	**Amount**	**Account #**
Development Services	455-Transportation	309-East Tuolumne Master Plan	Contractual Service	Reimburse construction of capital improvements in ETMP	$ 138,700	309-40-455.43272
Development Services	460-Admin	309-East Tuolumne Master Plan	Contractual Service	Consultant services related to ETMP fee credits	$ 10,000	309-40-460.43060_000
				TOTAL COST	$ 148,700	

Funded by Various - Moving Computer Replacement Funds from Fund 242 to Respective Funds/Departments						
Department	**Division**	**Funding Source**	**Classification**	**Description**	**Amount**	**Account #**
Computer Replacement	000-Non Departmental	IT	Transfer Out	Network funds to Information Technology	$ 138,565	242-00-000-204.48001_089
Small Equip/Asset Replace	132-IT Network	IT	Transfer In	Network funds to Information Technology	$ (138,565)	501-10-132.38001_089
Computer Replacement	000-Non Departmental	City Council	Transfer Out	Computer funds to City Council	$ 2,450	242-00-000-205.48001_089
Small Equip/Asset Replace	100-City Council	City Council	Transfer In	Computer funds to City Council	$ (2,450)	110-10-100.38001_089
Computer Replacement	000-Non Departmental	City Manager	Transfer Out	Computer funds to City Manager	$ 6,991	242-00-000-206.48001_089
Small Equip/Asset Replace	102-City Manager	City Manager	Transfer In	Computer funds to City Manager	$ (6,991)	110-10-102.38001_089
Computer Replacement	000-Non Departmental	City Clerk	Transfer Out	Computer funds to City Clerk	$ 2,804	242-00-000-207.48001_089
Small Equip/Asset Replace	104-City Clerk	City Clerk	Transfer In	Computer funds to City Clerk	$ (2,804)	110-10-104.38001_089
Computer Replacement	000-Non Departmental	Finance	Transfer Out	Computer funds to Finance	$ 10,450	242-00-000-208.48001_089
Small Equip/Asset Replace	106-Finance	Finance	Transfer In	Computer funds to Finance	$ (10,450)	110-10-106.38001_089
Computer Replacement	000-Non Departmental	Human Relations	Transfer Out	Computer funds to Human Relations	$ 9,720	242-00-000-209.48001_089
Small Equip/Asset Replace	109-Human Relations	Human Relations	Transfer In	Computer funds to Human Relations	$ (9,720)	110-10-109.38001_089
Computer Replacement	000-Non Departmental	Planning	Transfer Out	Computer funds to Planning	$ 6,559	242-00-000-211.48001_089
Small Equip/Asset Replace	400-Planning	Planning	Transfer In	Computer funds to Planning	$ (6,559)	110-40-400.38001_089
Computer Replacement	000-Non Departmental	Police	Transfer Out	Computer funds to Police	$ 78,448	242-00-000-213.48001_089
Small Equip/Asset Replace	200-Police Special Ops	Police	Transfer In	Computer funds to Police	$ (78,448)	110-20-200.38001_089
Computer Replacement	000-Non Departmental	Police	Transfer Out	Public Safety Network to Police (GF)	$ 97,270	242-00-000-214.48001_089
Small Equip/Asset Replace	213-Police	Police	Transfer In	Public Safety Network to Police (GF)	$ (97,270)	130-30-137-213.38001_089
Computer Replacement	000-Non Departmental	Police	Transfer Out	Police MDC's to Police (GF)	$ 618,885	242-00-000-215.48001_089
Small Equip/Asset Replace	213-Police	Police	Transfer In	Police MDC's to Police (GF)	$ (618,885)	130-30-137-213.38001_089
Computer Replacement	000-Non Departmental	Fire	Transfer Out	Fire MDC's to Fire (GF)	$ 61,615	242-00-000-215.48001_089
Small Equip/Asset Replace	304-Fire	Fire	Transfer In	Fire MDC's to Fire (GF)	$ (61,615)	130-30-137-304.38001_089
Computer Replacement	000-Non Departmental	Animal Services	Transfer Out	Computer funds to Animal Services	$ 6,410	242-00-000-216.48001_089
Small Equip/Asset Replace	215-Animal Services	Animal Services	Transfer In	Computer funds to Animal Services	$ (6,410)	110-20-215.38001_089
Computer Replacement	000-Non Departmental	Community Services	Transfer Out	Computer funds to Community Services	$ 9,970	242-00-000-217.48001_089
Small Equip/Asset Replace	210-Police	Community Services	Transfer In	Computer funds to Community Services	$ (9,970)	110-20-210.38001_089
Computer Replacement	000-Non Departmental	Information Technology	Transfer Out	Computer funds to Information Technology	$ 23,310	242-00-000-219.48001_089
Small Equip/Asset Replace	130-IT Operations	Information Technology	Transfer In	Computer funds to Information Technology	$ (23,310)	501-10-130.38001_089
Computer Replacement	000-Non Departmental	Parks, Rec & PF's	Transfer Out	Computer funds to Parks, Rec & PF's	$ 14,404	242-00-000-221.48001_089
Small Equip/Asset Replace	620-Recreation	Parks, Rec & PF's	Transfer In	Computer funds to Parks, Rec & PF's	$ (14,404)	110-61-620.38001_089
Computer Replacement	000-Non Departmental	WQC	Transfer Out	Computer funds to WQC	$ 27,307	242-00-000-222.48001_089
Small Equip/Asset Replace	530-Sewer Operations	WQC	Transfer In	Computer funds to WQC	$ (27,307)	410-51-530.38001_089

CITY OF TURLOCK

Budget Augmentation Request Summary - First Quarter Review FY 25/26

GENERAL FUND and NON GENERAL FUND

December 9, 2025

Funded by Various - Moving Computer Replacement Funds from Fund 242 to Respective Funds/Departments (cont.)						
Department	**Division**	**Funding Source**	**Classification**	**Description**	**Amount**	**Account #**
Computer Replacement	000-Non Departmental	Water Enterprise	Transfer Out	Computer funds to Water Enterprise	$ 7,847	242-00-000-223.48001_089
Small Equip/Asset Replace	550-Water Operations	Water Enterprise	Transfer In	Computer funds to Water Enterprise	$ (7,847)	420-52-550.38001_089
Computer Replacement	000-Non Departmental	Collection & Billing (50/50)	Transfer Out	Computer funds to Collection & Billing (50/50)	$ 5,689	242-00-000-224.48001_089
Small Equip/Asset Replace	530-Sewer Operations	Collection & Billing (50/50)	Transfer In	Computer funds to Collection & Billing (50/50)	$ (5,689)	410-51-530.38001_089
Computer Replacement	000-Non Departmental	Collection & Billing (50/50)	Transfer Out	Computer funds to Collection & Billing (50/50)	$ 5,689	242-00-000-224.48001_089
Small Equip/Asset Replace	550-Water Operations	Collection & Billing (50/50)	Transfer In	Computer funds to Collection & Billing (50/50)	$ (5,689)	420-52-550.38001_089
Computer Replacement	000-Non Departmental	Fleet Maintenance	Transfer Out	Computer funds to Fleet Maintenance	$ 9,791	242-00-000-225.48001_089
Small Equip/Asset Replace	525-Fleet Operations	Fleet Maintenance	Transfer In	Computer funds to Fleet Maintenance	$ (9,791)	505-50-525.38001_089
Computer Replacement	000-Non Departmental	Building	Transfer Out	Computer funds to Building	$ 14,091	242-00-000-227.48001_089
Small Equip/Asset Replace	405-Building	Building	Transfer In	Computer funds to Building	$ (14,091)	110-40-405.38001_089
Computer Replacement	000-Non Departmental	Engineering	Transfer Out	Computer funds to Engineering	$ 30,874	242-00-000-228.48001_089
Small Equip/Asset Replace	410-Engineering	Engineering	Transfer In	Computer funds to Engineering	$ (30,874)	110-40-410.38001_089
Computer Replacement	000-Non Departmental	Housing	Transfer Out	Computer funds to Housing	$ 6,210	242-00-000-230.48001_089
Small Equip/Asset Replace	485-CDBG	Housing	Transfer In	Computer funds to Housing	$ (6,210)	255-41-485.38001_089
Computer Replacement	000-Non Departmental	Streets	Transfer Out	Computer funds to Streets	$ 6,230	242-00-000-231.48001_089
Small Equip/Asset Replace	510-Streets Gas Tax	Streets	Transfer In	Computer funds to Streets	$ (6,230)	217-50-510.38001_089
Computer Replacement	000-Non Departmental	Fire	Transfer Out	Computer funds to Fire	$ 26,163	242-00-000-304.48001_089
Small Equip/Asset Replace	300-Fire Operations	Fire	Transfer In	Computer funds to Fire	$ (26,163)	110-30-300.38001_089
				TOTAL COST	$ -	
				GRAND TOTAL	**4,437,184**	

SUMMARY

	Number of Staff	Subtotals	TOTALS
GENERAL FUND (Fund 110)			
Full Time	4	$ 247,276	
Salary Savings within City Manager's Office (3 positions)		$ (167,260)	
Computer Replacement to General Fund (one time transfer)		$ (219,333)	
Other (Clean Up/Carryover)		$ 61,650	$ (77,667)
NON GENERAL FUND (all except Fund 110)			
Full Time	0	$ -	
Other		$ 4,514,851	$ 4,514,851
Revenue = Increase as negative number		$ 4,437,184	$ 4,437,184
Expense = Increase as positive number			

City Council Staff Report

December 9, 2025

From:	Nick Showalter, Information Technology Director
Prepared by:	Nick Showalter, Information Technology Director
Agendized by:	Susan E. Borrego, Interim City Manager

1. ACTION RECOMMENDED:

Resolution: Appropriating $75,000 to Fund 501 "Information Technology" account 501-10-130.43045 - Computer Maintenance for the agreement with Tyler Technologies for the purchase of Enterprise Permitting and Licensing software.

Motion: Approving the agreement with Tyler Technologies for the purchase of Enterprise Permitting and Licensing software for an initial three-year term of $974,589 which includes setup, implementation, and annual recurring fees along with a ten percent (10%) contingency utilizing Sourcewell contract No.060624-TTI, in accordance with Turlock Municipal Code Section 2-7-08(b)(5) allowing use of joint, cooperative, or leveraged purchasing plans and not requiring an additional City bid procedure.

2. NARRATIVE:

The City currently uses a Community Development system for permitting that is primarily used for internal permit processing and does not support customer interactions. This system is no longer receiving product updates, enhancements, or developments, and acts only as a system for hosting the data and producing a permit. Since this system does not interface with customers, applicants are unable to apply for permits or licenses online through a centralized workflow system, leading to inefficiencies and communication challenges. Instead, the current processes rely on the submission of PDF forms, online forms, over-the-counter interactions, or email communication. This fragmented approach makes tracking permit progress difficult, hinders interdepartmental collaboration, and reduces transparency for both staff and applicants.

To modernize and streamline the permitting process, the City is seeking to implement an Enterprise Permitting and Licensing System from Tyler Technologies that will provide a centralized online portal for permit and license applications. This system will integrate with existing internal workflows while expanding functionality to include real-time tracking, enhanced customer communication, and improved coordination among multiple City departments. Key benefits of the system include:

Expanded Customer Access: Applicants will be able to apply for permits and licenses online, track their progress, and receive updates in real-time, improving service delivery and reducing the need for in-person visits, phone calls, or follow-up inquiries.
Improved Efficiency: Automation of workflows will eliminate redundant tasks, reduce processing times, and improve staff productivity by streamlining approvals and document submissions.
Enhanced Interdepartmental Collaboration: A centralized system will facilitate seamless communication between departments involved in the permitting and licensing process, ensuring more efficient reviews and approvals.

Greater Transparency: Both applicants and City staff will have real-time visibility into application statuses, reducing uncertainty and enhancing accountability.
Data Accuracy and Reporting: Digital record-keeping and reporting capabilities will improve data integrity, allowing the City to analyze trends, optimize processes, and make informed policy decisions.

It will take approximately eighteen (18) months to implement the Enterprise Permitting and Licensing software, following a detailed project scope and outline.

3. FISCAL IMPACT / BUDGET AMENDMENT:

The total cost for the agreement is $885,990, which includes:

- One-Time Fee of Professional Implementation Services: $389,025
- Year 1 of Tyler Technologies Software as a Service: $165,655
- Year 2 of Tyler Technologies Software as a Service: $165,655
- Year 3 of Tyler Technologies Software as a Service: $165,655

A ten percent (10%) contingency of $88,599 has been added to the overall approval cost of the software agreement if additional professional implementation or software services are needed for the initial term of the agreement, which brings it to a grand total of $974,589 for the first three (3) years.

The total cost of the first year will include the One-Time Fee of Professional Implementation Services as well as one year of hosted Software as a Service, which totals $554,680.
$500,000 has been budgeted and allocated in fund 241-00-000-227.51011 - Computer Software for the first year's expenditure. The requested appropriation of $75,000 to Fund 501 "Information Technology" account 501-10-130.43045 - Computer Maintenance will also be used for the first year's expenditure. The additional $20,320 appropriated to Fund 501 "Information Technology" is added as a contingency.
Multiple department funding sources will fund the subsequent years of service. This purchase agreement utilizes Sourcewell contract No.060624-TTI, in accordance with Turlock Municipal Code Section 2-7-08(b)(5), allowing use of joint, cooperative, or leveraged purchasing plans and not requiring an additional City bid procedure.

4. ENVIRONMENTAL DETERMINATION:

N/A

5. ATTACHMENTS:

1. Draft Resolution
2. Tyler Technologies EPL SaaS Agreement

BEFORE THE CITY COUNCIL OF THE CITY OF TURLOCK

IN THE MATTER OF APPROPRIATING $75,000 TO FUND 501 "INFORMATION TECHNOLOGY" ACCOUNT 501-10-130. 43035 "COMPUTER MAINTENANCE" FOR THE AGREEMENT WITH TYLER TECHNOLOGIES FOR THE PURCHASE OF ENTERPRISE PERMITTING AND LICENSING SOFTWARE	**RESOLUTION NO. 2025-XXX**

WHEREAS, Appropriating $75,000 to Fund 501 "Information Technology" account # 501-10-130.43045 "Computer Maintenance" for the agreement with Tyler Technologies for the purchase of Enterprise Permitting and Licensing software; and

WHEREAS, this technology will modernize and streamline the permitting process providing an online portal for permit and license applications; and

WHEREAS, this purchase will utilize Sourcewell contract No.060624-TTI, in accordance with Turlock Municipal Code Section 2-7-08(b)(5), allowing use of joint, cooperative, or leveraged purchasing plans and not requiring an additional City bid procedure;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Turlock does hereby approve the appropriation of funds from 501 "Information Technology" account # 501-10-130.43045 "Computer Maintenance".

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Turlock this 9th day of December, 2025, by the following vote:

AYES:	( )
NOES:	( )
NOT PARTICIPATING:	( )
ABSENT:	( )

ATTEST:

_____
Nichole Fiez, City Clerk,
City of Turlock, County of Stanislaus,
State of California

SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **"Agreement"** means this Software as a Service Agreement.
- **"Business Travel Policy"** means our business travel policy. Our current Business Travel Policy is available here: https://www.tylertech.com/portals/0/terms/Tyler-Business-Travel-Policy.pdf.
- **"Client**" means the party indicated on the signature block or, in the absence of a signature block, the Investment Summary.
- **"Data"** means your data necessary to use the Tyler Software.
- **"Data Storage Capacity"** means the contracted amount of storage capacity for your Data, if any, identified in the Investment Summary.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you (or the Documentation in the absence of a written proposal), or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **"Defined Users"** means the number of users, if any, that are identified in the Investment Summary. If Exhibit A contains Enterprise Permitting & Licensing labeled software, defined users mean the maximum number of named users that are authorized to use the Enterprise Permitting & Licensing labeled modules as indicated in the Investment Summary.
- **"Developer"** means a third party who owns the intellectual property rights to a Third-Party Product.
- **"Documentation"** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **"Effective Date"** means the date by which both your and our authorized representatives have signed the Agreement. Notwithstanding the foregoing, if these terms are linked from an Order Form, the Effective Date is the date your authorized representative signed the Order Form.
- **"Force Majeure"** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **"Investment Summary"** means the agreed upon cost proposal for the products and services

attached as Exhibit A.

- **"Order Form"** means an ordering document that includes a quote or investment summary and specifies the items to be provided by Tyler to Client, including any addenda and supplements thereto.
- **"Professional Services**" means those services provided by Tyler or a third party related to the scope of this Agreement and identified in the Investment Summary.
- **"SaaS Fees"** means the fees for the SaaS Services identified in the Investment Summary.
- **"SaaS Services"** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting, or other professional services.
- **"SLA"** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **"Statement of Work"** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit E.
- **"Support Call Process"** means the support call process applicable to all our customers who have a right to use the Tyler Software. Our current Support Call Process is available here: https://www.tylertech.com/portals/0/terms/Tyler-Support-Call-Process.pdf.
- **"Third-Party Hardware"** means the third-party hardware, if any, identified in the Investment Summary.
- **"Third-Party Products"** means the Third-Party Software and Third-Party Hardware.
- **"Third-Party SaaS Services"** means software as a service provided by a third party, if any, identified in the Investment Summary.
- **"Third-Party Services"** means the third-party services, if any, identified in the Investment Summary.
- **"Third-Party Software"** means the third-party software, if any, identified in the Investment Summary or included with the Tyler Software.
- **"Third-Party Terms"** means the end user license agreement(s) or other terms, if any, for the Third-Party Products or other parties' products or services, as applicable, and attached or indicated at Exhibit D.
- **"Tyler"** means Tyler Technologies, Inc., a Delaware corporation.
- **"Tyler Software"** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **"we," "us," "our"** and similar terms mean Tyler.
- **"you"** and similar terms mean Client.

SECTION B – SAAS SERVICES

1. Rights Granted. We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your governmental purposes, subject to any limits for Defined Users or Data Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in this Agreement. In the event you regularly and/or meaningfully exceed the Defined Users or

Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s). You acknowledge that we have no obligation to ship copies of the Tyler Software as part of the SaaS Services. Your right to use the SaaS Services applies to releases provided as part of our Maintenance and Support Services as further detailed in this Agreement.

2. Ownership.
   2.1. We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.
   2.2. The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.

3. Data.
   3.1. You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to fulfill our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.
   3.2. You expressly grant to us a limited, non-exclusive license to access, copy, transmit, download, display, and reproduce your Data to provide services pursuant to this Agreement. Additionally, you agree that Tyler may use deidentified Data for Client or third-party demonstrative or training purposes.
   3.3. Our access to and use of your Data necessary to use the Tyler Software or SaaS Services will comply with applicable provisions of our Privacy Statement (available at https://www.tylertech.com/privacy) and applicable law.
   3.4. Data Breach Notification. Tyler will provide notice of a breach of Client Data in accordance with applicable state and federal data breach notification laws.

4. Restrictions.
   4.1. You may not:
      4.1.1. make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations;
      4.1.2. modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services;
      4.1.3. access or use the SaaS Services to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or
      4.1.4. license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
      4.1.5. Notwithstanding anything to the contrary in this Section 4.1, you may disclose, with our written consent, not to be unreasonably withheld, the Tyler Software, SaaS Services, or Documentation to a third party you consult with regarding the implementation or use of the Tyler Software and SaaS Services. You must ensure that any such third-party's use is subject to the terms of this Agreement, and you acknowledge and agree that you are liable for any breach of the terms of this Agreement by such third party.

5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the

term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with our then-current Support Call Process.

6. SaaS Services.

6.1. *Audit & Compliance*. Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 21. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or their equivalent, for so long as you are timely paying for SaaS Services. The foregoing notwithstanding, you acknowledge that the scope of audit coverage varies depending on the specific Tyler Software solution. We will provide you with a summary of our current compliance report(s) or its equivalent, upon your request. For the avoidance of doubt, if our SaaS Services are provided using a third-party data center, the compliance report may be for that third-party provider and be subject to confidential treatment in accordance with applicable law. If you want us to provide our compliance reports to a third-party auditor or similar entity, we reserve the right to require execution of an NDA by that third party.

6.2. *Service Levels*. The Tyler Software will be made available to you according to the terms of the SLA. Tyler SaaS Services will be provided via a third-party data center. Your Data will be inaccessible to our other customers.

6.3. *Business Continuity*. Data centers used to deliver SaaS Services for this Agreement have redundant telecommunications access, electrical power, and the required hardware to provide access to the SaaS Services in the event of a disaster or component failure. We test our disaster recovery plan on an annual basis. The plan is not client specific and is detailed in Tyler's System & Organization Control reports or their equivalent. In the event of a data center failure, we reserve the right to employ our disaster recovery plan for resumption of the SaaS Services. In that event, we commit to a Recovery Point Objective ("RPO") of 24 hours and a Recovery Time Objective ("RTO") of 24 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent data center failure. RTO represents the maximum duration of time following data center failure within which your access to the Tyler Software must be restored. If we employ our disaster recovery plan, we will be responsible for restoring your Data and ensuring that the SaaS Services are online, and you will be responsible for validating your Data and confirming the functioning of the SaaS Services, including any integrations.

6.4. *Security Measures*. We provide secure Data transmission paths between your devices and the data center used to provide SaaS Services to you. Data centers used to provide SaaS Services are accessible only by authorized personnel with a unique key entry or comparable security. We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords, or other confidential information, and vulnerability and penetration test scanning of our network and systems (hosted or otherwise) are prohibited. Where applicable with respect to our applications that take or process card payment data, we comply with applicable requirements of PCI DSS. We agree to supply the then-current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at https://www.tylertech.com/about-us/compliance and, in the event of any change in our

status, we will comply with applicable notice requirements.

SECTION C – PROFESSIONAL SERVICES

1. Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and if applicable, described in the Statement of Work.

2. Professional Services Fees. You agree to pay us the services fees in the amounts set forth in the Investment Summary. You acknowledge that the fees stated in the Investment Summary, unless expressly stated otherwise, are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable rate by the quoted units.

3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.

4. Cancellation. If you cancel services less than four (4) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (i) daily fees associated with cancelled professional services if we are unable to reassign our personnel and (ii) any non-refundable travel expenses already incurred by us on your behalf. We will make all reasonable efforts to reassign personnel in the event you cancel within four (4) weeks of scheduled commitments.

5. Services Warranty. We will perform services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.

6. Site Access and Requirements. At no cost to us, you agree to provide us with reasonable access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.

7. Background Checks. All of our employees undergo criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.

8. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You certify that you will use reasonable efforts to cooperate with us and make your resources available for the performance of the Agreement in accordance with its terms and the mutually agreed project schedule. Additionally, you agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to support the efficient execution of the activities required for this Agreement. Accordingly, you will provide notice of any known inability to timely meet a project commitment so that appropriate project adjustments can be made. We will not be liable for failure to meet any

project deadlines or milestones when such failure is due to Force Majeure or to the failure by you to comply with the requirements of this paragraph.

9. Maintenance and Support Services.
   9.1. For the duration of this Agreement, consistent with the terms set forth in our then-current Support Call Process, we will:
      9.1.1. perform our maintenance and support obligations in a professional and workmanlike manner, consistent with industry standards, to provide support and resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);
      9.1.2. provide telephone support during our established support hours as indicated in our then-current Support Call Process;
      9.1.3. maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third-Party Software, if any, in order to provide maintenance and support services;
      9.1.4. provide releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers with a current SaaS Agreement.
   9.2. Your use of Tyler Software or SaaS Services requires that you remain current with supported releases of Tyler Software as indicated in any applicable release lifecycle policy. Our warranty and support commitments are contingent upon you using a supported version of the Tyler Software. Tyler may require you to update to a current version of the Tyler Software to address a critical issue (for example, to address an identified security vulnerability in the Tyler Software or a third-party component). Tyler will use commercially reasonable efforts to (i) minimize the number of such instances and (ii) provide as much advance notice as possible.
   9.3. We will use all reasonable efforts to perform support services remotely. We reserve the right to use secure third-party connectivity tools to deliver maintenance and support services. We also reserve the right to collect Tyler Software or SaaS Services telemetry for product evaluation, quality assurance, and security monitoring and enhancement purposes. You agree to reasonably cooperate with us in providing access to your environments and Data for the purposes of providing maintenance and support services and acknowledge that our warranty, support, and service level obligations under this Agreement are contingent upon receiving reasonable access to your Data and systems.
   9.4. For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support; (b) application design; (c) other consulting services; or (d) telephone support outside our normal business hours as listed in our then-current Support Call Process.

SECTION D – THIRD-PARTY PRODUCTS

1. Third-Party Hardware. We will sell and deliver any Third-Party Hardware set forth in the Investment Summary for the price indicated therein. Unless otherwise indicated, installation of Third-Party Hardware will be performed by Tyler or identified third party installers.

2. Third-Party Software. Your rights under this Agreement may include rights to certain Third-Party Software. We certify that we have acquired the right to provide the Third-Party Software to you. Your rights to the Third-Party Software will be governed by the Third-Party Terms and, in the absence of such terms, this Agreement.

3. Third Party Products Warranties.
   3.1 We are authorized by each Developer or its authorized reseller to sell or grant access, as applicable, to the Third-Party Products.
   3.2 Unless otherwise expressly indicated, Third-Party Hardware will be new and unused. You will receive free and clear title to the Third-Party Hardware you purchase upon your payment in full of the purchase price.
   3.3 You acknowledge that we are not the manufacturer of Third-Party Products. We do not warrant or guarantee the performance of the Third-Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third-Party Products.

4. Third-Party Services. If you have purchased Third-Party Services, those services will be provided independently of Tyler by such third party at the rates set forth in the Investment Summary and in accordance with Exhibit B.

SECTION E – TERM AND TERMINATION

1. Term. The initial term of this Agreement is equal to the number of years indicated for SaaS Services in Exhibit A or one (1) year if no duration is indicated. The initial term commences on the first day of the first month following the Effective Date. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.

2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section G(2).
   2.1. *Failure to Pay Fees*. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of fees. We may terminate this Agreement if you do not cure a failure to pay within sixty (60) days of our notice to you that you have overdue payments.
   2.2. *For Cause*. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section G(2). You may terminate this Agreement for cause after following the procedures set forth in Section G(2).
   2.3. *Force Majeure*. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.
   2.4. *Lack of Appropriations*. If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

SECTION F – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.

1.1. We will defend you against any third-party claim(s) that the Tyler Software or Documentation infringes that third-party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

1.2. Our obligations under this Section F(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties.

1.3. If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either:

1.3.1. procure the right to continue its use;

1.3.2. modify it to make it non-infringing; or

1.3.3. replace it with a functional equivalent.

We may elect to employ these remedies in advance of litigation if we receive information concerning an infringement or misappropriation claim.

1.4. This section provides your exclusive remedy for third-party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

2.1. We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (i) personal injury, death, or damage to tangible property, all to the extent caused by our negligence or willful misconduct; or (ii) our violation of law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

2.2. To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (i) personal injury, death, or damage to tangible property, all to the extent caused by your negligence or willful misconduct; or (ii) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

3. DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CLIENT UNDERSTANDS AND AGREES THAT TYLER DISCLAIMS ANY LIABILITY FOR ERRORS THAT RELATE TO USER ERROR.

4. LIMITATION OF LIABILITY. NOTWITHSTANDING ANYTHING TO THE CONTRARY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE

LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (i) DURING THE INITIAL TERM, AS SET FORTH IN SECTION E(1), TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (ii) DURING ANY RENEWAL TERM, THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS F(1) AND F(2).

5. **EXCLUSION OF CERTAIN DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

6. Insurance. During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (i) Commercial General Liability of at least $1,000,000 per occurrence and $2,000,000 aggregate; (ii) Automobile Liability of $1,000,000 combined single limit; (iii) Professional Liability (inclusive of cyber protection) of $1,000,000 per claim and in the aggregate; (iv) Workers Compensation complying with applicable statutory requirements; and (v) Excess/Umbrella Liability of $5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

SECTION G – GENERAL TERMS AND CONDITIONS

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current pricing, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.

2. Performance Issues and Dispute Resolution.
   2.1. *Notice*. You agree to provide us with written notice within thirty (30) days of receipt of an invoice (for invoice disputes) or, in the case of performance, becoming aware of an issue related to our performance under this Agreement.
   2.2. *Invoice Issues*.
      2.2.1. If the issue relates to an invoice, your notice must include the following: (i) the issue(s) with the invoice; (ii) the specific fee(s) at issue; and (iii) the corrective action(s) you are requesting of Tyler.
      2.2.2. We will provide a response to your notice that (i) supports the validity of the invoice as issued by us; (ii) adjusts the invoice; or (iii) describes our plan to address the issues identified in your notice.
      2.2.3. You agree to pay all undisputed fees by the due date. You acknowledge that you forfeit your right to dispute **any** fees under this Agreement when you fail to pay undisputed fees within sixty (60) days of our notice that the fees are overdue.

2.2.4. In addition to any other remedies available to us under this Agreement or law for non-payment, we reserve the right to recover from you our reasonable costs of collection associated with your failure to timely pay amounts due under this Agreement.

2.2.5. WE RESERVE THE RIGHT TO SUSPEND PERFORMANCE OF ANY SERVICE, INCLUDING ACCESS TO SAAS SERVICES, FOR FAILURE TO TIMELY PAY UNDISPUTED FEES FIFTEEN (15) DAYS FOLLOWING OUR NOTICE OF INTENT TO DO SO.

2.3. *Dispute Resolution*. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.

3. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities, and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.

4. Nondiscrimination. We will not discriminate against any employee or applicant in our employment practices or the performance of our duties, responsibilities, and obligations under this Agreement because of race, color, religion, gender, age, disability, religious beliefs, national, or ethnic origin. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.

5. E-Verify. We use the U.S. Department of Homeland Security's E-Verify system to confirm the eligibility of all current employees and persons hired during the contract term to perform services within the United States under this Agreement.

6. Subcontractors. We will not subcontract any Professional Services specifically for this Agreement without your prior written consent, not to be unreasonably withheld.

7. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.

8. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the

cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.

9. No Intended Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third-Party Terms.

10. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, or implied. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified in writing, signed by an authorized representative of the party against whom enforcement is sought.

11. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.

12. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.

13. Independent Contractor. We are an independent contractor for all purposes under this Agreement.

14. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (i) actual receipt by the receiving party; or (ii) five (5) days following deposit with registered or certified mail with proper postage affixed and addressed to the other party at the address set forth in this Agreement or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.

15. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.

16. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This

obligation of confidentiality will not apply to information that:

i. is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
ii. a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
iii. a party receives from a third party who has a right to disclose it to the receiving party; or
iv. is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.

17. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.

18. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state or commonwealth of domicile, without regard to its rules on conflicts of law.

19. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.

20. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. In such cases, we reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.

21. Data & Insights Solution Terms. Your use of certain Tyler solutions includes Tyler's Data & Insights data platform. Your rights, and the rights of any of your end users, to use Tyler's Data & Insights data platform is subject to the Data & Insights SaaS Services Terms of Service, available at: https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service. By signing a Tyler Agreement or Order Form, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

22. Contract Documents. This Agreement includes the following exhibits:

Exhibit A	Investment Summary
Exhibit B	Invoicing and Payment Terms
Exhibit C	Service Level Agreement
Exhibit D	RESERVED
Exhibit E	Statement of Work

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.	City of Turlock, California
By:_____	By:_____
Name:_____	Name:_____
Title:_____	Title:_____
Date:_____	Date:_____
Address for Notices: Tyler Technologies, Inc. One Tyler Drive Yarmouth, ME 04096 Attention: Chief Legal Officer	Address for Notices: City of Turlock 156 S. Broadway Ste. 230 Turlock, CA 95380-5456 Attention: _____

Exhibit A
Investment Summary

The Investment Summary details the products and services to be delivered by us, or a third party, as applicable, to you under the Agreement. This Investment Summary is effective as of the Effective Date regardless of any expiration date in the Investment Summary. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

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Quoted By:	Chuck Newberry
Quote Expiration:	01/31/26
Quote Name:	City of Turlock-EPL
Quote Description:	Tyler EPL SaaS
Saas Term	3.00

Sales Quotation For:
City of Turlock
156 S Broadway Ste 230
Turlock CA 95380-5456

Shipping Address:

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Civic Services			
Business Management Suite	1	376	$ 11,000.00
Citizen Connect - Business Management	1	0	$ 7,000.00
Community Development Suite	1	816	$ 11,000.00
Decision Engine	1	8	$ 8,700.00
Enterprise Permitting & Licensing - Read Only User	10	0	$ 3,480.00
Enterprise Permitting & Licensing Foundation	1	100	$ 19,000.00
Enterprise Permitting & Licensing User	50	0	$ 115,000.00
Enterprise Service Requests	1	50	$ 7,193.00
eReviews	1	35	$ 15,000.00
SSRS Reporting Access - Per User	1	0	$ 1,500.00
Tyler AI Pre-Plan Check Agent	1	35	$ 8,000.00
Tyler AI Electronic Plan Check Agent	1	35	$ 9,000.00
Tyler AI Resident Assistant Agent	1	35	$ 5,000.00
Sub-Total:			$ 220,873.00
Less Discount:			$ 55,218.00
TOTAL		**1490**	**$ 165,655.00**

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Business Management Enterprise Forms Library (6 Enterprise Forms)	1	$ 6,375.00	$ 0.00	$ 6,375.00	$ 0.00
Community Development Enterprise Forms Library (5 Enterprise Forms)	1	$ 5,100.00	$ 0.00	$ 5,100.00	$ 0.00
Conversions – See Detailed Breakdown Below				$ 0.00	$ 0.00
Project Management	188	$ 225.00	$ 0.00	$ 42,300.00	$ 0.00
Onsite Implementation	308	$ 225.00	$ 0.00	$ 69,300.00	$ 0.00
Remote Implementation	1182	$ 225.00	$ 0.00	$ 265,950.00	$ 0.00
TOTAL				**$ 389,025.00**	**$ 0.00**

Summary	**One Time Fees**	**Recurring Fees**
Total Tyler License Fees	$ 0.00	$ 0.00
Total SaaS	$ 0.00	$ 165,655.00
Total Tyler Services	$ 389,025.00	$ 0.00
Total Third-Party Hardware, Software, Services	$ 0.00	$ 0.00
Summary Total	**$ 389,025.00**	**$ 165,655.00**
Contract Total	**$ 885,990.00**	
Estimated Travel Expenses excl in Contract Total	**$ 17,810.00**	

Client's purchase of the items listed above is subject to the Comments below
Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held
For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Detailed Breakdown of Conversions (Included in Summary Total)

Description	Qty	Unit Price	Unit Discount	Extended Price
Conversions				
Business Management	1	$ 11,750.00	$ 11,750.00	$ 0.00
Community Development	1	$ 21,150.00	$ 21,150.00	$ 0.00
	TOTAL			**$ 0.00**

Tyler Annual Discount Detail (Excludes Optional Products)

Description	Annual Fee	Annual Fee Discount	Annual Fee Net
Civic Services			
Business Management Suite	$ 11,000.00	$ 2,750.00	$ 8,250.00
Citizen Connect - Business Management	$ 7,000.00	$ 1,750.00	$ 5,250.00
Community Development Suite	$ 11,000.00	$ 2,750.00	$ 8,250.00
Decision Engine	$ 8,700.00	$ 2,175.00	$ 6,525.00
Enterprise Permitting & Licensing - Read Only User	$ 3,480.00	$ 870.00	$ 2,610.00
Enterprise Permitting & Licensing Foundation	$ 19,000.00	$ 4,750.00	$ 14,250.00
Enterprise Permitting & Licensing User	$ 115,000.00	$ 28,750.00	$ 86,250.00
Enterprise Service Requests	$ 7,193.00	$ 1,798.00	$ 5,395.00
eReviews	$ 15,000.00	$ 3,750.00	$ 11,250.00
SSRS Reporting Access - Per User	$ 1,500.00	$ 375.00	$ 1,125.00
Tyler AI Pre-Plan Check Agent	$ 8,000.00	$ 2,000.00	$ 6,000.00
Tyler AI Electronic Plan Check Agent	$ 9,000.00	$ 2,250.00	$ 6,750.00
Tyler AI Resident Assistant Agent	$ 5,000.00	$ 1,250.00	$ 3,750.00

TOTAL	**$ 220,873.00**	**$ 55,218.00**	**$ 165,655.00**

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
    - Implementation and other professional services fees shall be invoiced as delivered.
    - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
    - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion module, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion module.
    - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
    - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
    - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.
- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Business Management: Tyler leads and owns the "Assess and Define" and "Configuration" of 11 unique business transactions, 11 template business transactions, 5 geo-rules and 5 automation events. Configuration elements beyond this will be owned by the client.

Community Development: Tyler leads and owns the "Assess and Define" and "Configuration" 15 unique business transactions, 15 template business transactions, 10 geo-rules and 10 automation events. Configuration elements beyond this will be owned by the client.

Business Management Suite includes Civic Access for Business Management and Business Management Executive Insights

Community Development Suite includes Civic Access for Community Development and Community Development Executive Insights

Enterprise Permitting & Licensing Foundation includes GIS for EPL Users, Core Foundation Bundle, Advanced Automation Bundle, Data & Reporting Access, Report Toolkit, EPL API Toolkit and 1 TB of Storage

Enterprise Permitting & Licensing User includes back-office and EP&L Mobile access

eReviews enables the electronic review and markup process of submitted plans and other documentation within the regulatory process. eReviews also requires third party software either from Avolve’s DigEplan (which is sold by Tyler) or Bluebeam (sold separately through

Bluebeam resellers) to be purchased.

Business Management Forms Library Includes: 1 Licensing - Business License, 1 Licensing - Business License Renewal, 1 Licensing - Business License Delinquent, 1 Licensing - Profession License, 1 Licensing - Profession License Renewal, 1 Licensing Profession License Delinquent.

Community Development Forms Library Includes: standard Permits - Building, standard Permits - Trade, standard Planning - Certificate, standard Permits - Occupancy/Completion, standard Code - Violation Notice.

Standard Project Management responsibilities include project plan creation, initial stakeholder presentation, bi-weekly status calls, updating of project plan task statuses, and go-live planning activities.

Tyler Electronic Plan Check Agent is limited to 3,000 plans per year.

The City will purchase under the Sourcewell contract 060624-TTI for Tyler Technologies.

Exhibit B
Invoicing and Payment Terms

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. Tyler Annual Services.

1.1. *SaaS Services*. SaaS Fees are invoiced on an annual basis, beginning on the commencement of the initial term as set forth in Section E(1) of this Agreement. Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates.

1.2. *Other Annual Services*. Fees for annual services other than SaaS Services are invoiced on an annual basis, beginning with the availability of the service. Your annual fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual fees will be at our then-current rates.

2. Tyler Services.

2.1. *Professional Services Generally*: Unless otherwise indicated below, fees for Tyler services are invoiced as delivered.

2.2. *Consulting Services*: Fixed fee Consulting Services will be invoiced 50% upon your acceptance of the Best Practice Recommendations, by module, and 50% upon your acceptance of custom desktop procedures, by module.

2.3. *Conversions*: Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.

2.4. *Requested Modifications to the Tyler Software*: Requested modifications to the Tyler Software are invoiced (i) 50% upon delivery of specifications and (ii) 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in this Agreement.

2.5. *Other Fixed Price Services*: Other fixed price services are invoiced as delivered. For the avoidance of doubt, where "Project Planning Services" are provided, payment will be due upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning. Strategic Program Management Services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following

initiation of program planning.

3. Hardware & Third-Party Products.

3.1. *Hardware*: Hardware costs, if any, are invoiced upon delivery.

3.2. *Hardware Maintenance*: The first year maintenance fee for hardware is invoiced upon delivery of the hardware. Subsequent annual maintenance fees for hardware are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.

3.3. *Third-Party Services*: Fees for Third-Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.

3.4. *Third Party Software*. License Fees for Third Party Software, in any, are invoiced when the applicable Third Party Software is made available to you for download.

3.5. *Third Party Software Maintenance*: The first year maintenance fee for the Third Party Software is invoiced when it is made available to you for downloading. Subsequent annual maintenance fees for Third Party Software are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.

3.6. *Third-Party SaaS Services*. Third-Party SaaS Services fees, if any, are invoiced on an annual basis, commencing with availability of the respective Third-Party SaaS Services. Pricing for the first year of Third-Party SaaS Services is indicated in the Investment Summary. Unless express stated otherwise, pricing for subsequent years will be at then-current rates.

3. Transaction Fees. Unless paid directly by an end user at the time of transaction, per transaction (call, message, etc.) fees are invoiced on a monthly basis. Fees are indicated in the Investment Summary and may be increased by Tyler upon notice of no less than thirty (30) days.

4. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.

Exhibit C
SERVICE LEVEL AGREEMENT

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels related to the availability of the Tyler SaaS Services that you have requested us to provide. All other support services are documented in the Support Call Process. This SLA does not apply to any Third-Party SaaS Services.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Actual Attainment: The percentage of time the Tyler Software is available during a calendar month, calculated as follows: (Service Availability – Downtime) ÷ Service Availability.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

Emergency Maintenance Window: (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

Planned Downtime: Downtime that occurs during a Standard or Emergency Maintenance window.

Service Availability: The total number of minutes in a calendar month that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure. Service Availability only applies to Tyler Software being used in the production environment.

Standard Maintenance: Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

III. Service Availability

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work

with you to identify the cause of the Downtime (including whether it may be the result of Planned Downtime, a Client Error Incident, denial of service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS Fees paid for the calendar month.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen (15) days of the end of the applicable month. We will respond to your relief request within thirty (30) days of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Credits are only payable when Actual Attainment results in eligibility for credits in consecutive months and only for such consecutive months.

Client Relief Schedule	
Actual Attainment	**Client Relief**
99.99% - 99.70%	Remedial action will be taken
99.69% - 98.50%	2% of SaaS Fees paid for applicable month
98.49% - 97.50%	4% of SaaS Fees paid for applicable month
97.49% - 96.50%	6% of SaaS Fees paid for applicable month
96.49% - 95.50%	8% of SaaS Fees paid for applicable month
Below 95.50%	10% of SaaS Fees paid for applicable month

* Notwithstanding language in the Agreement to the contrary, Recovery Point Objective is one (1) hour.

IV. Maintenance Notifications

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable, that the Tyler Software will be unavailable during the maintenance window.

Exhibit D
Third-Party Terms

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Exhibit E
Statement of Work

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City of Turlock

SOW from Tyler Technologies, Inc.

12/9/2025

Presented to:
Nick Showalter
156 S. Broadway
Turlock, CA 95380

Contact:
Chuck Newberry
Email: Chuck.Newberry@TylerTech.com
2530 Sever Road NW, Lawrenceville, GA 30043

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Part 1: Executive Summary

1. Project Overview

1.1 Introduction

Tyler Technologies ("Tyler") is the largest and most established provider of integrated software and technology services focused solely on the public sector. Tyler's end-to-end solutions empower public sector entities including local, state, provincial and federal government, to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler's solutions transform how clients gain actionable insights that solve problems in their communities.

1.2 Project Goals

This Statement of Work ("SOW") documents the methodology, implementation stages, activities, and roles and responsibilities, and project scope listed in the Investment Summary of the Agreement between Tyler and the City of Turlock (collectively the "Project").

The overall goals of the project are to:

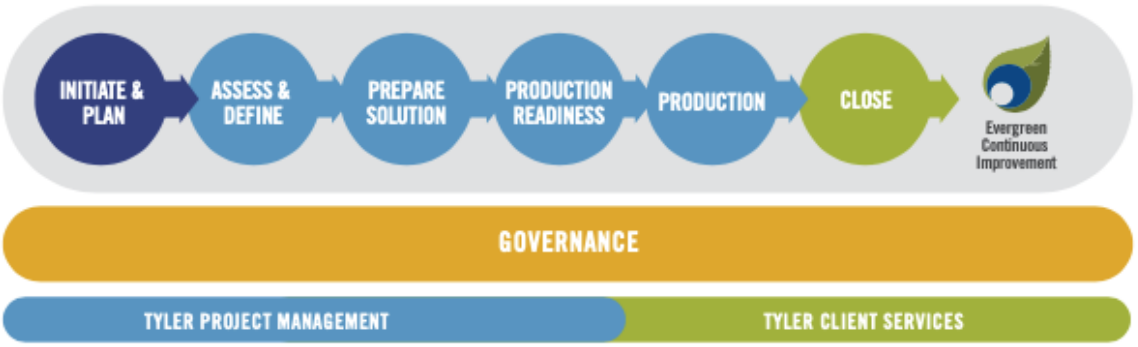
- Successfully implement the contracted scope on time and on budget
- Increase operational efficiencies and empower users to be more productive
- Improve accessibility and responsiveness to external and internal customer needs
- Overcome current challenges and meet future goals
- Providing a single, comprehensive, and integrated solution to manage business functions
- Streamline business processes through automation, integration, and workflows
- Provide a user-friendly user interface to promote system use and productivity
- Eliminate redundant data entry

1.3 Methodology

This is accomplished by the City of Turlock and Tyler working as a partnership and Tyler utilizing its depth of implementation experience. While each Project is unique, all will follow Tyler's six-stage methodology. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Tailored specifically for Tyler's public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the City of Turlock's complexity and organizational needs.

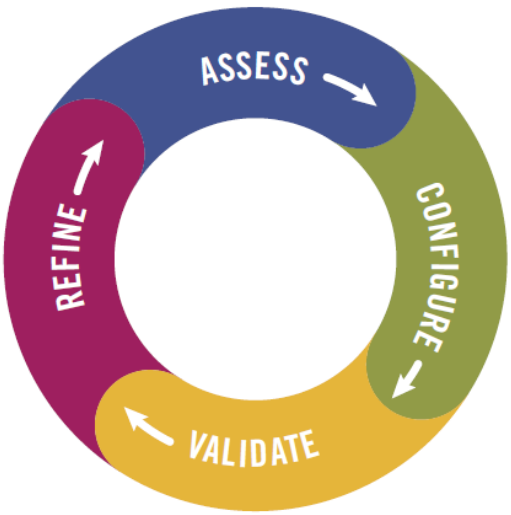
Tyler's Six Stage Project Methodology



The methodology adapts to both single-phase and multiple-phase projects.

To achieve Project success, it is imperative that both the City of Turlock and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that the City of Turlock and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where the City of Turlock's business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.

Iterative Project Model



The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.

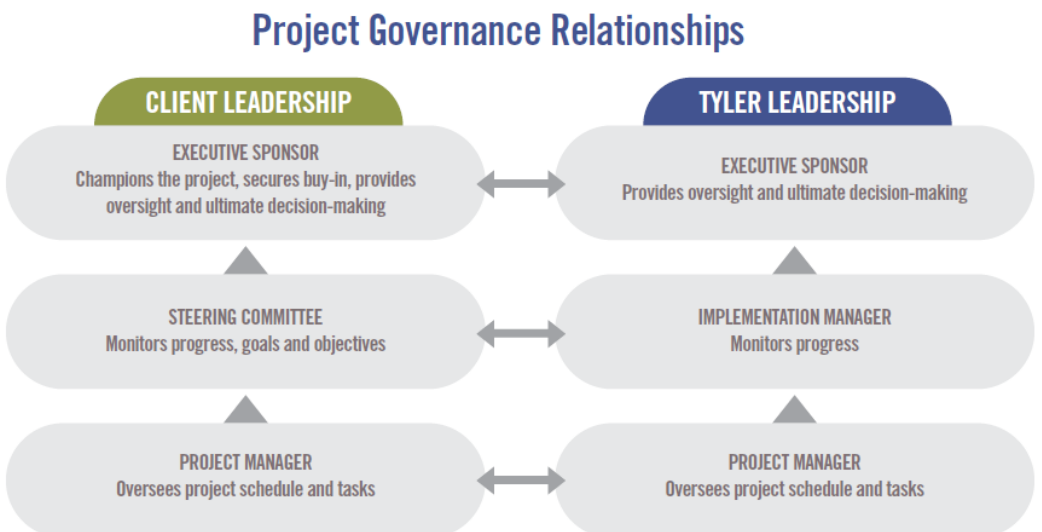
Part 2: Project Foundation

2. Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

This section outlines the resources required to meet the business needs, objectives, and priorities for the Project, communicate the goals to other Project participants, and provide support and guidance to accomplish these goals. Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Throughout the Statement of Work Tyler has provided RACI Matrices for activities to be completed throughout the implementation which will further outline responsibilities of different roles in each stage. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The chart below illustrates an overall team perspective where Tyler and the City of Turlock collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the City of Turlock Steering Committee become the escalation points to triage responses prior to escalation to the City of Turlock and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The City of Turlock and Tyler executive sponsors serve as the final escalation point.



3. Project Scope Control

3.1 Managing Scope and Project Change

Project Management governance principles contend that there are three connected constraints on a Project: budget, timeline, and scope. These constraints, known as the "triple constraints" or project management triangle, define budget in terms of financial cost, labor costs, and other resource costs. Scope is defined as the work performed to deliver a product, service or result with the specified features and functions, while time is simply defined as the schedule. The Triple Constraint theory states that if you change one side of the triangle, the other two sides must be correspondingly adjusted. For example, if the scope of the Project is increased, cost and time to complete will also need to increase. The Project and executive teams will need to remain cognizant of these constraints when making impactful decisions to the Project. A simple illustration of this triangle is included here, showing the connection of each item and their relational impact to the overall Scope.



A pillar of any successful project is the ability to properly manage scope while allowing the appropriate level of flexibility to incorporate approved changes. Scope and changes within the project will be managed using the change control process outlined in the following section.

3.2 Change Control

It may become necessary to change the scope of this Project due to unforeseeable circumstances (e.g., new constraints or opportunities are discovered). This Project is being undertaken with the understanding that Project scope, schedule, and/or cost may need to change to produce optimal results for stakeholders. Changes to contractual requirements will follow the change control process specified in the final contract, and as described below.

3.3 Change Request Management

Should the need for a change to Project scope, schedule, and/or cost be identified during the Project, the change will be brought to the attention of the Steering Committee and an assessment of the change will occur. While such changes may result in additional costs and delays relative to the schedule, some changes may result in less cost to the City of Turlock; for example, the City of Turlock may decide it no longer needs a deliverable originally defined in the Project. The Change Request will include the following information:

- The nature of the change.
- A good faith estimate of the additional cost or associated savings to the City of Turlock, if any.
- The timetable for implementing the change.
- The effect on and/or risk to the schedule, resource needs or resource responsibilities.

The City of Turlock will use its good faith efforts to either approve or disapprove any Change Request within ten (10) Business Days (or other period as mutually agreeable between Tyler and the City of Turlock). Any changes to the Project scope, budget, or timeline must be documented and approved in writing using a Change Request form. These changes constitute a formal amendment to the Statement of Work and will supersede any conflicting term in the Statement of Work.



4. Acceptance Process

The implementation of a Project involves many decisions to be made throughout its lifecycle. Decisions will vary from higher level strategy decisions to smaller, detailed Project level decisions. It is critical to the success of the Project that each City of Turlock office or department designates specific individuals for making decisions on behalf of their offices or departments.

Both Tyler and the City of Turlock will identify representative project managers. These individuals will represent the interests of all stakeholders and serve as the primary contacts between the two organizations.

The coordination of gaining City of Turlock feedback and approval on Project deliverables will be critical to the success of the Project. The City of Turlock project manager will strive to gain deliverable and decision approvals from all authorized City of Turlock representatives. Given that the designated decision-maker for each department may not always be available, there must be a designated proxy for each decision point in the Project. Assignment of each proxy will be the responsibility of the leadership from each City of Turlock department. The proxies will be named individuals that have the authorization to make decisions on behalf of their department.

The following process will be used for accepting Deliverables and Control Points:

- The City of Turlock shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept each Deliverable or Control Point. If the City of Turlock does not provide acceptance or acknowledgement within five (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.
- If the City of Turlock does not agree the Deliverable or Control Point meets requirements, the City of Turlock shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The City of Turlock shall then have two (2) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the City of Turlock does not provide acceptance within two (2) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

5. Roles and Responsibilities

The following defines the roles and responsibilities of each Project resource for the City of Turlock and Tyler. Roles and responsibilities may not follow the organizational chart or position descriptions at the City of Turlock, but are roles defined within the Project. It is common for individual resources on both the Tyler and City of Turlock project teams to fill multiple roles. Similarly, it is common for some roles to be filled by multiple people.

5.1 Tyler Roles & Responsibilities

Tyler assigns a project manager prior to the start of each Phase of the Project (some Projects may only be one Phase in duration). Additional Tyler resources are assigned as the schedule develops and as needs arise.

5.1.1 Tyler Executive Manager

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the Project team and collaborates with other Tyler department managers as needed to escalate and facilitate implementation Project tasks and decisions.

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the City of Turlock 's overall organizational strategy.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Acts as the counterpart to the City of Turlock 's executive sponsor.

5.1.2 Tyler Implementation Manager

- Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. The Tyler project managers consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler Project Manager or with City of Turlock management as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level.
- Assigns Tyler Project personnel.
- Provides support for the Project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors Project progress including progress towards agreed upon goals and objectives.

5.1.3 Tyler Project Manager

- The Tyler project manager(s) provides oversight of the Project, coordination of Tyler resources between departments, management of the Project budget and schedule, effective risk, and issue management, and is the primary point of contact for all Project related items. As requested by the City of Turlock, the Tyler Project Manager provides regular updates to the City of Turlock Steering Committee and other Tyler governance members. Tyler Project Manager's role includes responsibilities in the following areas:

5.1.3.1 Contract Management

- Validates contract compliance throughout the Project.
- Ensures Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions.
- Prepares and presents contract milestone sign-offs for acceptance by the City of Turlock project manager(s).
- Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.

5.1.3.2 Planning

- Delivers project planning documents.
- Defines Project tasks and resource requirements.
- Develops initial Project schedule and Project Management Plan.

- Collaborates with the City of Turlock project manager(s) to plan and schedule Project timelines to achieve on-time implementation.

5.1.3.3 Implementation Management

- Tightly manages Scope and budget of Project to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and Tyler resources that properly support the Project Schedule and are also in balance with Scope/budget.
- Establishes risk/issue tracking/reporting process between the City of Turlock and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to the City of Turlock any items that may impact the outcomes of the Project.
- Collaborates with the City of Turlock 's project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the project.
- Collaborates with the City of Turlock 's project manager(s) to set a routine communication plan that will aide all Project team members, of both the City of Turlock and Tyler, in understanding the goals, objectives, status, and health of the Project.

5.1.3.4 Resource Management

- Acts as liaison between Project team and Tyler manager(s).
- Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- Provides direction and support to Project team.
- Manages the appropriate assignment and timely completion of tasks as defined in the Project Schedule, task list, and Go-Live Checklist.
- Assesses team performance and adjusts as necessary.
- Consulted on in Scope 3rd party providers to align activities with ongoing Project tasks.

5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Documents activities for services performed by Tyler.
- Guides the City of Turlock through software validation process following configuration.
- Assists during Go-Live process and provides support until the City of Turlock transitions to Client Services.
- Facilitates training sessions and discussions with the City of Turlock and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- May provide conversion review and error resolution assistance.

5.1.5 Tyler Sales

- Supports Sales to Implementation knowledge transfer during Initiate & Plan.
- Provides historical information, as needed, throughout implementation.
- Participates in pricing activities if additional licensing and/or services are needed.

5.1.6 Tyler Technical Services

- Maintains Tyler infrastructure requirements and design document(s).
- Involved in system infrastructure planning/review(s).

- Provides first installation of licensed software with initial database on servers.
- Supports and assists the project team with technical/environmental issues/needs.
- Deploys Tyler products.
- Provides technical training.
- Conducts GIS Planning.
- Reviews GIS data and provides feedback to the City of Turlock.
- Loads City of Turlock provided GIS data into the system.

5.2 City of Turlock Roles & Responsibilities

City of Turlock resources will be assigned prior to the start of each Phase of the Project. One person may be assigned to multiple Project roles.

5.2.1 City of Turlock Executive Sponsor

The City of Turlock executive sponsor provides support to the Project by providing strategic direction and communicating key issues about the Project and its overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated Project issues. The executive sponsor engages in the Project, as needed, to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day Project activities. The executive sponsor empowers the City of Turlock steering committee, project manager(s), and functional leads to make critical business decisions for the City of Turlock.

- Champions the project at the executive level to secure buy-in.
- Authorizes required project resources.
- Actively participates in organizational change communications.

5.2.2 City of Turlock Steering Committee

The City of Turlock steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation for the Project's value throughout the organization. The steering committee oversees the City of Turlock project manager and Project through participation in regular internal meetings. The City of Turlock steering committee remains updated on all Project progress, Project decisions, and achievement of Project milestones. The City of Turlock steering committee also serves as primary level of issue resolution for the Project.

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Ensures the project staffed appropriately and that staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
    - Cost
    - Scope
    - Schedule
    - Project Goals
    - City of Turlock Policies

- Needs of other client projects

5.2.3 City of Turlock Project Manager

The City of Turlock shall assign project manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to Project Scope, scheduling, and task assignment. The City of Turlock Project Manager should communicate decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the City of Turlock project manager(s) do not have the knowledge or authority to make decisions, he or she engages the necessary resources to participate in discussions and make decisions in a timely fashion to avoid Project delays. The City of Turlock project manager(s) are responsible for reporting to the City of Turlock steering committee and determining appropriate escalation points.

5.2.3.1 Contract Management

- Validates contract compliance throughout the project.
- Ensures that invoicing and Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions. Collaborates on and approves Change Requests, if needed, to ensure proper scope and budgetary compliance.

5.2.3.2 Planning

- Reviews and accepts project planning documents.
- Defines project tasks and resource requirements for the City of Turlock project team.
- Collaborates in the development and approval of the project schedule.
- Collaborates with Tyler project manager(s) to plan and schedule project timelines to achieve on-time implementation.

5.2.3.3 Implementation Management

- Tightly manages project budget and scope.
- Collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure that scope changes and budget (planned versus actual) are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the project schedule as a whole and is also in balance with scope and budget.
- Collaborates with Tyler project manager(s) to establish risk and issue tracking and reporting process between the City of Turlock and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to Tyler any items that may impact the outcomes of the project.
- Collaborates with Tyler project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Routinely communicates with both the City of Turlock staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the project by all team members.
- Manages the requirements gathering process and ensure timely and quality business requirements are being provided to Tyler.

5.2.3.4 Resource Management

- Acts as liaison between project team and stakeholders.

- Identifies and coordinates all City of Turlock resources across all modules, phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
- Provides direction and support to project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the project forward.
- Manages the appropriate assignment and timely completion of tasks as defined.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to City of Turlock technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
- Owns the relationship with in-Scope 3rd party providers and aligns activities with ongoing project tasks.
- Ensures that users have appropriate access to Tyler project toolsets as required.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

5.2.4 City of Turlock Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Contributes business process expertise for Current & Future State Analysis.
- Identifies and includes additional subject matter experts to participate in Current & Future State Analysis.
- Validates that necessary skills have been retained by end users.
- Provides End Users with dedicated time to complete required homework tasks.
- Acts as an ambassador/champion of change for the new process and provide business process change support.
- Identifies and communicates any additional training needs or scheduling conflicts to the City of Turlock project manager.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
    - Task completion
    - Stakeholder Meeting
    - Project Management Plan development
    - Schedule development
    - Maintenance and monitoring of risk register
    - Escalation of issues
    - Communication with Tyler project team
    - Coordination of City of Turlock resources
    - Attendance at scheduled sessions
    - Change management activities
    - Modification specification, demonstrations, testing and approval assistance
    - Data analysis assistance
    - Decentralized end user training
    - Process testing
    - Solution Validation

5.2.5 City of Turlock Power Users

- Participate in project activities as required by the project team and project manager(s).
- Provide subject matter expertise on the City of Turlock business processes and requirements.
- Act as subject matter experts and attend Current & Future State Analysis sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout project.
- Test all application configuration to ensure it satisfies business process requirements.
- Become application experts.
- Participate in Solution Validation.
- Adopt and support changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Demonstrate competency with Tyler products processing prior to Go-live.
- Provide knowledge transfer to the City of Turlock staff during and after implementation.
- Participate in conversion review and validation.

5.2.6 City of Turlock End Users

- Attend all scheduled training sessions.
- Become proficient in application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Utilize software to perform job functions at and beyond Go-live.

5.2.7 City of Turlock Technical Lead

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Coordinates and adds new users, printers and other peripherals as needed.
- Validates that all users understand log-on process and have necessary permission for all training sessions.
- Coordinates interface development for City of Turlock third party interfaces.
- Develops or assists in creating reports as needed.
- Ensures on-site system meets specifications provided by Tyler.
- Assists with software installation as needed.
- Extracts and transmits conversion data and control reports from the City of Turlock's legacy system per the conversion schedule set forth in the project schedule.

5.2.7.1 City of Turlock GIS

- Participates in GIS planning activities.
- Responsible for management and maintenance of City of Turlock GIS infrastructure and data.
- Ensures GIS data/service endpoints are in alignment with Tyler software requirements.
- Provides Tyler implementation team with GIS data/service access information.

5.2.7.2 City of Turlock Upgrade Coordination

- Becomes familiar with the software upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.

- Utilizes Tyler resources to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the City of Turlock's software upgrade process.
- Assists with the software upgrade process during implementation.
- Manages software upgrade activities post-implementation.
- Manages software upgrade plan activities.
- Coordinates software upgrade plan activities with City of Turlock and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder acceptance to upgrade production environment.

5.2.8 City of Turlock Change Management Lead

- Validates that users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

Part 3: Project Plan

6. Project Stages

Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called "Stages" and the second level components are called "Work Packages". The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a "Control Point", confirming the work performed during that stage of the Project has been accepted by the City of Turlock.

Work Breakdown Structure (WBS)

1. Initiate & Plan	2. Assess & Define	3. Prepare Solution	4. Production Readiness	5. Production	6. Close
1.1 Initial Coordination	2.1 Solution Orientation	3.1 Initial System Deployment	4.1 Solution Validation	5.1 Go Live	6.1 Phase Close Out
1.2 Project/Phase Planning	2.2 Current & Future State Analysis	3.2 Configuration	4.2 Go Live Readiness	5.2 Transition to Client Services	6.2 Project Close Out
1.3 Infrastructure Planning	2.3 Modification Analysis	3.3 Process Refinement	4.3 End User Training	5.3 Post Go Live Activities	
1.4 Stakeholder Meeting	2.4 Conversion Assessment	3.4 Conversion Delivery			
1.5 GIS Planning*	2.5 Data Assessment	3.5 Data Delivery			
		3.6 Modifications*			

Items noted with an asterisk in the graphic above relate to specific products and services. If those products and services are not included in the scope of the contract, these specific work packages will be noted as "This work package is not applicable" in Section 6 of the Statement of Work.

6.1 Initiate and Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

6.1.1 Initial Coordination

Prior to Project commencement, Tyler management assigns project manager(s). Additional Project resources will be assigned later in the Project as a Project schedule is developed. Tyler provides the City of Turlock with initial Project documents used to gather names of key personnel, their functional role as it pertains to the Project, as well as any blackout dates to consider for future planning. the City of Turlock gathers the information requested by the provided deadline ensuring preliminary planning and scheduling can be conducted moving the Project forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the City of Turlock's team. During this step, Tyler will work with the City of Turlock to establish the date(s) for the Project and Phase Planning session.

Objectives:

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify City of Turlock project team.

STAGE 1	Initial Coordination																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Tyler project team is assigned	A	R	C	I	I	I	I		I		I						
City of Turlock project team is assigned									A	I	R	I	I	I			
Provide initial project documents to the City of Turlock		A	R	C			C		I		I						
Gather preliminary information requested			I						A		R	C		C		C	C
Sales to implementation knowledge transfer		A	R	I	I	I	I				I						

Create Project Portal to store project artifacts and facilitate communication		A	R								I					

Inputs	Contract documents
	Statement of Work

Outputs/Deliverables	Working initial project documents
	Project portal

Work package assumptions:

- Project activities begin after the agreement has been fully executed.

6.1.2 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify applications to implement in each Phase (if applicable), and discuss implementation timeframes.

During this work package Tyler will work with the City of Turlock to coordinate and plan a formal Project planning meeting(s). This meeting signifies the start of the Project and should be attended by all City of Turlock Project team members and the Tyler Project Manager. The meeting provides an opportunity for Tyler to introduce its implementation methodology, terminology, and Project management best practices to the City of Turlock's Project Team. This will also present an opportunity for project managers and Project sponsors to begin to discuss Project communication, metrics, status reporting and tools to be used to measure Project progress and manage change.

Tyler will work with the City of Turlock Project Team to prepare and deliver the Project Management Plan as an output of the planning meeting. This plan will continue to evolve and grow as the Project progresses and will describe how the project will be executed, monitored, and controlled.

During project planning, Tyler will introduce the tools that will be used throughout the implementation. Tyler will familiarize the City of Turlock with these tools during project planning and make them available for review and maintenance as applicable throughout the project. Some examples are Solution validation plan, issue log, and go-live checklist.

STAGE 1	Project/Phase Planning	
	Tyler	City of Turlock

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule and conduct planning session(s)		A	R						I		C	C	I				
Develop Project Management Plan		A	R						I		C	C	I				
Develop initial project schedule		A	R	I	I	I	I		I	I	C	C	I	I	C		I

Inputs	Contract documents
	Statement of Work
	Guide to Starting Your Project

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Project Management Plan	Delivery of document
	Project Operational Plan	Delivery of document
	Initial Project Schedule	City of Turlock provides acceptance of schedule based on resource availability, project budget, and goals.

Work package assumptions:

- City of Turlock has reviewed and completed the Guide to Starting Your Project document.

6.1.3 Infrastructure Planning

Procuring required hardware and setting it up properly is a critical part of a successful implementation. Tyler will be responsible for building the environments for a hosted/SaaS deployment, unless otherwise identified in the Agreement. The City of Turlock is responsible for the installation, setup and maintenance of all peripheral devices.

Objectives:

- Ensure the City of Turlock's infrastructure meets Tyler's application requirements.
- Ensure the City of Turlock's infrastructure is scheduled to be in place and available for use on time.

STAGE 1	Infrastructure Planning	
	Tyler	City of Turlock

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts	Department Heads	End Users	Technical Leads
Initial Infrastructure Communication		A	R		C		C				C						C
Schedule Environment Availability		A	R				C				I						

Inputs	Initial Infrastructure Requirements

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Completed Infrastructure Requirements	Delivery of Requirements

6.1.4 Stakeholder Meeting

Communication of the Project planning outcomes to the City of Turlock Project team, executives and other key stakeholders is vital to Project success. The Stakeholder meeting is a strategic activity to inform, engage, gain commitment, and instill confidence in the City of Turlock team. During the meeting, the goals and objectives of the Project will be reviewed along with detail on Project scope, implementation methodology, roles and responsibilities, Project timeline and schedule, and keys to Project success.

Objectives:

- Formally present and communicate the project activities and timeline.
- Communicate project expectations.

STAGE 1	Stakeholder Meeting																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Create Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C		I				
Review Stakeholder Meeting Presentation		I	C						A		R		C				

Perform Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C	I	I	I	I	I	I

Inputs	Agreement
	SOW
	Project Management Plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Stakeholder Meeting Presentation	

Work package assumptions:

- None

6.1.5 GIS Planning

GIS data is a core part of many Tyler applications. Other City of Turlock offices/products may also use this data and have different GIS requirements. A key focus of this preparation will be the process for developing the GIS data for use with Tyler applications. This can be an iterative process, so it is important to begin preparation early.

Objectives:

- Identify all City of Turlock GIS data sources and formats.
- Tyler to understand the City of Turlock's GIS needs and practices.
- Ensure the City of Turlock's GIS data meets Tyler product requirements.

STAGE 1	GIS Preparation																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Initial GIS Planning Meeting		A	R				C				C						C
Determine all GIS Data Sources			I				I		A		R						C
Provide Source GIS Data			I				I		A		R						C
Review GIS Data and Provide Feedback		A	R				C				I						C

Inputs	GIS Requirements Document

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Production Ready Map Data	Meets Tyler GIS Requirements.

Work package assumptions:

- GIS data provided to Tyler is accurate and complete.
- GIS data provided to Tyler is current.
- City of Turlock is responsible for maintaining the GIS data.

6.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this stage includes completion of all criteria listed below.

Note: Advancement to the Assess & Define stage is not dependent upon Tyler's receipt of this stage acceptance.

Initiate & Plan Stage Deliverables:

- Project Management Plan
- Initial Project Schedule

Initiate & Plan stage acceptance criteria:

- All stage deliverables accepted based on acceptance criteria previously defined
- Project governance defined
- Project portal made available to the City of Turlock
- Stakeholder meeting complete
- GIS Data Production Ready
- Completed Infrastructure Requirements and Design Document
- System Passes Infrastructure Audit (as applicable)

6.2 Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current City of Turlock business processes. This information will be used to identify and define business processes utilized with Tyler software. The City of Turlock collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

6.2.1 Solution Orientation

The Solution Orientation provides the Project stakeholders a high-level understanding of the solution functionality prior to beginning the current and future state analysis. The primary goal is to establish a foundation for upcoming conversations regarding the design and configuration of the solution.

Tyler utilizes a variety of tools for the Solution Orientation, focusing on City of Turlock team knowledge transfer such as: eLearning, documentation, or walkthroughs. The City of Turlock team will gain a better understanding of the major processes and focus on data flow, the connection between configuration options and outcome, integration, and terminology that may be unique to Tyler's solution.

Objectives:

- Provide a basic understanding of system functionality.
- Prepare the City of Turlock for current and future state analysis.

STAGE 2	Solution Orientation																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide pre-requisites			A	R							I	I		I	I		I
Complete pre-requisites											A	R		C			C
Conduct orientation			A	R							I	I		I	I		I

Inputs	Solution orientation materials
	Training Plan

6.2.2 Current & Future State Analysis

The Current & Future State Analysis provides the Project stakeholders and Tyler an understanding of process changes that will be achieved with the new system.

The City of Turlock and Tyler will evaluate current state processes, options within the new software, pros and cons of each based on current or desired state and make decisions about the future state configuration and processing. This may occur before or within the same timeframe as the configuration work package. The options within the new software will be limited to the scope of this implementation and will make use of standard Tyler functionality.

The City of Turlock will adopt the existing Tyler solution wherever possible to avoid project schedule and quality risk from over customization of Tyler products. It is the City of Turlock's responsibility to verify that in-scope requirements are being met throughout the implementation if functional requirements are defined as part of the contract. The following guidelines will be followed when evaluating if a modification to the product is required:

- A reasonable business process change is available.
- Functionality exists which satisfies the requirement.
- Configuration of the application satisfies the requirement.
- An in-scope modification satisfies the requirement.

Requirements that are not met will follow the agreed upon change control process and can have impacts on the project schedule, scope, budget, and resource availability.

STAGE 2	Current & Future State Analysis																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Current State process review			A	R	I	I	I				C	C	C	C			C
Discuss future-state options			A	R	C	C	C				C	C	C	C			C
Make future-state decisions (non-COTS)			C	C	C	C	C				A	R	I	C			C
Document anticipated configuration options required to support future state			A	R	C	C	C				I	I	I	I			I

Inputs	City of Turlock current state documentation
	Solution Orientation completion

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Documentation that describes future-state decisions and configuration options to support future-state decisions.	Delivery of document

Work package assumptions:

- City of Turlock attendees possess sufficient knowledge and authority to make future state decisions.
- The City of Turlock is responsible for any documentation of current state business processes.
- The City of Turlock can effectively communicate current state processes.

6.2.3 This work package is not applicable.

6.2.4 Conversion Assessment

Data Conversions are a major effort in any software implementation. Tyler's conversion tools facilitate the predictable, repeatable conversion process that is necessary to support a successful transition to the Tyler system. The first step in this process is to perform an assessment of the existing ("legacy") system(s), to better understand the source data, risks, and options available. Once the data has been analyzed, the plan for data conversion is completed and communicated to the appropriate stakeholders.

Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- Map the data from the source to the Tyler system.
- Document the data conversion/loading approach.

STAGE 2	Data Conversion Assessment																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Extract Data from Source Systems			I		C						A						R
Review and Scrub Source Data			I	I	I						A	R		C			I
Build/Update Data Conversion Plan			R	C	C						C	I	I	I			I

Inputs	City of Turlock Source data
	City of Turlock Source data Documentation (if available)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data Conversion Plan built/updated	City of Turlock Acceptance of Data Conversion Plan, if Applicable

Work package assumptions:

- Tyler will be provided with data from the Legacy system(s) in a mutually agreed upon format.
- Tyler will work with the City of Turlock representatives to identify business rules before writing the conversion.
- City of Turlock subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

6.2.5 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Note: Advancement to the Prepare Solution Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Assess & Define Stage Deliverables:

- Documentation of future state decisions and configuration options to support future state decisions.
- Modification specification document.
- Assess & Define Stage Acceptance Criteria:
- All stage deliverables accepted based on criteria previously defined.
- Solution Orientation is delivered.
- Conversion data extracts are received by Tyler.
- Data conversion plan built.

6.3 Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the City of Turlock against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

6.3.1 Initial System Deployment

The timely availability of the Tyler Solution is important to a successful Project implementation. The success and timeliness of subsequent work packages are contingent upon the initial system deployment of Tyler Licensed Software on an approved network and infrastructure. Delays in executing this work package can affect the project schedule.

Objectives:

- All licensed software is installed and operational.
- The City of Turlock can access the software.

STAGE 3	Initial System Deployment (Hosted/SaaS)*																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Prepare hosted environment			A				R				I						C
Install Licensed Software for Included Environments			A				R				I						C
Install Licensed Software on City of Turlock Devices (if applicable)			I				C				A						R

Tyler System Administration Training (if applicable)			A				R				I						C

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Licensed Software is Installed on the Server(s)	Software is accessible
	Licensed Software is Installed on City of Turlock Devices (if applicable)	Software is accessible
	Installation Checklist/System Document	

Work package assumptions:

- The most current available version of the Tyler Licensed Software will be installed.
- The City of Turlock will provide network access for Tyler modules, printers, and Internet access to all applicable City of Turlock and Tyler Project staff.

6.3.2 Configuration

The purpose of Configuration is to prepare the software product for validation.

Tyler staff collaborates with the City of Turlock to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. The City of Turlock collaborates with Tyler staff iteratively to validate software configuration.

Objectives:

- Software is ready for validation.
- Educate the City of Turlock Power User how to configure and maintain software.
- Prepare standard interfaces for process validation (if applicable).

STAGE 3	Configuration																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct configuration training			A	R							I	C		C			
Complete Tyler configuration tasks (where applicable)			A	R							I	I		I			

Complete City of Turlock configuration tasks (where applicable)			I	C							A	R		C			
Standard interfaces configuration and training (if applicable)			A	R			C				I	C		C			C
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Documentation that describes future state decisions and configuration options to support future state decisions.

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Configured System	

Work package assumptions:

- Tyler provides guidance for configuration options available within the Tyler software. The City of Turlock is responsible for making decisions when multiple options are available.

6.3.3 Process Refinement

Tyler will educate the City of Turlock users on how to execute processes in the system to prepare them for the validation of the software. The City of Turlock collaborates with Tyler staff iteratively to validate software configuration options to support future state.

Objectives:

- Ensure that the City of Turlock understands future state processes and how to execute the processes in the software.
- Refine each process to meet the business requirements.
- Validate standard interfaces, where applicable.
- Validate forms and reports, where applicable.

STAGE 3	Process Refinement																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Conduct process training			A	R							I	C	I	C			

Confirm process decisions			I	C						A	R	C	I	C			
Test configuration			I	C							A	R		C			
Refine configuration (City of Turlock Responsible)			I	C							A	R		C			
Refine configuration (Tyler Responsible)			A	R							I	I		I			
Validate interface process and results			I	C			C				A	R		C			C
Update City of Turlock-specific process documentation (if applicable)			I	C							A	R		C			
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Initial Configuration
	Documentation that describes future state decisions and configuration options to support future state decisions.
	Solution validation test plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated solution validation test plan	
	Completed City of Turlock-specific process documentation (completed by City of Turlock)	

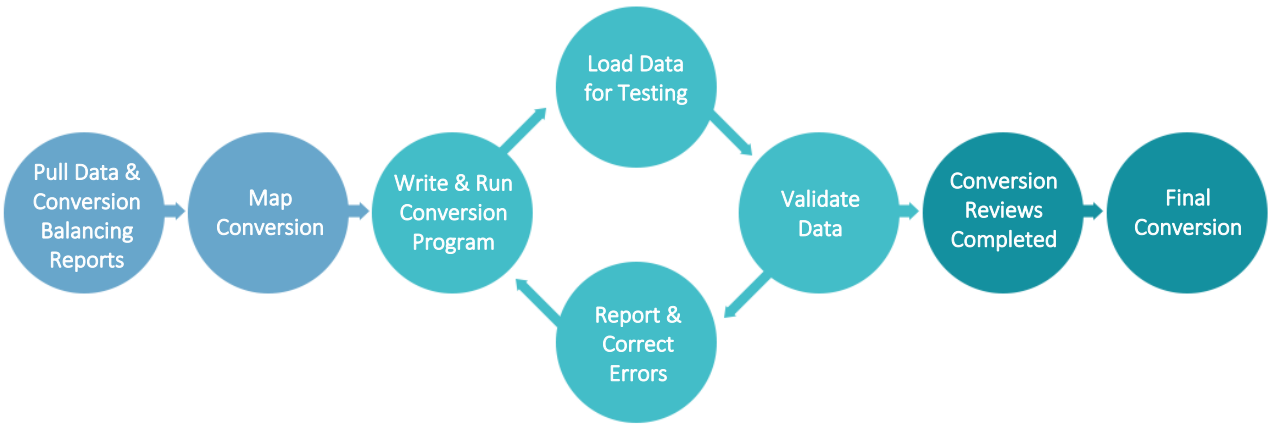
Work package assumptions:

- None

6.3.4 Conversion Delivery

The purpose of this task is to transition the City of Turlock's data from their source ("legacy") system(s) to the Tyler system(s). The data will need to be mapped from the legacy system into the new Tyler system format. A well-executed data conversion is key to a successful cutover to the new system(s).

With guidance from Tyler, the City of Turlock will review specific data elements within the system and identify / report discrepancies. Iteratively, Tyler will collaborate with the City of Turlock to address conversion discrepancies. This process will allow for clean, reconciled data to transfer from the source system(s) to the Tyler system(s). Reference Conversion Appendix for additional detail.



Objectives:

- Data is ready for production (Conversion).

STAGE 3	Data Delivery & Conversion																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Provide data crosswalks/code mapping tool			A	C	R						I	I		I			
Populate data crosswalks/code mapping tool			I	C	C						A	R		C			
Iterations: Conversion Development			A	C	R						I						I
Iterations: Deliver converted data			A		R		I				I						I
Iterations: Proof/Review data and reconcile to source system			C	C	C						A	R		C			C

Inputs	
	Data Conversion Plan
	Configuration

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Code Mapping Complete / Validated	
	Conversion Iterations / Reviews Complete	Conversion complete, verified, and ready for final pass

Work package assumptions:

- The City of Turlock will provide a single file layout per source system as identified in the investment summary.
- The City of Turlock subject matter experts and resources most familiar with the current data will be involved in the data conversion effort.
- The City of Turlock project team will be responsible for completing the code mapping activity, with assistance from Tyler.

6.3.5 This work package is not applicable.

6.3.6 Control Point 3: Prepare Solution Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below in each Work Package.

Note: Advancement to the Production Readiness Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Prepare Solution Stage Deliverables:

- Licensed software is installed.
- Installation checklist/system document.
- Conversion iterations and reviews complete.

Prepare Solution Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Software is configured.
- Solution validation test plan has been reviewed and updated if needed.

6.4 Production Readiness

Activities in the Production Readiness stage will prepare the City of Turlock team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the City of Turlock to review the status of the project and the organizations readiness for go-live.

6.4.1 Solution Validation

Solution Validation is the end-to-end software testing activity to ensure that the City of Turlock verifies all aspects of the Project (hardware, configuration, business processes, etc.) are functioning properly, and validates that all features and functions per the contract have been deployed for system use.

Objectives:

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure the City of Turlock organization is ready to move forward with go-live and training (if applicable).

STAGE 4	Solution Validation																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update Solution Validation plan			A	R	C						C	C		C			
Update test scripts (as applicable)			C	C	C						A	R		C			
Perform testing			C	C	C						A	R		C			
Document issues from testing			C	C	C						A	R		C			
Perform required follow-up on issues			A	R	C						C	C		C			

Inputs	Solution Validation plan
	Completed work product from prior stages (configuration, business process, etc.)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Solution Validation Report	City of Turlock updates report with testing results

Work package assumptions:

- Designated testing environment has been established.
- Testing includes current phase activities or deliverables only.

6.4.2 Go-Live Readiness

Tyler and the City of Turlock will ensure that all requirements defined in Project planning have been completed and the Go-Live event can occur, as planned. A go-live readiness assessment will be completed identifying risks or actions items to be addressed to ensure the City of Turlock has considered its ability to successfully Go-Live. Issues and concerns will be discussed, and mitigation options documented. Tyler and the City of Turlock will jointly agree to move forward with transition to production. Expectations for final preparation and critical dates for the weeks leading into and during the Go-Live week will be planned in detail and communicated to Project teams.

Objectives:

- Action plan for go-live established.
- Assess go-live readiness.
- Stakeholders informed of go-live activities.

STAGE 4	Go-Live Readiness																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Perform Readiness Assessment	I	A	R	C	C	I	C	I	I	I	I		I				I
Conduct Go-Live planning session		A	R	C							C	C	C	C	C		C
Order peripheral hardware (if applicable)			I							A	R						C
Confirm procedures for Go-Live issue reporting & resolution		A	R	I	I	I	I				C	C	I	I	I	I	I
Develop Go-Live checklist		A	R	C	C						C	C	I	C			C
Final system infrastructure review (where applicable)			A				R				C						C

Inputs	Future state decisions
	Go-live checklist

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated go-live checklist	Updated Action plan and Checklist for go-live delivered to the City of Turlock

Work package assumptions:

- None

6.4.3 End User Training

End User Training is a critical part of any successful software implementation. Using a training plan previously reviewed and approved, the Project team will organize and initiate the training activities.

Train the Trainer: Tyler provides one occurrence of each scheduled training or implementation topic. City of Turlock users who attended the Tyler sessions may train additional users. Additional Tyler led sessions may be contracted at the applicable rates for training.

Tyler will provide standard application documentation for the general use of the software. It is not Tyler's responsibility to develop City of Turlock specific business process documentation. City of Turlock-led training labs using City of Turlock specific business process documentation if created by the City of Turlock can be added to the regular training curriculum, enhancing the training experiences of the end users.

Objectives:

- End users are trained on how to use the software prior to go-live.
- The City of Turlock is prepared for on-going training and support of the application.

STAGE 4	End User Training																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update training plan		A	R	C							C		I		C		
End User training (Tyler-led)		A	R	C							C	C	I	C	C	C	
Train-the-trainer		A	R	C							C	C	I	C			
End User training (City of Turlock-led)			C	C							A	R	I	C	C	C	

Inputs	Training Plan
	List of End Users and their Roles / Job Duties
	Configured Tyler System

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	End User Training	City of Turlock signoff that training was delivered

Work package assumptions:

- The City of Turlock project team will work with Tyler to jointly develop a training curriculum that identifies the size, makeup, and subject-area of each of the training classes.
- Tyler will work with the City of Turlock as much as possible to provide end-user training in a manner that minimizes the impact to the daily operations of City of Turlock departments.
- The City of Turlock will be responsible for training new users after go-live (exception—previously planned or regular training offerings by Tyler).

6.4.4 Control Point 4: Production Readiness Stage Acceptance

Acceptance criteria for this stage includes all criteria listed below. Advancement to the Production stage is dependent upon Tyler's receipt of the stage acceptance.

Production Readiness stage deliverables:

- Solution Validation Report.
- Update go-live action plan and/or checklist.
- End user training.

Production Readiness stage acceptance criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live planning session conducted.

6.5 Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and the City of Turlock will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with the City of Turlock to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software.

6.5.1 Go-Live

Following the action plan for Go-Live, defined in the Production Readiness stage, the City of Turlock and Tyler will complete work assigned to prepare for Go-Live.

The City of Turlock provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final conversion iteration, if applicable. If defined in the action plan, the City of Turlock manually enters any data added to the Legacy System after final data extract into the Tyler system.

Tyler staff collaborates with the City of Turlock during Go-Live activities. The City of Turlock transitions to Tyler software for day-to day business processing.

Some training topics are better addressed following Go-Live when additional data is available in the system or based on timing of applicable business processes and will be scheduled following Go-Live per the Project Schedule.

Objectives:

- Execute day to day processing in Tyler software.

- City of Turlock data available in Production environment.

STAGE 5	Go-Live																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide final source data extract, if applicable			C		C						A						R
Final source data pushed into production environment, if applicable			A	C	R						I	C		C			C
Proof final converted data, if applicable			C	C	C						A	R		C			
Complete Go-Live activities as defined in the Go-Live action plan			C	C	C					A	R	C	I	C			
Provide Go-Live assistance			A	R	C	C		I			C	C	I	C		I	C

Inputs	Comprehensive Action Plan for Go-Live
	Final source data (if applicable)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data is available in production environment	City of Turlock confirms data is available in production environment

Work package assumptions:

- The City of Turlock will complete activities documented in the action plan for Go-Live as scheduled.
- External stakeholders will be available to assist in supporting the interfaces associated with the Go-Live live process.
- The City of Turlock business processes required for Go-Live are fully documented and tested.
- The City of Turlock Project team and subject matter experts are the primary point of contact for the end users when reporting issues during Go-Live.
- The City of Turlock Project Team and Power User's provide business process context to the end users during Go-Live.

6.5.2 Transition to Client Services

This work package signals the conclusion of implementation activities for the Phase or Project with the exception of agreed-upon post Go-Live activities. The Tyler project manager(s) schedules a formal transition of the City of Turlock onto the Tyler Client Services team, who provides the City of Turlock with assistance following Go-Live, officially transitioning the City of Turlock to operations and maintenance.

Objectives:

- Ensure no critical issues remain for the project teams to resolve.
- Confirm proper knowledge transfer to the City of Turlock teams for key processes and subject areas.

STAGE 5	Transition to Client Services																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Transfer City of Turlock to Client Services and review issue reporting and resolution processes	I	I	A	I	I			R	I	I	C	C		C			
Review long term maintenance and continuous improvement			A					R			C	C		C			

Inputs	Open item/issues List

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Client Services Support Document	

Work package assumptions:

- No material project issues remain without assignment and plan.

6.5.3 Post Go-Live Activities

Some implementation activities are provided post-production due to the timing of business processes, the requirement of actual production data to complete the activities, or the requirement of the system being used in a live production state.

Objectives:

- Schedule activities that are planned for after Go-Live.
- Ensure issues have been resolved or are planned for resolution before phase or project close.

STAGE 5	Post Go-Live Activities																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule contracted activities that are planned for delivery after go-live		A	R	C	C	C	C	I			C	C	I	C			C
Determine resolution plan in preparation for phase or project close out		A	R	C	C	C		I			C	C	I	C			

Inputs	List of post Go-Live activities

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated issues log	

Work package assumptions:

- System is being used in a live production state.

6.5.4 Control Point 5: Production Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close stage is not dependent upon Tyler's receipt of this Stage Acceptance.
- Converted data is available in production environment.

Production Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live activities defined in the Go-Live action plan completed.
- Client services support document is provided.

6.6 Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. The City of Turlock transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).

6.6.1 Phase Closeout

This work package represents Phase completion and signals the conclusion of implementation activities for the Phase. The Tyler Client Services team will assume ongoing support of the City of Turlock for systems implemented in the Phase.

Objectives:

- Agreement from Tyler and the City of Turlock teams that activities within this phase are complete.

STAGE 6	Phase Close Out																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Reconcile project budget and status of contract Deliverables	I	A	R						I	I	C						
Hold post phase review meeting		A	R	C	C	C	C				C	C	C	C			C
Release phase-dependent Tyler project resources	A	R	I								I						

Participants	Tyler	City of Turlock
	Project Leadership	Project Manager
	Project Manager	Project Sponsor(s)
	Implementation Consultants	Functional Leads, Power Users, Technical Leads
	Technical Consultants (Conversion, Deployment, Development)	
	Client Services	

Inputs	Contract
	Statement of Work
	Project artifacts

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Final action plan (for outstanding items)	
	Reconciliation Report	
	Post Phase Review	

Work package assumptions:

- Tyler deliverables for the phase have been completed.

6.6.2 Project Closeout

Completion of this work package signifies final acceptance and formal closing of the Project.

At this time the City of Turlock may choose to begin working with Client Services to look at continuous improvement Projects, building on the completed solution.

Objectives:

- Confirm no critical issues remain for the project teams to resolve.
- Determine proper knowledge transfer to the City of Turlock teams for key processes and subject areas has occurred.
- Verify all deliverables included in the Agreement are delivered.

STAGE 6	Project Close Out																
	Tyler								City of Turlock								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct post project review		A	R	C	C	C	C				C	C	C	C			C
Deliver post project report to City of Turlock and Tyler leadership	I	A	R						I	I	C						
Release Tyler project resources	A	R	I								I						

Inputs	Contract
	Statement of Work

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables

	Post Project Report	City of Turlock acceptance; Completed report indicating all project Deliverables and milestones have been completed

Work package assumptions:

- All project implementation activities have been completed and approved.
- No critical project issues remain that have not been documented and assigned.
- Final project budget has been reconciled and invoiced.
- All Tyler deliverables have been completed.

6.6.3 Control Point 6: Close Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Close Stage Deliverables:

- Post Project Report.

Close Stage Acceptance Criteria:

- Completed report indicating all Project deliverables and milestones have been completed.

7. General Assumptions

Tyler and the City of Turlock will use this SOW as a guide for managing the implementation of the Tyler Project as provided and described in the Agreement. There are a few assumptions which, when acknowledged and adhered to, will support a successful implementation. Assumptions related to specific work packages are documented throughout the SOW. Included here are general assumptions which should be considered throughout the overall implementation process.

7.1 Project

- Project activities will begin after the Agreement has been fully executed.
- The City of Turlock Project Team will complete their necessary assignments in a mutually agreed upon timeframe to meet the scheduled go-live date, as outlined in the Project Schedule.
- Sessions will be scheduled and conducted at a mutually agreeable time.
- Additional services, software modules and modifications not described in the SOW or Agreement will be considered a change to this Project and will require a Change Request Form as previously referenced in the definition of the Change Control Process.
- Tyler will provide a written agenda and notice of any prerequisites to the City of Turlock project manager(s) ten (10) business days or as otherwise mutually agreed upon time frame prior to any scheduled on-site or remote sessions, as applicable.
- Tyler will provide guidance for configuration and processing options available within the Tyler software. If multiple options are presented by Tyler, the City of Turlock is responsible for making decisions based on the options available.
- Implementation of new software may require changes to existing processes, both business and technical, requiring the City of Turlock to make process changes.

- The City of Turlock is responsible for defining, documenting, and implementing their policies that result from any business process changes.

7.2 Organizational Change Management

Unless otherwise contracted by Tyler, City of Turlock is responsible for managing Organizational Change. Impacted City of Turlock resources will need consistent coaching and reassurance from their leadership team to embrace and accept the changes being imposed by the move to new software. An important part of change is ensuring that impacted City of Turlock resources understand the value of the change, and why they are being asked to change.

7.3 Resources and Scheduling

- City of Turlock resources will participate in scheduled activities as assigned in the Project Schedule.
- The City of Turlock team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.
- Tyler and the City of Turlock will provide resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases require sufficient resources to complete all required work as scheduled.
- Changes to the Project Schedule, availability of resources or changes in Scope will be requested through a Change Request. Impacts to the triple constraints (scope, budget, and schedule) will be assessed and documented as part of the change control process.
- The City of Turlock will ensure assigned resources will follow the change control process and possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, change control process buy-in, and knowledge.
- The City of Turlock makes timely Project related decisions to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions.
- The City of Turlock will respond to information requests in a comprehensive and timely manner, in accordance with the Project Schedule.
- The City of Turlock will provide adequate meeting space or facilities, including appropriate system connectivity, to the project teams including Tyler team members.
- For on-site visits, Tyler will identify a travel schedule that balances the needs of the project and the employee.

7.4 Data

- Data will be converted as provided and Tyler will not create data that does not exist.
- The City of Turlock is responsible for the quality of legacy data and for cleaning or scrubbing erroneous legacy data.
- Tyler will work closely with the City of Turlock representatives to identify business rules before writing the conversion. The City of Turlock must confirm that all known data mapping from source to target have been identified and documented before Tyler writes the conversion.
- All in-scope source data is in data extract(s).
- Each legacy system data file submitted for conversion includes all associated records in a single approved file layout.

- The City of Turlock will provide the legacy system data extract in the same format for each iteration unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget and resource availability may occur and/or data in the new system may be incorrect.
- The City of Turlock Project Team is responsible for reviewing the converted data and reporting issues during each iteration, with assistance from Tyler.
- The City of Turlock is responsible for providing or entering test data (e.g., data for training, testing interfaces, etc.)

7.5 Facilities

- The City of Turlock will provide dedicated space for Tyler staff to work with City of Turlock resources for both on-site and remote sessions. If Phases overlap, City of Turlock will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The City of Turlock will provide staff with a location to practice what they have learned without distraction.

8. Glossary

Word or Term	Definition
Acceptance	Confirming that the output or deliverable is suitable and conforms to the agreed upon criteria.
Accountable	The one who ultimately ensures a task or deliverable is completed; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. [Also see RACI]
Application	A computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user.
Application Programming Interface (API)	A defined set of tools/methods to pass data to and received data from Tyler software products
Agreement	This executed legal contract that defines the products and services to be implemented or performed.
Business Process	The practices, policy, procedure, guidelines, or functionality that the client uses to complete a specific job function.
Business Requirements Document	A specification document used to describe Client requirements for contracted software modifications.
Change Request	A form used as part of the Change Control process whereby changes in the scope of work, timeline, resources, and/or budget are documented and agreed upon by participating parties.
Change Management	Guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success & outcomes
Code Mapping [where applicable]	An activity that occurs during the data conversion process whereby users equate data (field level) values from the old system to the values available in the new system. These may be one to one or many to one. Example: Old System [Field = eye color] [values = BL, Blu, Blue] maps to New Tyler System [Field = Eye Color] [value = Blue].
Consulted	Those whose opinions are sought, typically subject matter experts, and with whom there is two-way communication. [Also see RACI]
Control Point	This activity occurs at the end of each stage and serves as a formal and intentional opportunity to review stage deliverables and required acceptance criteria for the stage have been met.
Data Mapping [where applicable]	The activity determining and documenting where data from the legacy system will be placed in the new system; this typically involves prior data analysis to understand how the data is currently used in the legacy system and how it will be used in the new system.
Deliverable	A verifiable document or service produced as part of the Project, as defined in the work packages.
Go-Live	The point in time when the Client is using the Tyler software to conduct daily operations in Production.
Informed	Those who are kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication. [Also see RACI]

Infrastructure	The composite hardware, network resources and services required for the existence, operation, and management of the Tyler software.
Interface	A connection to and potential exchange of data with an external system or application. Interfaces may be one way, with data leaving the Tyler system to another system or data entering Tyler from another system, or they may be bi-directional with data both leaving and entering Tyler and another system.
Integration	A standard exchange or sharing of common data within the Tyler system or between Tyler applications
Legacy System	The software from which a client is converting.
Modification	Custom enhancement of Tyler's existing software to provide features or functions to meet individual client requirements documented within the scope of the Agreement.
On-site	Indicates the work location is at one or more of the client's physical office or work environments.
Organizational Change	The process of changing an organization's strategies, processes, procedures, technologies, and culture, as well as the effect of such changes on the organization.
Output	A product, result or service generated by a process.
Peripheral devices	An auxiliary device that connects to and works with the computer in some way. Some examples: scanner, digital camera, printer.
Phase	A portion of the Project in which specific set of related applications are typically implemented. Phases each have an independent start, Go-Live and closure dates but use the same Implementation Plans as other Phases of the Project. Phases may overlap or be sequential and may have different Tyler resources assigned.
Project	The delivery of the software and services per the agreement and the Statement of Work. A Project may be broken down into multiple Phases.
RACI	A matrix describing the level of participation by various roles in completing tasks or Deliverables for a Project or process. Individuals or groups are assigned one and only one of the following roles for a given task: Responsible (R), Accountable (A), Consulted (C), or Informed (I).
Remote	Indicates the work location is at one or more of Tyler's physical offices or work environments.
Responsible	Those who ensure a task is completed, either by themselves or delegating to another resource. [Also see RACI]
Scope	Products and services that are included in the Agreement.

Solution	The implementation of the contracted software product(s) resulting in the connected system allowing users to meet Project goals and gain anticipated efficiencies.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project.
Standard	Software functionality that is included in the base software (off-the-shelf) package; is not customized or modified.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project-specific activities, services, and Deliverables.
System	The collective group of software and hardware that is used by the organization to conduct business.
Test Scripts	The steps or sequence of steps that will be used to validate or confirm a piece of functionality, configuration, enhancement, or Use Case Scenario.
Training Plan	Document(s) that indicate how and when users of the system will be trained relevant to their role in the implementation or use of the system.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program, or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.
Work Package	A group of related tasks within a project.

Part 4: Appendices

9. Conversion

9.1 Enterprise Permitting & Licensing Conversion Summary

9.1.1 Community Development

- Permit Master basic information
- Plan Master basic information
- Plan & Permit Contacts
- Unique (keyed) contacts converted to global contacts
- Non-keyed contacts converted to a Memo Custom Field or standard note
- Sub-permit Associations – Visible in Workflow and Attached Records
- Reviews and Approvals
- Projects
- Permit Renewals
- Bonds and Escrow
- Contractors
- Workflow based on configured Enterprise Permitting & Licensing template customized only by inclusion/exclusion based on status, type or class of the associated permit, plan, etc.
- Inspections and Inspection Cases
- Meetings and Hearings
- Activities and Actions
- Conditions
- Fees
- Holds
- Notes
- Parcels and Addresses
- Payments and Fee History
- Zones
- Code Case Master basic information
- Code Requests
- Code Case Contacts and Properties
- Unique (keyed) contacts converted to global contacts
- Non-keyed contacts converted to a Memo Custom Field or standard note
- Violations
- Fees
- Payments
- Notes

10. Additional Appendices

10.1 Enterprise Permitting & Licensing Definitions

10.1.1 "Template Business Transactions"

- A pre-defined and pre-configured Enterprise Permitting & Licensing business process from Enterprise Permitting & Licensing's "Best Management Template".
- The following modifications to Template Business Transactions are considered within scope:
  - Any changes to required inspections within the workflow
  - Any changes to the required plan reviews within the workflow
  - Adding up to 2 additional actions to the workflow
  - Configuration of fees, allowing creation of up to 3 new fees to accommodate
  - Any changes to custom field layouts that are directly related to fees or included reports
- Customization/Configuration of any of these parameters beyond the scope listed above will require the respective business process to be considered a "Unique Business Transaction", as described below.

Note: All transaction counts are quantified in the comments of the Investment Summary.

10.1.2 "Unique Business Transactions"

- Unique configuration of workflow or business process steps & actions, including output actions
- Unique Fee configuration
- Unique Custom field configuration

10.1.3 "Geo-Rules"

- An automation event that references GIS data. Current geo-rule action types are:

Alert	Displays a pop-up with a custom message to the user, notifying them of certain spatial data (i.e., noise abatement zones; flood zones; etc.).
Block	Places a block on the case and prevents any progress or updates from occurring on the record (i.e., no status changes can be completed, no fees can be paid, the workflow cannot be managed, etc.)
Block with Override	Places a block on the case and prevents any progress or updates from occurring on the record (i.e., no status changes can be completed, no fees can be paid, the workflow cannot be managed, etc.) However, the block can be overridden by end-users who have been given the proper securities.
Fee Date	Populates the CPI vesting date on the record if vesting maps are used by the jurisdiction.
Field Mapping	A custom field or any field inherent in the Enterprise Permitting & Licensing application can automatically populate with information based on spatial data.
Required Action	A workflow action can automatically populate in the workflow details for the particular record (i.e., plan, permit, code case, etc.) that requires the action based on certain spatial data related to the case.
Required Step	A workflow step can automatically populate in the workflow details for the particular record (i.e., plan, permit, code case, etc.) that requires the step based on certain spatial data related to the case.
Zone Mapping	The zone(s) automatically populate on the "Zones" tab of the record (i.e., plan, permit, code case, etc.).

10.1.4 "Automation Events"

10.1.4.1 "Intelligent Objects (IO)"

- Key components for automatically and reactively triggering geo-rules, computing fees, and generating emails, alerts, and other notifications.

10.1.4.2 "Intelligent Automation Agents (IAA)"

- A tool designed to automate task in a proactive manner by setting values and generating emails and other tasks. On a nightly basis, a Windows service sweeps the Enterprise Permitting & Licensing system looking for IAA tasks that need to be run, then the associated actions are performed. The IAA does not generate alerts or errors. Custom SQL queries are not Tyler deliverables.

10.1.5 "Enterprise Permitting & Licensing SDK/API (Toolkits)"

- APIs developed by Tyler Technologies for extending the Enterprise Permitting & Licensing Framework and functionality to external agencies and systems. Full documentation is available for each toolkit upon request.

Note: The Enterprise Permitting & Licensing toolkits and related documentation are simply tools that allow clients to create applications and integrations. The purchase of a toolkit/API does not imply any development related services from Tyler Technologies. The City of Turlock is responsible for working with their IT staff and VARs to develop any necessary applications and integrations except as otherwise noted in the Investment Summary or for any "in-scope" integrations.

11. Project Timeline

11.1 ERP Project Timeline

The Project Timeline establishes a target start and end date for each Phase of the Project. The timeline needs to account for resource availability, business goals, size and complexity of the Project, and task duration requirements. These will be reviewed and adjusted, if needed, during the Initiate and Plan Stage. Refer to the Project Stages section of this SOW for information on work packages associated with each stage of the implementation.

The following dates may be revised based on the date the Agreement is signed and further refined during the course of the project. Tyler requires up to forty-five (45) days to move from Agreement signing to the Initiate & Plan Stage.