



CITY COUNCIL MEETING

TUESDAY, AUGUST 15, 2023 at 6:00 PM

CITY COUNCIL CHAMBER – 128 SOUTH 5TH STREET, FOWLER, CA 93625

AGENDA

In compliance with the Americans with Disabilities Act, if you need assistance or accommodations to access the City Council Chambers or participate in this meeting, please contact the Clerk at (559) 834-3113 x102. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility.

City Council meetings are open to the public at the physical address listed above. There are numerous ways to participate in the City Council meetings: you may attend in person, you may appear by telephone as described below, or you may submit written comments via email to avasquez@ci.fowler.ca.us. Please include your name and reference the agenda item you are commenting on, if any. Written comments received that do not specify an agenda item will be marked for the general public comment portion of the agenda. Emails received by 8:00 am on the date of the meeting will be provided to the City Council at the meeting and made part of the record of proceedings but will not be read aloud.

En cumplimiento con la Acta de Americanos con Discapacidades si necesita asistencia o adaptaciones para acceder a las Cámaras del Concejo de la Ciudad o participar en esta reunión, comuníquese con el secretario de la ciudad al (559) 834-3113 x102. También puede ponerse en contacto con el secretario si necesita servicios de traducción. La notificación al menos 48 horas antes de la reunión permitirá a la Ciudad hacer arreglos razonables para garantizar la accesibilidad.

<https://us06web.zoom.us/j/86834382715?pwd=ZTg1bWBLEYvHL1M3NnZVMm9JSGZSZz09>

Telephone Number: (253) 215-8782
Meeting ID: 859 4919 7523
Passcode: 724447

Persons accessing the meeting will have an opportunity to provide comments at appropriate times during the meeting. To speak during a public comment period, press *9 on your phone to raise your hand or click “raise hand” in the webinar. At the appropriate time, you will be prompted to unmute yourself, and asked to identify yourself when providing public comment.

Any writing or document that is a public record and provided to a majority of the City Council regarding an open session item on the agenda will be made available for public inspection at City Hall, in the City Clerk's office, during normal business hours. In addition, such writings and documents may be posted on the City's website at <https://fowlercivcity.org>.

Resolutions and Ordinances - With respect to the approval of resolutions and ordinances, the reading of the title thereto shall be deemed a motion to waive a reading of the complete resolution or ordinance and unless there is a request by a Councilmember that the resolution or ordinance be read in full, further reading of the resolution or ordinance shall be deemed waived by unanimous consent of the Council.

1. MEETING CALLED TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. INVOCATION BY PASTOR WALLY ROBERTS OF ROSE OF SHARON CHURCH

5. PLEDGE OF ALLEGIANCE

6. PUBLIC COMMENT

This portion of the meeting is reserved for persons desiring to address the Council on any matter not described on this agenda. Presentations are limited to 5 minutes per person and no more than 15 minutes per topic.

7. CONSENT CALENDAR

Items on the Consent Calendar are considered routine and include a recommended action from Staff and shall be acted on by one motion of the Council. If a Councilmember requests additional information or would like to pull an item for discussion, that item shall be pulled from the Consent Calendar and acted upon separately. A Councilmember may register an action on an individual item without pulling the item from the Consent Calendar. A motion to approve the Consent Calendar is deemed to include a motion to waive the full reading of any ordinance or resolution on the Consent Calendar. For adoption of ordinances, only those which received a unanimous vote of the Councilmembers present at introduction shall be eligible for placement on the Consent Calendar.

A. RATIFY Warrants for August 15, 2023

B. APPROVE Minutes of the August 1, 2023 City Council Meeting

C. APPROVE Resolution No. 2666 to accept the public improvements related to Tract 6274 upon receipt of the maintenance bond required by the subdivision agreement and direct the City Engineer to file the notice of completion and release the bonds associated with Tract 6274

D. Actions pertaining to travel policies:

i) APPROVE Resolution No. 2667 creating an Expense Reimbursement and Travel/Conference Policy for Legislative Officials

ii) APPROVE Resolution No. 2670 creating an Employee Travel Policy

- E. ACCEPT Credit Card Usage Report for January 1 through June 30, 2023
- F. APPROVE a Memorandum of Understanding between the City of Fowler and Fowler Unified School District (District) for contributions towards the community's continued use of the District's recreational facilities in an amount not to exceed \$50,000 total for Fiscal Years 2023-2024 and 2024-2025
- G. APPROVE Resolution No. 2668 adopting the salary classification schedule
- H. Actions pertaining to Public Works Fleet:
 - i) Purchase of up to 2 dodge trucks from Jim Manning Dodge, Inc. in an amount NTE \$80,000
 - ii) APPROVE Resolution No. 2669 budget amendment for the Fiscal Year 2023-2024 allocating \$38,262 funds from surplus sales

8. CONTESTED CONSENT CALENDAR

Items pulled from the Consent Calendar will be heard individually immediately after action is taken on the Consent Calendar.

9. STAFF COMMUNICATIONS

10. COUNCILMEMBER REPORTS AND COMMENTS

11. CLOSED SESSION

Government Code Section 54956.9, subdivision (d)(1)

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Name of Case: In re City of Fowler Appeal of OSHA Citation (Inspection No. 1576780)

12. ADJOURN

Next Ordinance No. 2023-08

Next Resolution No. 2671

CERTIFICATION: I, Angela Vasquez, City Clerk of the City of Fowler, California, hereby certify that the foregoing agenda was posted for public review on Friday, August 11, 2023.

*Angela Vasquez, CPMC
City Clerk*

CITY OF FOWLER
WARRANTS LIST
August 15, 2023

<u>ACCOUNTS PAYABLE CHECKS</u>	<u>CHECK NUMBERS</u>	<u>CHECK DATES</u>	<u>AMOUNT</u>
Regular checks	41611 - 41697	August 1 thru August 15	\$ 697,926.40
TOTAL ACCOUNTS PAYABLE CHECKS			<u>\$ 697,926.40</u>
 <u>PAYROLL COSTS</u>			
Second July Bi-Monthly Payroll		July 31, 2023	\$ 126,977.12
TOTAL PAYROLL COSTS			<u>\$ 126,977.12</u>
TOTAL CASH DISBURSEMENTS			<u><u>\$ 824,903.52</u></u>

NOTE:

Check #41628	Void Check
Check #41640	Void Check
Check #41679	Void Check

SUPERION
DATE: 08/09/2023
TIME: 18:43:12

CITY OF FOWLER
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 1
ACCTPA21

Section 7 A.

SELECTION CRITERIA: transact.check_no between '41611' and '41697'
ACCOUNTING PERIOD: 2/24

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1001	41611	08/02/23	10995	ADT SECURITY SERVICES	6700	SECURITY SYS AUG-OCT	0.00	174.61
1001	41612	08/02/23	14519	AMAZON CAPITAL SERVICES	6200	SUPPLIES - PW	0.00	30.50
1001	41612	08/02/23	14519	AMAZON CAPITAL SERVICES	6400	REC/WNAP	0.00	71.49
TOTAL	CHECK						0.00	101.99
1001	41613	08/02/23	10549	AT&T MOBILITY	6120	FIRSTNET - POLICE	0.00	887.00
1001	41614	08/02/23	10026	BCT CONSULTING	6170	NETWORK SVC AUG23	0.00	1,981.42
1001	41614	08/02/23	10026	BCT CONSULTING	6170	VOIP AUG23	0.00	1,005.00
1001	41614	08/02/23	10026	BCT CONSULTING	6170	UBIQUITI ETHERNET	0.00	174.25
TOTAL	CHECK						0.00	3,160.67
1001	41615	08/02/23	11291	THE BUSINESS JOURNAL	6150	PC - PROJ 23-13	0.00	1,980.00
1001	41615	08/02/23	11291	THE BUSINESS JOURNAL	6150	PHN IMPACT FEES	0.00	315.00
TOTAL	CHECK						0.00	2,295.00
1001	41616	08/02/23	10506	CALMAT CO DBA VULCAN MAT	6200	ASPHALT REPAIR	0.00	233.27
1001	41617	08/02/23	14053	CENTRAL VALLEY GUNS	6120	PATROL RIFLE	0.00	1,206.19
1001	41618	08/02/23	11970	CENTRAL VALLEY TOXICOLOG	6120	DRUG SCREEN	0.00	286.00
1001	41619	08/02/23	10993	CITY OF FRESNO	6120	RIFLE TRAINING MACIAS	0.00	344.00
1001	41619	08/02/23	10993	CITY OF FRESNO	6120	RIFLE TRAINNG BARRETT	0.00	344.00
1001	41619	08/02/23	10993	CITY OF FRESNO	6120	RANGE RENTAL FEES	0.00	250.00
TOTAL	CHECK						0.00	938.00
1001	41620	08/02/23	10064	COLONIAL LIFE INSURANCE	100	EMP DED JUL23	0.00	47.42
1001	41620	08/02/23	10064	COLONIAL LIFE INSURANCE	100	EMP DED JUL23	0.00	37.18
TOTAL	CHECK						0.00	84.60
1001	41621	08/02/23	12654	COMCAST	6120	COMCAST BUSINESS JUN	0.00	697.72
1001	41622	08/02/23	14356	COMCAST	6700	CABLE SVC 7/25-8/24	0.00	112.00
1001	41623	08/02/23	10074	CSJVRMA	6080	RESOLUTE GUARD FEES	0.00	3,150.00
1001	41624	08/02/23	14702	DAVE'S AUTO SERVICE	6200	SERVICE F150 - STREET	0.00	1,500.02
1001	41624	08/02/23	14702	DAVE'S AUTO SERVICE	5000	SERVICE F350 - WATER	0.00	517.09
TOTAL	CHECK						0.00	2,017.11
1001	41625	08/02/23	10084	DEPARTMENT OF JUSTICE	6120	BLOOD ALC ANALYSIS	0.00	140.00
1001	41626	08/02/23	14892	DIANA & PASCUAL AYALA	500	UB REFUND	0.00	100.00
1001	41627	08/02/23	10100	ECN POLYGRAPH & INVESTIG	6120	PRE - EMP POLYGRAPH	0.00	250.00
1001	41628	08/02/23	14245	FOWLER ACE HARDWARE	6200	LAWN MOWER KIT	0.00	3,192.63
1001	41628	08/02/23	14245	FOWLER ACE HARDWARE	6200	LAWN MOWER KIT	0.00	-3,192.63
TOTAL	CHECK						0.00	0.00

SUPERION
DATE: 08/09/2023
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CITY OF FOWLER
CHECK REGISTER - DISBURSEMENT FUND

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ACCTPA21

Section 7 A.

SELECTION CRITERIA: transact.check_no between '41611' and '41697'
ACCOUNTING PERIOD: 2/24

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1001	41629	08/02/23	10104	FPOA	100	EMP DED 07/31/23	0.00	225.00
1001	41630	08/02/23	10854	FRESNO CITY COLLEGE	6120	BASIC ACADEMY - ALVAR	0.00	933.00
1001	41630	08/02/23	10854	FRESNO CITY COLLEGE	6120	SUPERVISOR COURSE	0.00	299.00
TOTAL CHECK							0.00	1,232.00
1001	41631	08/02/23	10122	FRESNO COUNTY FIRE PROTE	6130	FIRE SVC JUL-DEC23	0.00	227,956.93
1001	41631	08/02/23	10122	FRESNO COUNTY FIRE PROTE	2000	FIRE SVC JUL-DEC23	0.00	176,021.53
TOTAL CHECK							0.00	403,978.46
1001	41632	08/02/23	10124	FRESNO SHERIFF BUS OFFIC	6120	PRISONER PROCESSING	0.00	469.70
1001	41633	08/02/23	10071	FRESNO COUNTY TREASURER	6120	PARKING FEES - JUN23	0.00	55.00
1001	41634	08/02/23	12191	G3 DEVELOPMENT CO	100	23-13 CASA BLANCA	0.00	2,069.00
1001	41635	08/02/23	13127	HEALTHWISE SERVICES	6120	SUPPLIES - PD	0.00	439.43
1001	41636	08/02/23	14749	HOFFMAN SECURITY	6020	MONTHLY SVC - AUG23	0.00	125.00
1001	41636	08/02/23	14749	HOFFMAN SECURITY	6120	SECURITY SVC AUG23	0.00	57.00
TOTAL CHECK							0.00	182.00
1001	41637	08/02/23	14891	KAUR, GURCHARN	500	UB REFUND	0.00	76.57
1001	41638	08/02/23	13496	KEENAN & ASSOCIATES	6160	HEALTH BENEFITS AUG23	0.00	186.60
1001	41638	08/02/23	13496	KEENAN & ASSOCIATES	6030	HEALTH BENEFITS AUG23	0.00	791.05
1001	41638	08/02/23	13496	KEENAN & ASSOCIATES	6700	HEALTH BENEFITS AUG23	0.00	808.97
1001	41638	08/02/23	13496	KEENAN & ASSOCIATES	6025	HEALTH BENEFITS AUG23	0.00	918.95
1001	41638	08/02/23	13496	KEENAN & ASSOCIATES	6150	HEALTH BENEFITS AUG23	0.00	948.94
1001	41638	08/02/23	13496	KEENAN & ASSOCIATES	6400	HEALTH BENEFITS AUG23	0.00	1,019.75
1001	41638	08/02/23	13496	KEENAN & ASSOCIATES	6020	HEALTH BENEFITS AUG23	0.00	1,521.28
1001	41638	08/02/23	13496	KEENAN & ASSOCIATES	100	HEALTH BENEFITS AUG23	0.00	2,021.47
1001	41638	08/02/23	13496	KEENAN & ASSOCIATES	6200	HEALTH BENEFITS AUG23	0.00	2,258.63
1001	41638	08/02/23	13496	KEENAN & ASSOCIATES	5000	HEALTH BENEFITS AUG23	0.00	3,881.99
1001	41638	08/02/23	13496	KEENAN & ASSOCIATES	6260	HEALTH BENEFITS AUG23	0.00	4,366.44
1001	41638	08/02/23	13496	KEENAN & ASSOCIATES	6120	HEALTH BENEFITS AUG23	0.00	9,381.06
TOTAL CHECK							0.00	28,105.13
1001	41639	08/02/23	10416	LAW & ASSOCIATES INVESTI	6120	BACKGROUND - MARTINEZ	0.00	800.00
1001	41640	08/02/23	10189	LEAGUE OF CALIFORNIA CIT	6020	SSJVD MEETING	0.00	75.00
1001	41640	08/02/23	10189	LEAGUE OF CALIFORNIA CIT	6020	SSJVD MEETING	0.00	-75.00
TOTAL CHECK							0.00	0.00
1001	41641	08/02/23	10194	LOZANO SMITH	6060	LEGAL SERVICES JUN23	0.00	110.00
1001	41641	08/02/23	10194	LOZANO SMITH	6060	LEGAL SERVICES JUN23	0.00	198.00
1001	41641	08/02/23	10194	LOZANO SMITH	6060	LEGAL SERVICES JUN23	0.00	198.00
1001	41641	08/02/23	10194	LOZANO SMITH	6060	LEGAL SERVICES JUN23	0.00	418.00
1001	41641	08/02/23	10194	LOZANO SMITH	6060	LEGAL SERVICES JUN23	0.00	638.00
1001	41641	08/02/23	10194	LOZANO SMITH	6060	LEGAL SERVICES JUN23	0.00	726.00
1001	41641	08/02/23	10194	LOZANO SMITH	6060	LEGAL SERVICES JUN23	0.00	924.00
1001	41641	08/02/23	10194	LOZANO SMITH	6060	LEGAL SERVICES JUN23	0.00	1,188.00

SUPERION
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CITY OF FOWLER
CHECK REGISTER - DISBURSEMENT FUND

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Section 7 A.

SELECTION CRITERIA: transact.check_no between '41611' and '41697'
ACCOUNTING PERIOD: 2/24

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1001	41641	08/02/23	10194	LOZANO SMITH	6060	LEGAL SERVICES JUN23	0.00	2,103.60
1001	41641	08/02/23	10194	LOZANO SMITH	6060	LEGAL SERVICES JUN23	0.00	4,181.00
1001	41641	08/02/23	10194	LOZANO SMITH	6060	LEGAL SERVICES JUN23	0.00	5,091.22
TOTAL	CHECK						0.00	15,775.82
1001	41642	08/02/23	10201	METRO UNIFORM & ACCESSOR	6120	BOOTS - MACIAS	0.00	130.72
1001	41642	08/02/23	10201	METRO UNIFORM & ACCESSOR	6120	UNIFORM - SORONDO	0.00	400.00
TOTAL	CHECK						0.00	530.72
1001	41643	08/02/23	10215	NELSON HARDWARE & GIFTS	6260	SUPPLIES - PARKS	0.00	13.09
1001	41643	08/02/23	10215	NELSON HARDWARE & GIFTS	6260	SUPPLIES - PARKS	0.00	16.26
1001	41643	08/02/23	10215	NELSON HARDWARE & GIFTS	6200	SUPPLIES - STREETS	0.00	95.43
1001	41643	08/02/23	10215	NELSON HARDWARE & GIFTS	6200	SUPPLIES - STREETS	0.00	173.55
TOTAL	CHECK						0.00	298.33
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	SUMER&MOGNOLA 7/17/23	0.00	4.99
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	429 E MERCED 7/25/23	0.00	7.88
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	SUMNER/HW99 7/17/23	0.00	10.01
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	LS1-F HWY LT 7/17/23	0.00	10.59
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	TSFR 3LTS 7/17/23	0.00	10.71
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	LS1-E HWY LT 7/17/23	0.00	12.21
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	8TH/VINE 7/17/23	0.00	14.90
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	692 HILL AVE 7/24/23	0.00	15.72
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	2250	MANN&GLDN ST 7/26/23	0.00	15.77
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	ADAMS/DEEAN 7/17/23	0.00	16.29
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	LS1-A HWY LT 7/17/23	0.00	19.30
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	TR5090 7/17/23	0.00	23.92
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	LS2-A HWY LT 7/17/23	0.00	35.01
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	TEMP/PARL 7/17/23	0.00	35.01
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	LS1-F HWY LT 7/17/23	0.00	40.84
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	5000	LANDSCAPE 7/24/23	0.00	43.94
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	LS2-A HWY LT 7/17/23	0.00	52.22
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	TR5041 7/17/23	0.00	91.72
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	3079 MANN 7/24/23	0.00	93.97
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	T5088 7/17/23	0.00	113.71
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	GLDST/VLY DR 7/17/23	0.00	164.39
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	CLAYTON/ARMST 7/17/23	0.00	207.44
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	LS1-C HWY LT 7/17/23	0.00	307.58
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	LS1-F HWY LT 7/17/23	0.00	381.63
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6130	220 E MAIN 7/25/23	0.00	387.69
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	630 W FRESNO 7/24/23	0.00	414.07
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	LS1-A 7/17/23	0.00	733.98
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	LS2-A HWY LT 7/17/23	0.00	788.39
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	LS1-E HWY LT 7/17/23	0.00	1,044.37
1001	41644	08/02/23	10237	P G & E - SACRAMENTO	6200	LS2-A HWY LT 7/17/23	0.00	1,216.68
TOTAL	CHECK						0.00	6,314.93
1001	41645	08/02/23	14772	PACIFIC SHREDDING	6025	DOC SHREDDING SVC	0.00	360.00
1001	41646	08/02/23	14893	POLYNESIAN CLUB OF FRESN	6400	WNP DANCER	0.00	1,165.20
1001	41647	08/02/23	13354	QUINN CAT	5000	SERVICE CUMMINS	0.00	955.08

SUPERION
DATE: 08/09/2023
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CITY OF FOWLER
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 4
ACCTPA21

Section 7 A.

SELECTION CRITERIA: transact.check_no between '41611' and '41697'
ACCOUNTING PERIOD: 2/24

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1001	41647	08/02/23	13354	QUINN CAT	5000	SERVICE CATERPILLAR	0.00	976.15
1001	41647	08/02/23	13354	QUINN CAT	5000	SERVICE CUMMINS	0.00	999.48
TOTAL	CHECK						0.00	2,930.71
1001	41648	08/02/23	10251	R & R AUTO REPAIR SHOP	6120	OIL CHANGE #25	0.00	89.72
1001	41648	08/02/23	10251	R & R AUTO REPAIR SHOP	6120	WINDSHIELD REPAIR	0.00	606.41
1001	41648	08/02/23	10251	R & R AUTO REPAIR SHOP	6120	WINDOW REGULATOR #20	0.00	459.73
TOTAL	CHECK						0.00	1,155.86
1001	41649	08/02/23	13851	RUCKSTELL CALIFORNIA SAL	6200	REPAIRS - STREETS	0.00	137.50
1001	41649	08/02/23	13851	RUCKSTELL CALIFORNIA SAL	6200	REPAIRS - STREETS	0.00	282.30
TOTAL	CHECK						0.00	419.80
1001	41650	08/02/23	14550	SANGER FENCE CO	6200	KEYPAD REPLACEMENT	0.00	1,397.00
1001	41651	08/02/23	12443	SIMPLOT GROWER SOLUTIONS	6260	SUPPLIES - STREETS	0.00	580.36
1001	41651	08/02/23	12443	SIMPLOT GROWER SOLUTIONS	6260	SUPPLIES - STREETS	0.00	580.36
TOTAL	CHECK						0.00	1,160.72
1001	41652	08/02/23	13355	SITE ONE LANDSCAPE SUPPL	6260	SUPPLIES - PARKS	0.00	81.21
1001	41652	08/02/23	13355	SITE ONE LANDSCAPE SUPPL	6200	SUPPLIES - STREETS	0.00	154.57
TOTAL	CHECK						0.00	235.78
1001	41653	08/02/23	13647	SUN LIFE FINANCIAL	8500	DENTAL BENEFIT AUG23	0.00	6.56
1001	41653	08/02/23	13647	SUN LIFE FINANCIAL	6700	DENTAL BENEFIT AUG23	0.00	33.18
1001	41653	08/02/23	13647	SUN LIFE FINANCIAL	6400	DENTAL BENEFIT AUG23	0.00	39.82
1001	41653	08/02/23	13647	SUN LIFE FINANCIAL	6150	DENTAL BENEFIT AUG23	0.00	49.09
1001	41653	08/02/23	13647	SUN LIFE FINANCIAL	6025	DENTAL BENEFIT AUG23	0.00	63.50
1001	41653	08/02/23	13647	SUN LIFE FINANCIAL	6030	DENTAL BENEFIT AUG23	0.00	79.68
1001	41653	08/02/23	13647	SUN LIFE FINANCIAL	6200	DENTAL BENEFIT AUG23	0.00	121.44
1001	41653	08/02/23	13647	SUN LIFE FINANCIAL	6160	DENTAL BENEFIT AUG23	0.00	122.75
1001	41653	08/02/23	13647	SUN LIFE FINANCIAL	6020	DENTAL BENEFIT AUG23	0.00	142.94
1001	41653	08/02/23	13647	SUN LIFE FINANCIAL	6260	DENTAL BENEFIT AUG23	0.00	254.16
1001	41653	08/02/23	13647	SUN LIFE FINANCIAL	5000	DENTAL BENEFIT AUG23	0.00	369.98
1001	41653	08/02/23	13647	SUN LIFE FINANCIAL	100	DENTAL BENEFIT AUG23	0.00	874.70
1001	41653	08/02/23	13647	SUN LIFE FINANCIAL	6120	DENTAL BENEFIT AUG23	0.00	924.66
TOTAL	CHECK						0.00	3,082.46
1001	41654	08/02/23	10763	SUNBELT RENTALS	6260	SUPPLIES - PARKS	0.00	1,852.94
1001	41655	08/02/23	13543	UNIFIRST CORPORATION	6700	JANITORIAL	0.00	62.59
1001	41655	08/02/23	13543	UNIFIRST CORPORATION	6200	UNIFORMS - PW	0.00	84.52
1001	41655	08/02/23	13543	UNIFIRST CORPORATION	5000	UNIFORMS - PW	0.00	84.52
TOTAL	CHECK						0.00	231.63
1001	41656	08/02/23	13521	UNITY IT	6120	BLUECHECK SET UP	0.00	383.74
1001	41657	08/02/23	10725	VERIZON WIRELESS	6170	CELL PHONE 6/20-7/19	0.00	97.18
1001	41657	08/02/23	10725	VERIZON WIRELESS	6170	CELL PHONE 6/20-7/19	0.00	346.16
TOTAL	CHECK						0.00	443.34
1001	41658	08/02/23	11335	VISION SERVICE PLAN - (C	8500	VISION BENEFIT AUG23	0.00	1.77

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1001	41658	08/02/23	11335	VISION SERVICE PLAN - (C	6700	VISION BENEFIT AUG23	0.00	9.85
1001	41658	08/02/23	11335	VISION SERVICE PLAN - (C	6400	VISION BENEFIT AUG23	0.00	11.82
1001	41658	08/02/23	11335	VISION SERVICE PLAN - (C	6150	VISION BENEFIT AUG23	0.00	13.78
1001	41658	08/02/23	11335	VISION SERVICE PLAN - (C	6025	VISION BENEFIT AUG23	0.00	17.73
1001	41658	08/02/23	11335	VISION SERVICE PLAN - (C	6030	VISION BENEFIT AUG23	0.00	22.83
1001	41658	08/02/23	11335	VISION SERVICE PLAN - (C	6200	VISION BENEFIT AUG23	0.00	26.19
1001	41658	08/02/23	11335	VISION SERVICE PLAN - (C	6160	VISION BENEFIT AUG23	0.00	35.43
1001	41658	08/02/23	11335	VISION SERVICE PLAN - (C	6020	VISION BENEFIT AUG23	0.00	41.34
1001	41658	08/02/23	11335	VISION SERVICE PLAN - (C	6260	VISION BENEFIT AUG23	0.00	85.24
1001	41658	08/02/23	11335	VISION SERVICE PLAN - (C	5000	VISION BENEFIT AUG23	0.00	108.12
1001	41658	08/02/23	11335	VISION SERVICE PLAN - (C	100	VISION BENEFIT AUG23	0.00	201.70
1001	41658	08/02/23	11335	VISION SERVICE PLAN - (C	6120	VISION BENEFIT AUG23	0.00	255.98
TOTAL	CHECK						0.00	831.78
1001	41659	08/02/23	14259	VISUAL EDGE IT INC DBA I	6170	COPIER SVC JUL23	0.00	2,389.63
1001	41660	08/02/23	14290	XEROX FINANCIAL SERVICES	6170	JUL23 LEASE	0.00	1,515.43
1001	41662	08/08/23	14647	4PLAY BAND/CARLOS PEREZ	6400	WNAP BAND	0.00	700.00
1001	41663	08/08/23	14152	A-C ELECTRIC CO	5000	WELL 7 REPAIR	0.00	959.93
1001	41663	08/08/23	14152	A-C ELECTRIC CO	5000	WELL REPAIR 6 & 8	0.00	1,714.00
1001	41663	08/08/23	14152	A-C ELECTRIC CO	5000	WELL 6 REPAIR	0.00	3,766.63
TOTAL	CHECK						0.00	6,440.56
1001	41664	08/08/23	10007	ALERT-O-LITE, INC	5000	SUPPLIES - WATER	0.00	-67.16
1001	41664	08/08/23	10007	ALERT-O-LITE, INC	5000	SUPPLIES - WATER	0.00	-32.90
1001	41664	08/08/23	10007	ALERT-O-LITE, INC	5000	SUPPLIES - WATER	0.00	104.80
TOTAL	CHECK						0.00	4.74
1001	41665	08/08/23	14519	AMAZON CAPITAL SERVICES	6260	JANITORIAL SUPPLIES	0.00	-31.84
1001	41665	08/08/23	14519	AMAZON CAPITAL SERVICES	6010	RAFFLE TICKETS	0.00	9.79
1001	41665	08/08/23	14519	AMAZON CAPITAL SERVICES	6260	JANITORIAL SUPPLIES	0.00	41.86
TOTAL	CHECK						0.00	19.81
1001	41666	08/08/23	12489	BATTERY SYSTEMS INC	6200	BATTERY - STREETS	0.00	150.68
1001	41666	08/08/23	12489	BATTERY SYSTEMS INC	5000	BATTERY - WATER	0.00	332.85
TOTAL	CHECK						0.00	483.53
1001	41667	08/08/23	14131	SWEEPING CORP OF AMERICA	2250	STREET SWEEP JUL23	0.00	3,325.00
1001	41668	08/08/23	14895	CHARANJEET SINGH	500	UB REFUND	0.00	100.00
1001	41669	08/08/23	10069	COUNCIL OF FRESNO COUNTY	7100	HOUSING ELEMENT	0.00	418.55
1001	41669	08/08/23	10069	COUNCIL OF FRESNO COUNTY	7100	HOUSING ELEMENT	0.00	18,144.82
TOTAL	CHECK						0.00	18,563.37
1001	41670	08/08/23	14659	FIRE SAFETY SOLUTIONS	6130	STATE FIRE INSP	0.00	1,020.00
1001	41670	08/08/23	14659	FIRE SAFETY SOLUTIONS	6160	INSP & PLAN CHECK	0.00	1,140.00
TOTAL	CHECK						0.00	2,160.00
1001	41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	3.01

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CASH	ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	4.08
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	10.38
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	10.81
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	11.45
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	12.56
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	12.74
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	12.94
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	12.98
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	12.98
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	14.26
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	15.14
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	16.22
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	17.68
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	18.05
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	19.45
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	25.96
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	27.01
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	28.95
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	30.69
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	38.95
1001		41672	08/08/23	14245	FOWLER ACE HARDWARE	6200	SUPPLIES - STREETS	0.00	1,352.80
TOTAL	CHECK							0.00	1,709.09
1001		41673	08/08/23	14247	FOWLER ACE HARDWARE	5000	SUPPLIES - WATER	0.00	3.24
1001		41673	08/08/23	14247	FOWLER ACE HARDWARE	5000	SUPPLIES - WATER	0.00	6.48
1001		41673	08/08/23	14247	FOWLER ACE HARDWARE	5000	SUPPLIES - PARKS	0.00	8.65
1001		41673	08/08/23	14247	FOWLER ACE HARDWARE	5000	SUPPLIES - WATER	0.00	14.06
1001		41673	08/08/23	14247	FOWLER ACE HARDWARE	5000	SUPPLIES - WATER	0.00	24.88
1001		41673	08/08/23	14247	FOWLER ACE HARDWARE	5000	SUPPLIES - WATER	0.00	173.15
TOTAL	CHECK							0.00	230.46
1001		41674	08/08/23	14249	FOWLER ACE HARDWARE	6260	SUPPLIES - PARKS	0.00	1.61
1001		41674	08/08/23	14249	FOWLER ACE HARDWARE	6260	SUPPLIES - PARKS	0.00	4.32
1001		41674	08/08/23	14249	FOWLER ACE HARDWARE	6260	SUPPLIES - PARKS	0.00	7.56
1001		41674	08/08/23	14249	FOWLER ACE HARDWARE	6260	SUPPLIES - PARKS	0.00	9.73
1001		41674	08/08/23	14249	FOWLER ACE HARDWARE	6260	SUPPLIES - PARKS	0.00	23.98
1001		41674	08/08/23	14249	FOWLER ACE HARDWARE	6260	SUPPLIES - PARKS	0.00	46.52
1001		41674	08/08/23	14249	FOWLER ACE HARDWARE	6260	SUPPLIES - PARKS	0.00	75.75
TOTAL	CHECK							0.00	169.47
1001		41675	08/08/23	14252	FOWLER ACE HARDWARE	6700	SNR CNTR SUPPLIES	0.00	19.47
1001		41675	08/08/23	14252	FOWLER ACE HARDWARE	6700	SNR CTR SUPPLIES	0.00	17.31
1001		41675	08/08/23	14252	FOWLER ACE HARDWARE	6700	SNR CTR SUPPLIES	0.00	713.20
1001		41675	08/08/23	14252	FOWLER ACE HARDWARE	6700	SNR CTR SUPPLIES	0.00	1.71
1001		41675	08/08/23	14252	FOWLER ACE HARDWARE	6700	SNR CTR SUPPLIES	0.00	5.39
TOTAL	CHECK							0.00	757.08
1001		41676	08/08/23	12466	FRESNO EOC	6700	SENIOR LUNCH JUL23	0.00	1,571.94
1001		41677	08/08/23	11116	GRAINGER	6260	SUPPLIES - PARKS	0.00	41.60
1001		41677	08/08/23	11116	GRAINGER	6260	SUPPLIES - PARKS	0.00	956.94
TOTAL	CHECK							0.00	998.54

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FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1001	41678	08/08/23	14671	HERO ALLIANCE	6400	WNAP	0.00	500.00
1001	41679	08/08/23	10965	LAFCO	6010	23-24 LAFCO	0.00	5,255.68
1001	41679 V	08/08/23	10965	LAFCO	6010	23-24 LAFCO	0.00	-5,255.68
TOTAL CHECK							0.00	0.00
1001	41680	08/08/23	10189	LEAGUE OF CALIFORNIA CIT	6020	SSJVD - MEETING	0.00	75.00
1001	41681	08/08/23	10350	LK DESIGN	6020	WEBSITE APR-JUN23	0.00	450.00
1001	41682	08/08/23	10203	MID VALLEY PACKAGING & S	6020	COPY PAPER - ADMIN	0.00	205.97
1001	41683	08/08/23	10215	NELSON HARDWARE & GIFTS	6200	SUPPLIES - STREETS	0.00	52.05
1001	41684	08/08/23	10237	P G & E - SACRAMENTO	6200	1292 MILLAR 7/28/23	0.00	9.86
1001	41684	08/08/23	10237	P G & E - SACRAMENTO	6200	127 S 6TH 7/28/23	0.00	12.11
1001	41684	08/08/23	10237	P G & E - SACRAMENTO	2250	1100 N MANN 7/28/23	0.00	30.56
1001	41684	08/08/23	10237	P G & E - SACRAMENTO	2250	300 W MERCED 7/28/23	0.00	32.69
1001	41684	08/08/23	10237	P G & E - SACRAMENTO	2250	MERCED/8TH 7/28/23	0.00	62.62
1001	41684	08/08/23	10237	P G & E - SACRAMENTO	2250	ADAMS&GLDN ST 7/30/23	0.00	102.35
1001	41684	08/08/23	10237	P G & E - SACRAMENTO	2250	GLDST/MAN SIG 7/28/23	0.00	115.42
1001	41684	08/08/23	10237	P G & E - SACRAMENTO	7300	220 E MAIN - SOLAR	0.00	446.65
1001	41684	08/08/23	10237	P G & E - SACRAMENTO	2250	700 MERCED #A 7/28/23	0.00	844.36
1001	41684	08/08/23	10237	P G & E - SACRAMENTO	6150	122 S 5TH #A 7/28/23	0.00	942.93
1001	41684	08/08/23	10237	P G & E - SACRAMENTO	5000	325 S 5TH 7/28/23	0.00	1,105.72
1001	41684	08/08/23	10237	P G & E - SACRAMENTO	5000	WELL SITE 7 7/31/23	0.00	7,213.96
1001	41684	08/08/23	10237	P G & E - SACRAMENTO	5000	WELL SITE 8 7/31/23	0.00	10,348.66
1001	41684	08/08/23	10237	P G & E - SACRAMENTO	2000	220 E MAIN - SOLAR	0.00	20,000.00
1001	41684	08/08/23	10237	P G & E - SACRAMENTO	7300	220 E MAIN - SOLAR	0.00	29,667.95
TOTAL CHECK							0.00	70,935.84
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	SPR 21-05	0.00	78.75
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	CUP	0.00	81.00
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	SPR22-54	0.00	148.50
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	SPR 23-17	0.00	169.60
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	SPR 22-42	0.00	214.50
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	LLA	0.00	225.60
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	VAC 22-18	0.00	252.90
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	2560	WELL #9 GRANT	0.00	260.50
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	SPR 22-08 PHX	0.00	375.30
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	ENG - TSM 66409	0.00	381.00
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	TRACT 6274	0.00	404.32
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	SPR 22-21	0.00	421.00
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	TRACT 5952	0.00	437.85
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	TRACT 6381	0.00	472.90
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	SPR 23-01	0.00	502.60
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	TSM 22-55	0.00	524.00
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	ENG - BP 2-28	0.00	645.20
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	TPM 23-16	0.00	663.70
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	CUP 23-11	0.00	723.20
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	SPR 23-10	0.00	793.80

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1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	SPR 22-42	0.00	832.30
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	SPR 21-03	0.00	965.32
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	TM 23-01	0.00	1,086.80
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	ENG	0.00	1,373.40
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	ENG FM T6405	0.00	1,450.00
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	5000	WATER OPS	0.00	1,562.40
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	TSM6409	0.00	1,734.80
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	BP 23-55	0.00	1,870.13
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	TM 22-0047	0.00	3,932.60
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6150	SPR 23-13	0.00	4,081.60
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	2250	4TH & 5TH OVERLAY	0.00	4,664.35
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6200	ENCROACHMENT PERMIT	0.00	6,531.00
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6200	ENGINEER SERVICE	0.00	13,509.28
1001	41686	08/08/23	13655	PROVOST & PRITCHARD	6200	ENGINEER SERVICE	0.00	20,491.75
TOTAL	CHECK						0.00	71,861.95
1001	41687	08/08/23	10249	QUILL	6020	REMOTE BATTERY	0.00	14.14
1001	41687	08/08/23	10249	QUILL	6020	SUPPLIES - ADMIN	0.00	144.29
TOTAL	CHECK						0.00	158.43
1001	41688	08/08/23	13354	QUINN CAT	6200	SVC TRUCK - STREETS	0.00	903.32
1001	41689	08/08/23	14072	ROBINA WRIGHT ARCHITECT	6160	BP 22-015	0.00	437.50
1001	41689	08/08/23	14072	ROBINA WRIGHT ARCHITECT	6160	ADD02-TRUSS	0.00	187.50
1001	41689	08/08/23	14072	ROBINA WRIGHT ARCHITECT	6160	2022-58 POT	0.00	300.00
1001	41689	08/08/23	14072	ROBINA WRIGHT ARCHITECT	6160	BP22-063	0.00	332.85
1001	41689	08/08/23	14072	ROBINA WRIGHT ARCHITECT	6160	2022-30 TRUSS	0.00	687.50
1001	41689	08/08/23	14072	ROBINA WRIGHT ARCHITECT	6160	ADU 2022-17	0.00	769.90
1001	41689	08/08/23	14072	ROBINA WRIGHT ARCHITECT	6160	BP 22-0435	0.00	1,633.60
1001	41689	08/08/23	14072	ROBINA WRIGHT ARCHITECT	6160	2022-37 SHOP	0.00	4,023.34
TOTAL	CHECK						0.00	8,372.19
1001	41690	08/08/23	10274	SAN JOAQUIN VAL AIR POLL	5000	OP PERMIT WELL 6	0.00	305.89
1001	41691	08/08/23	10518	SIGNMAX!	6200	TRAFFIC SIGNS	0.00	225.64
1001	41692	08/08/23	14896	STAR BUILDING SUPPLIES	6200	SUPPLIES - STREETS	0.00	180.00
1001	41692	08/08/23	14896	STAR BUILDING SUPPLIES	6200	SUPPLIES - STREETS	0.00	382.50
TOTAL	CHECK						0.00	562.50
1001	41693	08/08/23	12791	THE MOWERS EDGE	6260	SUPPLIES - PARKS	0.00	259.93
1001	41694	08/08/23	13543	UNIFIRST CORPORATION	6020	MATS/MOPS	0.00	71.05
1001	41694	08/08/23	13543	UNIFIRST CORPORATION	6020	MATS/MOPS	0.00	71.05
1001	41694	08/08/23	13543	UNIFIRST CORPORATION	6200	UNIFORMS - PW	0.00	76.19
1001	41694	08/08/23	13543	UNIFIRST CORPORATION	5000	UNIFORMS - PW	0.00	76.19
1001	41694	08/08/23	13543	UNIFIRST CORPORATION	6200	UNIFORMS - PW	0.00	83.23
1001	41694	08/08/23	13543	UNIFIRST CORPORATION	5000	UNIFORMS - PW	0.00	83.23
1001	41694	08/08/23	13543	UNIFIRST CORPORATION	6020	MATS/MOPS	0.00	71.05
1001	41694	08/08/23	13543	UNIFIRST CORPORATION	6700	JANITORIAL	0.00	56.34
TOTAL	CHECK						0.00	588.33

SUPERION
DATE: 08/09/2023
TIME: 18:43:12

CITY OF FOWLER
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 9
ACCTPA21

Section 7 A.

SELECTION CRITERIA: transact.check_no between '41611' and '41697'
ACCOUNTING PERIOD: 2/24

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1001	41695	08/08/23	10725	VERIZON WIRELESS	6170	CELL PHONE 6/24-7/23	0.00	103.78
TOTAL CASH ACCOUNT							0.00	688,736.68
TOTAL FUND							0.00	688,736.68

SUPERION
DATE: 08/09/2023
TIME: 18:43:12

CITY OF FOWLER
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 10
ACCTPA21

Section 7 A.

SELECTION CRITERIA: transact.check_no between '41611' and '41697'
ACCOUNTING PERIOD: 2/24

FUND - 258 - NO NAME GRANT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1001	41696	08/08/23	14787	TOOLE DESIGN GROUP LLC	2580	FOWLER BIKE/PED TRAIL	0.00	4,152.42
TOTAL CASH ACCOUNT							0.00	4,152.42
TOTAL FUND							0.00	4,152.42

SUPERION
DATE: 08/09/2023
TIME: 18:43:12

CITY OF FOWLER
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 11
ACCTPA21

Section 7 A.

SELECTION CRITERIA: transact.check_no between '41611' and '41697'
ACCOUNTING PERIOD: 2/24

FUND - 503 - TCP FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1001	41697	08/08/23	13655	PROVOST & PRITCHARD	5030	TCP WELL 7 PM	0.00	4,370.60
TOTAL CASH ACCOUNT							0.00	4,370.60
TOTAL FUND							0.00	4,370.60

SUPERION
DATE: 08/09/2023
TIME: 18:43:12

CITY OF FOWLER
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 12
ACCTPA21

Section 7 A.

SELECTION CRITERIA: transact.check_no between '41611' and '41697'
ACCOUNTING PERIOD: 2/24

FUND - 900 - PUBLIC FINANCING AUTH

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	DEPT	-----DESCRIPTION-----	SALES TAX	AMOUNT
1001	41661	08/02/23	10214	NBS	900	2000 BONDS JUL-SEP23	0.00	666.70
TOTAL CASH ACCOUNT							0.00	666.70
TOTAL FUND							0.00	666.70
TOTAL REPORT							0.00	697,926.40



CITY COUNCIL MEETING

TUESDAY, AUGUST 01, 2023 at 6:00 PM

CITY COUNCIL CHAMBER – 128 SOUTH 5TH STREET, FOWLER, CA 93625

MINUTES

1. MEETING CALLED TO ORDER

Mayor Parra called the meeting to order at 6:17 p.m.

2. ROLL CALL

PRESENT:

Daniel Parra
Juan Mejia
Amarjeet Gill
Leonard Hammer
Karnig Kazarian

CITY STAFF PRESENT:

City Manager Tucker, City Attorney Cross, Assistant City Manager Gaffery, City Planner Marple, Finance Director Moreno, City Engineer Park, Police Chief Reid, City Clerk Vasquez

6. CEREMONIAL PRESENTATION

A. EMPLOYEE OF THE QUARTER - ALFRED VASQUEZ

7. PUBLIC COMMENT

Two members of the public spoke.

8. CONSENT CALENDAR

**Motion made by Mejia, Seconded by Gill.
Voting Yea: Parra, Hammer, Kazarian**

9. CONTESTED CONSENT CALENDAR

No items were pulled from the consent calendar.

10. GENERAL ADMINISTRATION

Public Works

- A. APPROVE Resolution No 2664, a Resolution Confirming the Diagram and Assessment of the Annual Levy for Fiscal Year 2023-24 for Landscaping and Storm Drainage Facilities Maintenance District No. 1.

Motion made by Kazarian, Seconded by Hammer.
Voting Yea: Parra, Mejia, Gill

Finance

- B. APPROVE Resolution No. 2661 Approving the General Fund Reserve Policy for the City of Fowler

Motion made by Kazarian, Seconded by Mejia.
Voting Yea: Parra, Gill, Hammer

- C. RECEIVE AND FILE Local Agency Investment Funds Update

11. STAFF COMMUNICATIONS

Updates were given by City Manager Tucker, City Clerk Vasquez, Police Chief Reid, and Assistant City Manager Gaffery.

12. COUNCILMEMBER REPORTS AND COMMENTS

Updates were given by Mayor Pro-Tem Mejia and Councilmember Kazarian.

13. CLOSED SESSION

No action was taken on any of the three items.

14. ADJOURN

Having no further business, the meeting adjourned at 7:15 p.m.



CITY COUNCIL OF THE CITY OF FOWLER

REPORT TO THE CITY COUNCIL

DATE: August 15, 2023

FROM: SOO HO PARK, City Engineer

SUBJECT: APPROVE Resolution No. 2666 to accept the public improvements related to Tract 6274 upon receipt of the maintenance bond required by the subdivision agreement and direct the City Engineer to file the notice of completion and release the bonds associated with Tract 6274

EXECUTIVE SUMMARY

The subject action accepts the public improvements constructed as part of Tract 6274 and begin the one-year warranty period of the public improvements.

BACKGROUND

The Vesting Tentative Map No. 6274 was approved, subject to the revised conditions of approval, by the City Council on November 5, 2019. The final map, accepted by the City Council on January 5, 2021 dedicated public street right-of-way to the City for the purposes of providing public utilities and access to the lots.

The City continues to maintain performance, labor, and material bond securities for Final Map No. 6274. These securities are held throughout construction to give the City a means to complete the public improvements should the developer fail to do so for any reason. These public improvements have since been completed and have been approved by the City Engineer. It is now appropriate for the City to formally accept the completion of work and release the developer's construction bonds.

The project was completed and constructed in accordance with the plans and specifications to the satisfaction of the City Engineer. The one-year warranty period will begin upon the filing of the Notice of Completion, which will follow the Council's acceptance of the project.

ENVIRONMENTAL REVIEW

This action does not constitute a "project" pursuant to the California Environmental Quality Act.

GENERAL PLAN CONSISTENCY

This action is consistent with:

General Plan Goal PF-1

Fowler provides reliable public facilities, utilities, and community services that meet the needs of the existing community and planned growth.

General Plan Policy PF-3

Ensure that land divisions and developments are approved only when a project's improvements, dedications, and fees fully cover incremental costs to the City and other agencies. Such improvements and infrastructure include parks, major streets, traffic signals, streetlights, drainage systems, sewer, water, fire, police, schools, and other related facilities.

FISCAL IMPACT

There will be ongoing maintenance and renewal costs for the completed improvements. These will be offset by the landscape and storm drain maintenance district No. 1 assessments. There will be no direct impact to the General Fund.

CONFLICT OF INTEREST

Staff is not aware of any conflicts of interest.

Attachments

- Resolution No. 2666

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITY OF FOWLER
TO APPROVE AND ACCEPT THE PUBLIC IMPROVEMENTS CONSTRUCTED FOR
TRACT NO. 6274 AND TO AUTHORIZE THE CITY ENGINEER TO RELEASE THE BOND
SECURITIES AND FILE A NOTICE OF COMPLETION**

WHEREAS, Vesting Tentative Subdivision Map No. 6274 was approved by the City Council with Resolution 2446 on November 5, 2019; and

WHEREAS, the Final Tract Map No. 6274 for the subdivision was approved by the City Council with Resolution 2486 on January 5, 2021; and

WHEREAS, all work within the public right-of-way and all street improvements required by the conditions of approval of the above tract have been completed by the Owner in accordance with the City of Fowler Standard Drawings, City of Fowler Standard Specifications, the State of California Department of Transportation Standard Specifications, and the approved construction plans as stipulated in the Subdivision Agreements for the tract, and

WHEREAS, all such construction has been approved by the City Engineer and satisfactorily tested by approved testing laboratories; and

WHEREAS, Performance, Labor, and Materials bond securities were furnished to the City in accordance with the Subdivision Agreements for the tract.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fowler that:

1. The public improvements constructed for Tract No. 6274 are hereby approved and accepted, and authorization is given to the City Engineer to release the bond securities for said improvements in accordance with the provisions of Government Code section 66499.7.
2. The City Engineer is hereby authorized to file a Notice of Completion for this project with the Fresno County Recorder's Office.

PASSED, APPROVED AND ADOPTED this 15th day of August 2023, at a regular meeting of the Fowler City Council by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Daniel T. Parra, Mayor

ATTEST:

Angela Vasquez, City Clerk



CITY COUNCIL MEETING

REPORT TO THE CITY COUNCIL

DATE: August 15, 2023

FROM: THOMAS W. GAFFERY IV, Assistant City Manager

SUBJECT: Actions pertaining to travel policies:

- i. APPROVE Resolution No. 2667 creating an Expense Reimbursement and Travel/Conference Policy for Legislative Officials
- ii. APPROVE Resolution No. 2670 creating an Employee Travel Policy

EXECUTIVE SUMMARY

The current travel policies for employees and legislative officials are cumbersome, contradictory, and have not been revisited in over fifteen years. This action provides much-needed clarifications.

BACKGROUND

In 2003, the City Council adopted a Travel and Conference Policy for employees and legislative officials. In 2006, the City Council adopted an expense reimbursement policy for elected and appointed legislative body officials to comply with State law. However, the 2003 policy was neither repealed or revised. This has resulted in ongoing confusion.

Expense Reimbursement and Travel/Conference Policy for Legislative Officials

Key revisions include changing meal reimbursements to a per diem based on US Government Services Administration rates, removal of references to City-issued credit cards, and clarification on business meal reimbursements.

Employee Travel Policy

This policy has been revised to more closely reflect the policy for legislative officials. Key provisions include clarification on mileage reimbursement for employees receiving a vehicle allowance, the process for travel-related meal reimbursements, and use of City-issued credit cards.

Staff are currently researching best practices from peer agencies and plan to bring a much larger overhaul of travel policies during calendar year 2024.

PUBLIC NOTICE

This item does not require a public hearing and was noticed as a part of the City Council Agenda.

ENVIRONMENTAL REVIEW

This action does not constitute a “project” pursuant to the California Environmental Quality Act.

GENERAL PLAN CONSISTENCY

This action is not associated with a General Plan goal, policy, or action item.

FISCAL IMPACT

Every item must have a fiscal impact section. N/A is not acceptable.

CONFLICT OF INTEREST

Staff is not aware of any conflicts of interest.

Attachments

- Resolution No. 2667 & Exhibit A: Expense Reimbursement and Travel/Conference Policy for Legislative Officials
- Expense Reimbursement and Travel/Conference Policy for Legislative Officials (redline)
- Resolution No. 2670 & Exhibit A: Employee Travel Policy

RESOLUTION NO. 2667**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOWLER ADOPTING AN
EXPENSE REIMBURSEMENT POLICY FOR ELECTED AND APPOINTED
LEGISLATIVE BODY OFFICIALS**

WHEREAS, the City Council finds that it is in the best interests of the City that elected and appointed officials remain informed and trained in activities, developments and professional trends affecting the affairs of the City and that attendance at institutes, hearings, meetings, conferences, or other gatherings is of value to the City and its citizens; and

WHEREAS, appointed legislative body officials include Planning Commissioners, Recreation Commissioners, and other volunteer members of boards, commissions, and committees; and

WHEREAS, on October 3, 2006, by Resolution 2067, the City Council adopted an expense reimbursement policy for elected and appointed legislative body officials; and

WHEREAS, the City Council now desires to make changes to that policy; and

WHEREAS, the City of Fowler takes its stewardship over the use of its limited public resources seriously; and

WHEREAS, public resources should only be used when there is a substantial benefit to the City; and

WHEREAS, the attached policy is designed to provide guidance to elected and appointed legislative body officials on the use and expenditure of City resources, as well as the standards against which those expenditures will be measured, all in compliance with the requirements of AB 1234 (Government Code §§ 53232.2, 53233.3).

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Fowler that:

1. The City of Fowler Expense Reimbursement and Travel/Conference Policy for Legislative Officials, attached as **Exhibit A**, is hereby adopted.
2. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED this 15th day of August 2023, at a regular meeting of the Fowler City Council by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Daniel T. Parra, Mayor

ATTEST:

Angela Vasquez, City Clerk

CITY OF FOWLER
EXPENSE REIMBURSEMENT AND TRAVEL/CONFERENCE POLICY FOR
LEGISLATIVE OFFICIALS

This Policy is adopted pursuant to the provisions of Government Code sections 53232.2 and 53233.3 and is applicable to members of the City Council as well as appointed members of City legislative bodies, including members of the Planning Commission, Recreation Commission, and other volunteer members of boards, commissions, and committees.

The Council finds and determines that it is important for its legislative officials to remain informed and trained in issues affecting the affairs of the City and that attendance at institutes, hearings, meetings, conferences, or other gatherings is of value to the City and its citizens. The benefits include:

- a. The opportunity to discuss the community's concerns with state and federal officials;
- b. Participation in regional, state, and national organizations whose activities affect the City;
- c. Attending educational seminars improve officials' skill and information levels; and
- d. Promoting public service and morale by recognizing such service.

This Policy is designed to promote these endeavors while protecting public resources and fostering public trust in the use of those resources.

Anticipated conferences, conventions and professional meetings shall generally be budgeted for in the current operating budget.

Further, it is the responsibility of the official undertaking the trip to make every effort to attend the entire conference and/or as many sessions as possible.

1. Authorized Expenses.

Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this Policy are met:

- a. Communicating with representatives of regional, state, and national government on City adopted policy positions;
- b. Attending educational seminars designed to improve officials' skill and information levels;
- c. Participating in regional, state, and national organizations whose activities affect the City's interests;

- d. Attending City events;
- e. Implementing a City-approved strategy for attracting or retaining businesses to the City, which will typically involve at least one staff member; and

All other expenditures require prior approval by the City Council.

2. Expenses Not Eligible For Reimbursement.

Examples of personal expenses that the City will not reimburse include, but are not limited to:

- a. The personal portion of any trip;
- b. Political or charitable contributions or events;
- c. Family expenses, including partner's expenses, when accompanying on City businesses, as well as children, or pet-related expenses (If trip arrangements are made as a convenience for spouse or family members, reimbursement to the City for any advanced expenses should be received by the City prior to the trip.);
- d. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
- e. Alcohol/personal bar expenses;
- f. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance, or gasoline; and
- g. Personal losses incurred while on City business.

Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

3. Transportation.

When attending conferences or meetings that are of such distance that it is more economical to take commercial air transportation, if an official proposes to drive his/her car in those cases, commercial air fare will be paid and not automobile mileage. Government and group rates must be used when available.

- a. Airfare. Airfares that are reasonable and economical shall be eligible for purposes of reimbursement.

- b. Automobile. Automobile mileage is reimbursed at Internal Revenue Service rates in effect at the time of travel. This amount does not include bridge and road tolls, which are also reimbursable.
- c. Car Rental. Rental rates that are reasonable and economical shall be eligible for purposes of reimbursement. This shall also include rental car fuel, but not any damage or insurance coverage.
- d. Taxis/Shuttles/Ridesharing. Taxis or shuttles fares may be reimbursed, including a gratuity of up to 20% per fare., This method should only be used when the cost of such fare is equal or less than the cost of car rental, gasoline, and parking combined, or when such transportation is necessary for time-efficiency.

4. Lodging.

Reasonable lodging expenses will be reimbursed or paid for when travel on City business reasonably requires an overnight stay. If such lodging is in connection with a conference, the rate may not exceed the maximum group rates published for the conference. If those rates are not available at the time the lodging is booked, the official shall use comparable lodging with government and group rates when available. Similarly, officials shall use government and group rates for non-conference-related lodging when available. When a government or group rate is not available, lodging rates that do not exceed \$150 are presumed reasonable and reimbursable. Reimbursements in excess of this amount will only be available where the official demonstrates that no other reasonable alternative lodging was available.

5. Meals And Incidentals.

Meals and incidentals shall be provided using the most recent and destination specific per diem rates provided by the US General Services Administration. Per Diem shall be provided based on the “total” and “first and last day of travel” rates. Receipts need not be provided.

6. Cash Advance Policy.

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to the City Manager at least ten (10) working days prior to the need for the advance with the following information:

The purpose of the expenditure(s);

The anticipated amount of the expenditure(s), including backup documentation (for example, hotel rates, meal costs, and transportation expenses); and

The date(s) of the anticipated expenditure(s).

Any unused advance must be returned to the City within thirty (30) days of the official's return, along with an expense report and receipts documenting how the advance was used.

7. Reserved.

8. Non-Travel Business Meals.

There are certain occasions where it may be appropriate for an official to conduct a business meal and to pay for the meal of a local, state, or federal official, or a community or business leader. Such meal expenses shall be reasonably priced. . Reimbursement requests for business meals shall contain a written justification of the legitimate City purpose, list of attendees, and an itemized receipt. Alcohol shall not be reimbursable.

9. Expense Report Content And Submission Deadlines.

All cash advance expenditures, and expense reimbursement requests must be submitted on an expense report form provided by the City. This form shall include the following advisory:

"All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability."

Expense reports must document that the expense in question met the requirements of this Policy. Officials must submit their expense reports within thirty (30) calendar days of an expense being incurred, accompanied by receipts documenting each expense. Itemized receipts, in addition to any credit card receipts, are also part of the necessary documentation. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

All expenses are subject to verification that they comply with this Policy.

10. Reports to City Council, Board or Commission.

At the next regular City Council or Commission (or other legislative body) meeting, each official shall briefly report on meetings attended at City expense. The report may be oral or written.

11. Compliance With Laws: Violation.

City officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All expenditures are public records subject to disclosure under the Public Records Act and other applicable laws. Use of public resources or falsifying expense reports in violation of this Policy may result in any or all of the following: (1) loss of reimbursement privileges, (2) a demand for restitution to the City, (3) reporting the expenses as income to the official for tax purposes, (4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and (5) prosecution for misuse of public resources.

CITY OF FOWLER
EXPENSE REIMBURSEMENT AND TRAVEL/CONFERENCE POLICY FOR
LEGISLATIVE OFFICIALS

This Policy is adopted pursuant to the provisions of Government Code sections 53232.2 and 53233.3 and is applicable to members of the City Council as well as appointed members of City legislative bodies, including members of the Planning Commission, Recreation Commission, and other volunteer members of boards, commissions, and committees.

The Council finds and determines that it is important for its legislative officials to remain informed and trained in issues affecting the affairs of the City and that attendance at institutes, hearings, meetings, conferences, or other gatherings is of value to the City and its citizens. The benefits include:

- a. The opportunity to discuss the community's concerns with state and federal officials;
- b. Participation in regional, state, and national organizations whose activities affect the City;
- c. Attending educational seminars improve officials' skill and information levels; and
- d. Promoting public service and morale by recognizing such service.

This Policy is designed to promote these endeavors while protecting public resources and fostering public trust in the use of those resources.

Anticipated conferences, conventions and professional meetings shall generally be budgeted for in the current operating budget.

Further, it is the responsibility of the official undertaking the trip to make every effort to attend the entire conference and/or as many sessions as possible.

1. Authorized Expenses.

Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this Policy are met:

- a. Communicating with representatives of regional, state, and national government on City adopted policy positions;
- b. Attending educational seminars designed to improve officials' skill and information levels;
- c. Participating in regional, state, and national organizations whose activities affect the City's interests;

- d. Attending City events;
- e. Implementing a City-approved strategy for attracting or retaining businesses to the City, which will typically involve at least one staff member; and

All other expenditures require prior approval by the City Council.

2. Expenses Not Eligible For Reimbursement.

Examples of personal expenses that the City will not reimburse include, but are not limited to:

- a. The personal portion of any trip;
- b. Political or charitable contributions or events;
- c. Family expenses, including partner's expenses, when accompanying ~~official~~-on ~~agency-related~~City businesses, as well as children, or pet-related expenses (If trip arrangements are made as a convenience for spouse or family members, reimbursement to the City for any advanced expenses should be received by the City prior to the trip.);
- d. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
- e. Alcohol/personal bar expenses;
- f. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance, or gasoline; and
- g. Personal losses incurred while on City business.

Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

3. Transportation.

When attending conferences or meetings that are of such distance that it is more economical to take commercial air transportation, if an official proposes to drive his/her car in those cases, commercial air fare will be paid and not automobile mileage. Government and group rates must be used when available.

- a. Airfare. Airfares that are reasonable and economical shall be eligible for purposes of reimbursement.

- b. Automobile. Automobile mileage is reimbursed at Internal Revenue Service rates in effect at the time of travel. ~~These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle.~~ This amount does not include bridge and road tolls, which are also reimbursable.
- c. Car Rental. Rental rates that are reasonable and economical shall be eligible for purposes of reimbursement. ~~This shall also include rental car fuel, but not any damage or insurance coverage.~~
- d. Taxis/Shuttles/Ridesharing. Taxis or shuttles fares may be reimbursed, including a ~~15%~~ gratuity of up to 20% per fare., ~~This method should only be used~~ when the cost of such fares is equal or less than the cost of car rentals, gasoline, and parking combined, or when such transportation is necessary for time-efficiency.

4. Lodging.

Reasonable lodging expenses will be reimbursed or paid for when travel on ~~official~~ City business reasonably requires an overnight stay. If such lodging is in connection with a conference, the rate may not exceed the maximum group rates published for the conference. If those rates are not available at the time the lodging is booked, the official ~~member~~ shall use comparable lodging with government and group rates when available. Similarly, officials shall use government and group rates for non-conference-related lodging when available. When a government or group rate is not available, lodging rates that do not exceed \$150 are presumed reasonable and reimbursable. Reimbursements in excess of this amount will only be available where the official demonstrates that no ~~other~~ reasonable alternative lodging was available.

5. Meals And Incidentals.

~~Meals and incidentals shall be provided using the most recent and destination specific per diem rates provided by the US General Services Administration. Per Diem shall be provided based on the "total" and "first and last day of travel" rates. Receipts need not be provided.~~

~~Reimbursable meal expenses and associated gratuities will not exceed the following rates:~~

Breakfast	\$15
Lunch	\$25
Dinner	\$35

~~Such reimbursements will be increased by 25% when traveling to high cost cities as defined by the Internal Revenue Service.~~

6. ~~Miscellaneous Expenses.~~

~~Officials will be reimbursed for actual telephone, fax, parking, and toll expenses incurred on City business. Telephone bills should identify which calls were made for City business purposes.~~

7.6.Cash Advance Policy.

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to the City Manager at least ten (10) working days prior to the need for the advance with the following information:

The purpose of the expenditure(s);

The anticipated amount of the expenditure(s), including backup documentation (for example, hotel rates, meal costs, and transportation expenses); and

The date(s) of the anticipated expenditure(s).

Any unused advance must be returned to the City within thirty (30) days of the official's return, along with an expense report and receipts documenting how the advance was used.

~~8.7.Credit Card Use Policy. The City issues credit cards to some individual office holders to be used for selected City expenses and business meals as set forth in this Section 8 and Section 9. City office holders may use their City issued credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the City credit card and compliance with this Policy must be submitted within thirty (30) days of use. Except as allowed under Section 2(e), City credit cards may not be used for personal expenses, even if the official subsequently reimburses the City. Reserved.~~

9.8.Non-Travel Business Meals.

There are certain occasions where it may be appropriate for an ~~official~~~~office holder~~ to conduct a business ~~lunch-meal~~ and to pay for the meal of a local, state, or federal official, or a community or business leader. Such meal expenses shall be reasonably priced. Such meals will be reimbursable, and the official may use a City issued credit card for such purposes provided the official obtains advance approval from the City Manager for such expenditures. All meals shall fall within the guidelines set forth in Section 5 for each person to be eligible for reimbursement. Reimbursement requests for business meals shall contain a written justification of the legitimate City purpose, list of attendees, and an itemized receipt. Alcohol shall not be reimbursable.

10.9. Expense Report Content And Submission Deadlines.

All cash advance expenditures, ~~credit card expenses~~ and expense reimbursement requests must be submitted on an expense report form provided by the City. This form shall include the following advisory:

"All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability."

Expense reports must document that the expense in question met the requirements of this Policy. Officials must submit their expense reports within thirty (30) calendar days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant Itemized receipts, in addition to any credit card receipts, are also part of the necessary documentation. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

All expenses are subject to verification that they comply with this Policy.

11.10. Reports to City Council, Board or Commission.

At the next regular City Council or Commission (or other legislative body) meeting, each official shall briefly report on meetings attended at City expense. The report may be oral or written. ~~A form for a written report is attached. If multiple officials attended, a joint report may be made.~~

12.11. Compliance With Laws: Violation.

City officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All ~~agency~~ expenditures are public records subject to disclosure under the Public Records Act and other applicable laws. Use of public resources or falsifying expense reports in violation of this Policy may result in any or all of the following: (1) loss of reimbursement privileges, (2) a demand for restitution to the City, (3) reporting the expenses as income to the official for tax purposes, (4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and (5) prosecution for misuse of public resources.

RESOLUTION NO. 2670**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOWLER ADOPTING
AN EMPLOYEE TRAVEL POLICY**

WHEREAS, the City Council finds that it is in the best interests of the City that staff remain informed and trained in activities, developments and professional trends affecting the affairs of the City and that attendance at institutes, hearings, meetings, conferences, or other gatherings is of value to the City and its citizens; and

WHEREAS, appointed legislative body officials include Planning Commissioners, Recreation Commissioners, and other volunteer members of boards, commissions, and committees; and

WHEREAS, on May 6, 2003, the City Council adopted a Travel and Conference Policy;
and

WHEREAS, the City Council now desires to make changes to that policy; and

WHEREAS, the City of Fowler takes its stewardship over the use of its limited public resources seriously; and

WHEREAS, public resources should only be used when there is a substantial benefit to the City; and

WHEREAS, the attached policy is designed to provide guidance to staff on the use and expenditure of City resources, as well as the standards against which those expenditures will be measured.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Fowler
that:

1. The City of Fowler Employee Travel Policy, attached as **Exhibit A**, is hereby adopted.
2. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED this 15th day of August 2023, at a regular meeting of the Fowler City Council by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Daniel T. Parra, Mayor

ATTEST:

Angela Vasquez, City Clerk

CITY OF FOWLER EMPLOYEE TRAVEL POLICY

The Council finds and determines that it is important for staff to remain informed and trained in issues affecting the affairs of the City and that attendance at institutes, hearings, meetings, conferences, or other gatherings is of value to the City and its citizens.

This Policy is designed to promote these endeavors while protecting public resources and fostering public trust in the use of those resources.

Anticipated conferences, conventions and professional meetings shall generally be budgeted for in the current operating budget.

Further, it is the responsibility of the employee undertaking the trip to make every effort to attend the entire conference and/or as many sessions as possible.

1. Authorized Expenses.

Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this Policy are met:

- a. Communicating with representatives of regional, state, and national government on City adopted policy positions;
- b. Attending educational seminars designed to improve an employee's skill and information levels;
- c. Participating in regional, state, and national organizations whose activities affect the City's interests;
- d. Attending City events;
- e. Implementing a City-approved strategy for attracting or retaining businesses to the City, which will typically involve at least one staff member; and

All other expenditures require prior approval by the City Council.

2. Expenses Not Eligible For Reimbursement.

Examples of personal expenses that the City will not reimburse include, but are not limited to:

- a. The personal portion of any trip;
- b. Political or charitable contributions or events;

- c. Family expenses, including partner's expenses, when accompanying on City businesses, as well as children, or pet-related expenses (If trip arrangements are made as a convenience for spouse or family members, reimbursement to the City for any advanced expenses should be received by the City prior to the trip.);
- d. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
- e. Alcohol;
- f. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance, or gasoline; and
- g. Personal losses incurred while on City business.

Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

3. Transportation.

When attending conferences or meetings that are of such distance that it is more economical to take commercial air transportation, if an employee proposes to drive his/her car in those cases, commercial air fare will be paid and not automobile mileage. Government and group rates must be used when available.

- a. Airfare. Airfares that are reasonable and economical shall be eligible for purposes of reimbursement.
- b. Automobile. Automobile mileage is reimbursed at Internal Revenue Service rates in effect at the time of travel. This amount does not include bridge and road tolls, which are also reimbursable. For employees who receive an automobile allowance pursuant to the Benefits Resolution or an Employment Agreement, automobile mileage reimbursement may only occur for trips greater than 50 miles from City Hall.
- c. Car Rental. Rental rates that are reasonable and economical shall be eligible for purposes of reimbursement. This shall also include rental car fuel, but not any damage or insurance coverage.
- d. Taxis/Shuttles/Ridesharing. Taxis or shuttles fares may be reimbursed, including a gratuity of up to 20% per fare., This method should only be used when the cost of such fare is equal or less than the cost of car rental, gasoline, and parking combined, or when such transportation is necessary for time-efficiency.

4. Lodging.

Reasonable lodging expenses will be reimbursed or paid for when travel on City business reasonably requires an overnight stay. If such lodging is in connection with a conference, the rate may not exceed the maximum group rates published for the conference. If those rates are not available at the time the lodging is booked, the employee shall use comparable lodging with government and group rates when available. Similarly, employees shall use government and group rates for non-conference-related lodging when available. When a government or group rate is not available, lodging rates that do not exceed \$150 are presumed reasonable and reimbursable. Reimbursements in excess of this amount will only be available where the employee demonstrates that no other reasonable alternative lodging was available.

5. Meals Reimbursements.

Meal reimbursements shall be allowed based on the following timetable and maximum amounts. Employees are not eligible for meal reimbursement when attending events where a bona fide meal is provided (excluding continental breakfast, heavy appetizers, or similar). Employees need not provide receipts, but shall provide documentation for meals not provided as a part of an event.

Breakfast (for travel occurring before 9am)	\$15
Lunch (for travel occurring between 11am and 2pm)	\$25
Dinner (for travel occurring after 5pm)	\$35

6. Cash Advance Policy.

From time to time, it may be necessary for an employee to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to the City Manager at least ten (10) working days prior to the need for the advance with the following information:

The purpose of the expenditure(s);

The anticipated amount of the expenditure(s), including backup documentation (for example, hotel rates, meal costs, and transportation expenses); and

The date(s) of the anticipated expenditure(s).

Any unused advance must be returned to the City within thirty (30) days of the employee's return, along with an expense report and receipts documenting how the advance was used.

7. Credit Card Use.

Employees with a City-issued credit card may utilize said card Employee Travel consistent with the City's Credit Card Policy and the regulations contained herein.

- a. Allowed: Purchase of airline tickets, conference registrations, and ground transportation for the cardholder or another employee.
- b. Allowed: Placing of credit card holds and deposits for lodging expenses for the cardholder or another employee.
- c. Not Allowed: Payment of lodging expenses.
- d. Not Allowed: Travel-related meals and incidentals. Business Meals and hospitality are governed separately by the Credit Card Policy.

8. *Reserved.*

9. Expense Report Content And Submission Deadlines.

All cash advance expenditures, and expense reimbursement requests must be submitted on an expense report form provided by the City. This form shall include the following advisory:

"All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability."

Expense reports must document that the expense in question met the requirements of this Policy. Employees must submit their expense reports within thirty (30) calendar days of an expense being incurred, accompanied by receipts documenting each expense. Itemized receipts, in addition to any credit card receipts, are also part of the necessary documentation. Inability to provide such documentation in a timely fashion may result in the expense being borne by the employee.

All expenses are subject to verification that they comply with this Policy.

10. *Reserved.*

11. Compliance With Laws: Violation.

All expenditures are public records subject to disclosure under the Public Records Act and other applicable laws. Use of public resources or falsifying expense reports in violation of this Policy may result in any or all of the following: (1) loss of reimbursement privileges, (2) a demand for restitution to the City, (3) reporting the expenses as income to the employee for tax purposes, (4) termination, and (5) prosecution for misuse of public resources.



CITY COUNCIL MEETING

REPORT TO THE CITY COUNCIL

DATE: August 15, 2023

FROM: MARGARITA MORENO, Finance Director

SUBJECT: ACCEPT Credit Card Usage Report for January 1 through June 30, 2023

EXECUTIVE SUMMARY

Staff recommend the City Council accept the Credit Card Usage Report for January 1 through June 30, 2023.

BACKGROUND

Council Resolution No. 2363 requires the Finance Director to provide a summary of credit card usage with the annual and mid-year financial reports. The attached report provides credit card usage by employee and details the expenses. Credit card expenses are submitted monthly by the responsible employee. All credit card expenses are approved by the Finance Director and reviewed by the City Manager.

PUBLIC NOTICE

This item does not require a public hearing and was noticed as a part of the City Council Agenda.

ENVIRONMENTAL REVIEW

This action does not constitute a "project" pursuant to the California Environmental Quality Act.

GENERAL PLAN CONSISTENCY

Policy MOB-28

Seek all available means to finance improvements, including State and Federal grants.

FISCAL IMPACT

Credit card expenses are posted to the appropriate department or fund's operating budget.

CONFLICT OF INTEREST

Staff is not aware of any conflicts of interest.

Attachments

- Credit Card Usage Report

City of Fowler
Credit Card Usage
Stmnt Closing

January 2023
2/3/2023

Card / User	Summary Transaction	Amount	
Home Depot			
Public Works	Supplies - Streets	\$215.87	
	Paint - Finance	\$118.27	
	Hand Trucks - Parks	\$375.11	
	Tape Measure - Parks	\$50.08	
	Concrete - Parks	\$29.11	
	Total Home Depot		<u>\$788.44</u>
Wells Fargo VISA			
Wilma Tucker	ICSC - Tucker - Admin	\$795.00	\$795.00
Anthony Aranda	Chevron - Fuel - Water Division	\$25.33	\$25.33
Yvonne Hernandez	Fresno Fun Jump - Deposit Easter Event -Rec	\$401.25	
	American Red Cross - CPR Training-Hernandez - Rec	\$37.00	
	Amart - Senior Lunch Items	\$51.16	\$489.41
Thomas Gaffery	ICC - 2021 CA Building Code Books - Building	\$913.61	
	Parcel Quest - Recorded Documents - Planning	\$15.00	\$928.61
Margarita Moreno	Hyatt - Travel Gill League - City Council	\$549.64	
	Hyatt - Travel Parra League - City Council	\$634.46	
	Starbucks - Finance Meeting Interview - Finance	\$9.20	
	M&M Screen - Employee Shirts -City Hall	\$173.49	
	Starbucks - Finance Meeting Interview - Finance	\$8.20	
	Free Conference - City Meetings - Admin	\$15.00	
	PayPal - Training Vasquez - IIMC	\$60.00	
	MSFT - City Meetings - Admin	\$8.25	\$1,458.24
Michael Reid	Office Depot - Scan Disk Memory Cards - Police	\$107.10	
	Office Depot - Print Sample Corporal Program - Police	\$2.04	
	Office Depot - Print Corporatl Program - Police	\$73.54	
	Home Depot - Rack & Shelving C Train - Police	\$460.78	
	IACP - Annual Dues for Reid - Police	\$190.00	
	Office Depot - Printer Ribbons - Police	\$46.85	
	Blue 360 Media - 2023 Penal/Vehicle Codes - Police	\$571.64	\$1,451.95
	Total Wells Fargo VISA		<u>\$5,148.54</u>

City of Fowler
Credit Card Usage
Stmt Closing

February 2023
3/3/2023

Card / User	Summary Transaction	Amount	
Home Depot			
Public Works	Supplies - Admin	\$29.22	
	Supplies - Fire	\$81.67	
	Supplies - Streets	\$30.40	
	Supplies - Parks	\$142.61	
	Supplies - Admin	\$44.37	
	Supplies - Streets	\$29.11	
	Supplies - Streets	\$87.09	
	Supplies - Parks	\$8.63	
	Supplies - Parks	\$95.11	
	Supplies - Parks	\$21.84	
	Total Home Depot		<u>\$570.05</u>
Wells Fargo VISA			
Michael Reid	Arco - Fuel Patrol Units - Police	\$73.78	
	Arco - Fuel Patrol Units - Police	\$58.06	
	Arco - Fuel Patrol Units - Police	\$88.74	
	Home Depot - Storage Containers C Train - Police	\$153.84	\$374.42
Anthony Aranda	North Town Ctr- Can Lights Vets Park - Parks	\$347.04	
	Valero - Fuel for Pumps - PW	\$25.00	
	Valero - Fuel for Pumps - PW	\$25.00	
	Valero - Fuel for PW Vehicle - PW	\$40.00	\$437.04
Yvonne Hernandez	United Market - Senior Lunch - Senior Center	\$80.61	
	Me-n-Eds - Senior Lunch - Senior Center	\$101.92	
	American Red Cross - CPR Training Hernandez - Rec	\$62.00	
	OTC Brande Ince - Easter Eggs - Rec	\$653.81	\$898.34
Thomas Gaffery	APA California - Job Posting - Building	\$70.00	
	CALBO - Job Posting - Building	\$105.00	
	League of Cities - Planning Comm Conference - Planning	\$1,350.00	
	Fresno County Recorder - Recorded Documents - Planning	\$4.50	
	Parcel Quest - Recorded Documents - Planning	\$195.00	
	USPS - Presort Postage Annual - Finance	\$290.00	\$2,014.50
Margarita Moreno	MSFT - City Meetings - Admin	\$120.00	
	Hyatt - CSMFO Travel Moreno - Finance	\$863.41	
	MSFT - City Meetings - Admin	\$66.00	
	Indeed - Advertising - City Clerk	\$506.00	
	Indeed - Advertising - City Clerk	\$506.00	
	Discountcell Inc. - Network Hardware - Admin	\$1,527.28	
	PORAC- Advertising - Police	\$170.00	
	Fred Pryor - Training McAvoy - City Clerk	\$297.00	
	UCR-UNEX - Training Vasquez - City Clerk	\$150.00	
	Free Conference - City Meetings - Admin	\$15.00	
	Indeed - Advertising - City Clerk	\$92.00	\$4,312.69
	Total Wells Fargo VISA		<u>\$8,036.99</u>

City of Fowler
Credit Card Usage
Stmt Closing

March 2023
4/3/2023

Card / User	Summary Transaction	Amount	
Home Depot			
Public Works	Supplies - Streets	\$36.31	
	Supplies - Streets	\$104.09	
	Supplies - Streets	\$67.23	
	Supplies - Water Division	\$51.43	
	Supplies - Parks	\$87.34	
	Supplies - Parks	\$164.58	
	Supplies - Parks	\$35.22	
	Total Home Depot		<u>\$546.20</u>
Wells Fargo VISA			
Michael Reid	HSGI Comp Tac - FRAS Vest Components - Police	\$103.18	
	Wilder Tactical LLC - FRAS Vest Components - Police	\$293.81	
	Amazon - Facepaint for Eggstravaganza - Police	\$95.29	
	Smart & Final - Candy for Eggstravaganza - Police	\$107.71	\$599.99
Wilma Tucker	Fowler Floral - SKF Raffle Gifts - Admin	\$56.62	\$56.62
Anthony Aranda	Star Building Supplies - Concrete for Sidewalks - Streets	\$371.71	
	Boot Barn - Boots - Mota - Parks	\$150.00	
	Valley Iron - Metal for Brackets - Parks	\$141.98	\$663.69
Yvonne Hernandez	Costco - Senior Lunch - Senior Center	\$99.36	
	Dollar General - Mayors Breakfast - City Council	\$25.73	
	Sam's Club - Easter Event/Mother CL Dona - Rec	\$268.43	
	Fresno Fun Jump - Easter Event - Rec	\$125.00	\$518.52
Thomas Gaffery	Target - Office Supplies - Planning	\$25.98	
	Construction Exam - Training Reschedule - Building	\$50.00	
	Fresno County Recorder - Recorded Documents - Planning	\$16.50	
	Fresno County Recorder - Reconveyances - Planning	\$162.50	
	Parcel Quest - Recorded Documents - Planning	\$25.00	
	Target - Bottled Water - Admin	\$19.07	\$299.05
Margarita Moreno	MSFT - City Meetings - Admin	\$132.00	
	MSFT - City Meetings - Admin	\$8.25	
	MSFT - City Meetings - Admin	\$66.00	
	CMTA - Dues Hernandez 2023 - Finance	\$95.00	
	CMTA - Dues Moreno 2023 - Finance	\$95.00	
	Free Conference - City Meetings - Admin	\$15.00	
	MSFT - City Meetings - Admin	\$132.00	
	MSFT - City Meetings - Admin	\$66.00	\$609.25
	Total Wells Fargo VISA		<u>\$2,747.12</u>

City of Fowler
Credit Card Usage
Stmnt Closing

April 2023
5/3/2023

Card / User	Summary Transaction	Amount	
Home Depot			
Public Works	Supplies - Planning	\$308.11	
	Total Home Depot		<u>\$308.11</u>
Wells Fargo VISA			
Michael Reid	Patriotic Designs-Police Badge - Police	\$225.00	
	Allianz-Travel-Ins-DC - Police	\$138.50	
	American Airlines-Travel-Yang & Reid-DC - Police	\$1,805.80	
	Boot-Escalante - Police	\$179.80	
	FBI National Academy-Meeting-Fresno - Police	\$40.00	
	Chevron-Fuel - Police	\$76.58	
	Ca Police Chief Assn-Dues-Reid - Police	\$365.00	\$2,830.68
Anthony Aranda	Work Boots-Garcia - PW	\$150.00	
	Work Boots-Martin - Water Division	\$150.00	
	Chevron-Fuel - Grey Prius - Admin	\$40.33	
	Chevron-Car Wash-Prius - Admin	\$12.00	
	La Costenita-BBQ - Dominquez - Water Division	\$122.15	
	A Mart Market - BBQ- Dominquez - Water Division	\$27.98	\$502.46
Angela Vasquez	Subway-Fowler Business Lunch - Non-Departmental	\$49.07	\$49.07
Thomas Gaffery	Network Solutions-Website - Admin	\$340.36	
	Fresno County-Rec Doc-AMS Fee - Planning	\$4.50	
	APWA-Job Posting - PW	\$375.00	
	APWA-Membership - PW	\$382.00	
	Parcel Quest-Rec Doc - Planning	\$15.00	\$1,116.86
Margarita Moreno	Microsoft-City Meeting - Admin	\$8.25	
	M & M Screening Print - Employee shirts - Admin	\$173.98	
	Free Conference-City Meeting - Admin	\$15.00	
	Microsoft-City Meeting - Admin	\$8.25	\$205.48
Yvonne Hernandez	Premier Food Safety-Training Hernandez - Senior Center	\$7.95	
	California Dry Cleaner-Easter Bunny - Rec	\$40.00	
	California Dry Cleaner-Mayors Breakfast - City Council	\$187.50	
	Creek Manufacturing-Rec staff t-shirts - Rec	\$150.15	
	Pizza Factory-Senior Lunch - Senior Center	\$72.47	
	A-Mart-Senior Lunch - Senior Center	\$22.08	\$480.15
	Total Wells Fargo VISA		<u>\$5,184.70</u>

City of Fowler
Credit Card Usage
Stmnt Closing

May 2023
6/2/2023

Card / User	Summary Transaction	Amount	
Home Depot			
Public Works	Supplies - Streets credit	-\$7.93	
	Supplies - Streets	\$119.14	
	Supplies - Streets	\$26.40	
	Total Home Depot	<u>\$137.61</u>	
Wells Fargo VISA			
Michael Reid	LLRMI-Crime Analysis Training-Zavala - Police	\$150.00	
	Amazon-Charger Toughbook - Police	\$41.04	
	Amazon-Air Purifiers - Police	\$177.67	
	Valley Print Shop-Pop Up Tent - Police	\$130.00	
	Creative Culture Insignia-Life Savings Medals - Police	\$211.23	
	Axon-Taser Instructor Training - Police	\$495.00	
	Doubletree Crystal City-Travel-Fong - Police	\$233.07	
	Doubletree Crystal City-Travel-Fong - Police	\$233.07	
	Doubletree Crystal City-Travel-Fong - Police	\$233.07	
	Amazon-Toner - Police	\$132.18	
	Supervisory Leadership-Training-Sorondo - Police	\$189.00	
	PT Clothing for Police Academy-Alvarado - Police	\$147.00	\$2,372.33
Angela Vasquez	Dollar General-Fowler Business Luncheon - Non Dept	\$ 12.50	
	International Institue of Municipal Clerks-Vasquez-City Clerk	\$ 60.00	
	Full Source-Safety Vest Fowler Comm Clean up- Non Dept	\$ 200.08	
	M & M Screen Printing-Emp Shirts - Admin	\$ 207.64	
	Cattlemen's-Emp Apprec Dinner - City Council	\$ 1,500.00	
	Fowler Pizza Factory-PW Interviews - Admin	\$ 23.43	\$ 2,003.65
Anthony Aranda	Educ & Training Svcs- Training-Aranda - Water Division	\$499.00	
	Food Max- Public Works Week - PW	\$142.32	
	Sailor Jacks- Travel-Aranda - Water Division	\$92.30	
	Pho Lee Hoa Phat -Travel Per diem- Aranda - Water Division	\$19.67	
	Shell Gas - Travel- Aranda - Water Division	\$75.00	
	Rookies Sports bar - Travel Per diem- Aranda - Water Division	\$55.00	
	Pho Lee Hoa Phat -Travel Per diem- Aranda - Water Division	\$31.96	
	Holiday Inn Express-Travel - PW	\$754.76	
	Mid-County Fire-2 fire extinguishers - Admin	\$230.00	
	La Constenita - Public Works Week - Water Division	\$28.27	\$1,928.28
Yvonne Hernandez	Jocy's-Senior Lunch-Senior Center	\$115.68	
	Walmart-Senior Craft Supplies-Senior Center	\$23.82	
	Costco-Spec Senior Lunch supplies-Senior Center	\$105.70	\$245.20
Thomas Gaffery	Target-Tub-Bottled Water - Rec	\$46.83	
	Fresno County Record-Rec Doc-Successor Agency	\$102.50	\$149.33
Margarita Moreno	Free Conference - City Meetings - Admin	\$ 15.00	
	MSFT - City Meetings - Admin	\$ 132.00	
	MSFT - City Meetings - Admin	\$ 66.00	\$ 213.00
Wilma Tucker	Resort World-ICSC Conference-Tucker- Admin	\$685.95	
	Resort World-ICSC Conference-Tucker- Admin	\$401.37	\$1,087.32
	Total Wells Fargo VISA	<u>\$7,999.11</u>	
	City of Fowler-Reimb Tucker	(\$401.37)	
	City of Fower-Reimb Aranda	(\$103.75)	
	Credit to be applied next statement Michael Reid-Doubletree	(\$233.07)	
	Credit to be applied next statement Michael Reid-Doubletree	(\$233.07)	
	Credit to be applied next statement Michael Reid-Doubletree	(\$233.07)	(\$1,204.33)
	Total Wells Fargo VISA	<u>\$6,794.78</u>	

City of Fowler
Credit Card Usage
Stmnt Closing

June 2023
7/3/2023

Card / User	Summary Transaction	Amount
Home Depot		
Public Works	St Supplies-Streets	\$215.84
	St Supplies-Streets	\$77.44
	St Supplies-Streets	\$173.47
	Total Home Depot	<u>\$466.75</u>
Wells Fargo VISA		
Michael Reid	Office Depot-Brochure - Police	\$75.98
	Amazon-Office Supp - Police	\$204.71
	ARCO-Pick Up Fuel - Admin	\$49.93
	Amazon-Computer Hard drive - Admin	\$54.14
	Amazon-Boots-Alvarado - Police	\$65.07
	Amazon-Printer Cartridge-FSO - Police	\$81.15
		\$530.98
Angela Vasquez	City Clerks Assoc-Training Vasquez - City Clerk	\$125.00
	LCW-Ethics Training Whisenhunt - Park	\$33.00
	City Clerks Assoc-Training Vasquez - City Clerk	\$250.00
	LCW-Ethics Training Whisenhunt - Park	\$33.00
	Walmart-Fowler Business Luncheon - Non-Dept	\$18.94
	Quiznos-Fowler Business Luncheon - Non-Dept	\$71.05
	APWA-PW Director Advert - PW	\$375.00
	M&M Screen Printing-JR Ambassador Supp - Admin	\$368.26
	Food4Less-Emp Recognition - City Clerk	\$14.55
	Rite Aid-Employee Recognition - City Clerk	\$24.10
	Costco-Emp Recognition - City Clerk	\$29.97
		\$1,342.87
Anthony Aranda	United Market-Public Works Week BBQ - PW	\$145.85
	Mid-County Fire-Street Supplies - Streets	\$252.22
	Chevron-Fuel-Street Fleet- Streets	\$70.00
	The Home Depot-Street Supplies - Streets	\$129.09
	House of Concrete-Street Supplies - Streets	\$434.42
		\$1,031.58
Yvonne Hernandez	Dollar General-Sodas - City Council	\$16.56
	D2G Group-Donation Box - Recreation	\$353.18
	Smart & Final-Senior Supplies - Senior Center	\$183.21
	Walmart-Senior Supplies - Senior Center	\$23.88
		\$576.83
Thomas Gaffery	ParcelQuest-Rec Doc-Successor Agency	\$55.00
	Fowler Ace Hardware-Keys-Planning	\$5.43
	WeatherTech-Mats-BLDg Official Truck - Building	\$143.27
	Fresno County-Rec Doc - Successor Agency	\$22.50
	CALBO-Training-Aguilar - Building	\$90.00
	ParcelQuest-Rec Doc - Successor Agency	\$20.00
		\$336.20
Margarita Moreno	Pay Pal-CalPelra-Annual Conference -Vasquez - City Clerk	\$1,135.00
	MSFT - City Meetings - Admin	\$66.00
	MSFT - City Meetings - Admin	\$132.00
	League of Calif-Parra - City Council	\$650.00
	MSFT - City Meetings - Admin	\$8.25
	CSMFO-Training-Hernandez - Finance	\$200.00
	League of Calif-Gill - City Council	\$650.00
	Free Conference - City Meetings - Admin	\$15.00
	MSFT - City Meetings - Admin	\$132.00
	MSFT - City Meetings - Admin	\$8.25
	MSFT - City Meetings - Admin	\$66.00
		\$3,062.50
Wilma Tucker	League of Calif-Conference-Tucker - Admin	\$650.00
		\$650.00
	Total Wells Fargo VISA	<u>\$7,530.96</u>
	Credit applied Michael Reid-Doubletree May Statement	(\$233.07)
	Credit applied Michael Reid-Doubletree May Statement	(\$233.07)
	Credit applied Michael Reid-Doubletree May Statement	(\$233.07)
		(\$699.21)
		<u>\$6,831.75</u>



CITY COUNCIL MEETING

REPORT TO THE CITY COUNCIL

DATE: August 15, 2023

FROM: WILMA TUCKER, City Manager

SUBJECT: APPROVE a Memorandum of Understanding between the City of Fowler and Fowler Unified School District (District) for contributions towards the community's continued use of the District's recreational facilities in an amount not to exceed \$50,000 total for Fiscal Years 2023-2024 and 2024-2025

EXECUTIVE SUMMARY

Approval of this Memorandum of Understanding (MOU) between the City of Fowler and District will cover the District's facility use cost associated with the community's use of the District's various sporting facilities, cafeterias, and gymnasiums.

BACKGROUND

The District has made its recreational facilities available during non-school hours for Fowler youth groups and other Fowler community use for over 40 years at no charge. The District and City collectively desire the continued use of the District's recreational facilities at no charge for the Fowler community.

The City understands that there is a financial burden on the District to make these recreational facilities available at no charge to the community. Therefore, the City finds it to be in the best interest of the community to provide funding to the District to help offset the cost for maintenance and overhead for the community's continued use of District facilities. District and City staff have negotiated a City contribution of \$25,000 annually for two consecutive years. If approved, the first contribution will be made prior to September 30, 2023, for the 2023-2024 school year; and before September 30, 2024, for the 2024-2025 school year. The maximum contribution associated with this MOU shall not exceed \$50,000.

The City and District had a similar MOU dated January 1, 2022. That agreement also included a City contribution of \$25,000 per year for a two year term. That MOU expired after the completion of the 2022-2023 school year.

The District's Board considered the MOU at its regularly scheduled Board meeting on August 2, 2023. The attached MOU was approved by the Board and subsequently signed by the District's Superintendent.

PUBLIC NOTICE

This item does not require a public hearing and was noticed as a part of the City Council Agenda.

ENVIRONMENTAL REVIEW

This action does not constitute a “project” pursuant to the California Environmental Quality Act.

GENERAL PLAN CONSISTENCY

This action is consistent with:

General Plan Goal OS-3

Recreational programming and facilities meet the needs of community members of all ages and abilities.

General Plan Goal OS-4

Open space acquisition, development, programming, and maintenance is adequately funded.

General Plan Policy OS-14

Continue cooperative efforts with Fowler Unified School District for park and recreational facilities.

General Plan Goal CH-1

Opportunities for physical activity, such as walking and biking, are integrated into the built environment.

General Plan Goal PF-1

Fowler provides reliable public facilities, utilities, and community services that meet the needs of the existing community and planned growth.

FISCAL IMPACT

Funds associated with the first contribution of \$25,000 were included in the FY 2023-24 adopted budget. Funds associated with the FY 2024-2025 contribution will be included in the proposed FY 2024-25 budget for Council’s consideration.

CONFLICT OF INTEREST

Staff is not aware of any conflicts of interest.

Attachments

- MOU with Fowler Unified School District

**MEMORANDUM OF UNDERSTANDING
CITY OF FOWLER AND FOWLER UNIFIED SCHOOL DISTRICT CONTRIBUTION TOWARDS
RECREATIONAL FACILITIES**

This Memorandum of Understanding ("MOU") is entered into this 2nd day of August 2023 between the Fowler Unified School District ("District") and the City of Fowler ("City") with respect to the following Recitals:

Whereas, District has made its recreational facilities available after school hours to Fowler youth groups and other Fowler community use for over 40 years at no charge; and

Whereas, a list of facilities provided by District is attached as **Exhibit A**; and

Whereas, District and City desire that District recreational facilities continue to be made available for the Fowler community and Fowler youth groups use at no charge; and

Whereas, the City understands there is a financial burden on the District to make its recreational facilities available at no charge and finds it to be in the best interest of the City to provide additional funding to the District for the maintenance of District recreational facilities.

Now, therefore, in recognition of the recreational facilities provided by the District at no charge to Fowler youth groups and for other Fowler community use, District and City agree as follows:

1. **City Contribution.** City shall contribute to District \$25,000 for each of two (2) consecutive school years beginning with the 2023-2024 school year. For the 2023-2024 school year, the City agrees to provide the District the sum of \$25,000 on or before September 30, 2023. For the 2024-2025 school year, the City agrees to provide the District the sum of \$25,000 on or before September 30, 2024. The maximum contribution by City pursuant to this MOU shall be \$50,000.

If the City budget does not have appropriate funds for this MOU, then City may elect to terminate this MOU and the City shall have no further obligation to pay any funds to the District. City budget decisions are subject to the discretion of the City Council.

If the City terminates this MOU, the District shall charge a facilities use fee to Fowler Youth Groups and other Fowler community use of district facilities.

2. **Use of City Contribution.** The purpose of City's financial contribution to District is to make District recreational facilities available for Fowler youth groups and for other Fowler community use at no charge. District agrees to use the City's contribution solely for the purposes of maintaining District recreational facilities and to offset costs associated with the use of the recreation facilities in order to make the recreational facilities available for use by Fowler youth groups and the general Fowler community after school hours at no charge. District is required to allow the public to use school facilities pursuant to the Civic Center Act (Education Code section 38130, et seq.) and thereunder may charge users the direct costs for the use of school facilities. Notwithstanding the Civic Center Act, District agrees that no charge or costs shall be required for the use of District's recreational facilities by Fowler youth groups and the general Fowler community unless specifically required by law.

3. **Availability of Recreational Facilities.** District agrees to continue to make the recreational facilities available to the community at no charge subject to the District's priority right to use the facilities as provided below.
4. **Reserved Rights.** Use of District facilities is at the discretion of the District. District schools, athletics, programs, and clubs maintain priority in the use of District facilities. The District reserves the right to deny use of District facilities when such use interferes with the normal operation of the District.
5. **City Role and Responsibilities.** District acknowledges and agrees that City's role and responsibilities pursuant to this MOU are strictly financial. City shall not have any responsibility or obligation to maintain or secure District's recreational facilities or undertake any other responsibility, obligation, or liability as if City were a user of said recreational facilities, unless City is actually the user of District's recreational facilities and not simply because City is a party to this MOU. District shall indemnify, defend, and hold City harmless for all claims arising from the use of District's recreational facilities by third-parties when City is not an actual user of said recreational facilities when such claim arises.
6. **Amendments.** The parties may mutually agree to amend this MOU.
7. **Authority.** The parties represent that this MOU has been approved by their respective governing bodies following an open public meeting.

FOWLER UNIFIED SCHOOL DISTRICT

CITY OF FOWLER



Lindsay Sanders, Superintendent

Wilma Tucker, City Manager

Date:

8/2/23

Date:

EXHIBIT A**DISTRICT RECREATIONAL FACILITIES****Marshall Elementary**

- Cafeteria
- Softball Field
- Fields

Fremont Elementary

- Auditorium
- Cafeteria
- Basketball Courts
- Fields

Sutter Middle School

- Cafeteria
- Gymnasium
- Softball/Baseball Fields
- Practice/Soccer Fields
- Basketball Courts

Fowler High School

- Cafeteria
- Auditorium
- Football Stadium
- Varsity Baseball Field
- Junior Varsity Softball Field
- Tennis Courts
- Swimming Pool
- All Weather Track
- Football/Soccer Field

Fowler Academy

- Cal Ripkin Jr. Baseball Field
- Softball Field
- Fields

FOWLER HIGH SCHOOL

Baseball Fields	May-July: Youth Baseball/Babe Ruth (After FHS practice/games or weekends ONLY) July-September: Youth Baseball Games/Tournaments
All-Weather Track	Year-round community use
Football Stadium	August-December: FHS/Pop Warner Football Games ONLY Early July: 4th of July Celebration
Basketball Gym	January-March: Boys/Girls AAU/Youth Basketball (After FHS Practice/Games or Weekends ONLY)
Swimming Pool	May-July: Youth Recreation/Swimming – Fowler Youth Teams ONLY Late May-Early August: City of Fowler Recreation Swimming

FOWLER ACADEMY CAMPUS/RECREATIONAL FACILITY

Baseball Field	February-May: Youth Baseball (Anytime except FHS JV SB game days-then after games finish) June-July: Youth Baseball – Fowler Youth Teams ONLY
Softball Field	February-May: Youth Softball (After FHS JV SB Practice/games or Weekends ONLY) May-July: Youth Softball – Fowler Youth Teams ONLY
Soccer Fields	July-November: Pop Warner Football/Flag Football (practices only)



CITY COUNCIL MEETING

REPORT TO THE CITY COUNCIL

DATE: August 15, 2023

FROM: ANGELA VASQUEZ, City Clerk

SUBJECT: APPROVE Resolution No. 2668 adopting the salary classification schedule

EXECUTIVE SUMMARY

The above action will adjust the Public Works Director salary range to the same salary range as the Finance Director classification to more closely reflect the local market for rates for such a position.

BACKGROUND

Staff conducted a review of comparable Public Works Director salary ranges at nearby municipalities and reviewed the City's classification and compensation study performed by Koff & Associates in June 2021. Based on that data, staff recommend modifying the salary range for the Public Works Director position to the same salary range as the Finance Director classification of \$8,790 - \$10,685. In recruiting qualified candidates for the position, it became clear the salary range was below market.

PUBLIC NOTICE

This item does not require a public hearing and was noticed as a part of the City Council Agenda.

ENVIRONMENTAL REVIEW

This action does not constitute a "project" pursuant to the California Environmental Quality Act.

GENERAL PLAN CONSISTENCY

This action is not associated with a General Plan goal, policy, or action item.

FISCAL IMPACT

This position was included in the Fiscal Year 2023/24 adopted budget and the change in compensation will result in a de minimis General Fund cost increase.

CONFLICT OF INTEREST

Staff is not aware of any conflicts of interest.

Attachments

- Resolution No. 2668, Exhibit A – Salary Classification Schedule

RESOLUTION NO. 2668**A RESOLUTION OF THE COUNCIL OF THE CITY OF FOWLER
ADOPTING SALARY CLASSIFICATION SCHEDULE FOR ALL EMPLOYEES**

WHEREAS, Government Code Section 36506 requires the City Council, by resolution or ordinance, to fix the compensation for all appointive officers and employees of the city; and

WHEREAS, the Salary Classification Schedule attached as Exhibit “A” to this Resolution has been reviewed and considered by the City Council; and

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

1. The Salary Classification Schedule attached hereto as Exhibit “A” is adopted.
2. All prior resolutions concerning the compensation of City employees that are in conflict with this Resolution or the attached Salary Classification Schedule are hereby repealed, and this Resolution shall be effective September 1, 2023.

PASSED, APPROVED AND ADOPTED this 15th day of August 2023, at a regular meeting of the Fowler City Council by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Daniel T. Parra, Mayor

ATTEST:

Angela Vasquez, City Clerk

EXHIBIT A

Section 7 G.

SALARY CLASSIFICATIONS & CORRESPONDING STEPS PER POSITION

FISCAL YEAR 2023-2024

Effective 09/01/2023

Rev 08/15/2023

FULL TIME POSITION/CLASSIFICATION TITLE	MONTHLY PAY				
	STEP A	STEP B	STEP C	STEP D	STEP E
CITY MANAGER (by contract)	-	-	-	-	16,527
ASSISTANT CITY MANAGER	9,945	10,443	10,964	11,513	12,088
CITY CLERK	5,921	6,218	6,528	6,854	7,198
DEPUTY CITY CLERK/HUMAN RESOURCE OFFICER	5,364	5,632	5,914	6,209	6,520
ACCOUNTANT	4,513	4,739	4,975	5,224	5,485
ACCOUNTING ASSISTANT	3,356	3,523	3,699	3,885	4,078
ACCOUNTING TECHNICIAN	3,703	3,889	4,084	4,288	4,502
ADMINISTRATIVE ASSISTANT	3,703	3,889	4,084	4,288	4,502
BUILDING INSPECTOR I	3,703	3,889	4,084	4,288	4,502
BUILDING INSPECTOR II	4,296	4,510	4,736	4,972	5,221
BUILDING OFFICIAL	5,777	6,066	6,368	6,687	7,021
CODE ENFORCEMENT OFFICER I	3,194	3,354	3,521	3,697	3,882
CODE ENFORCEMENT OFFICER II	3,703	3,889	4,084	4,288	4,502
PLANNING & CODE ENFORCEMENT TECHNICIAN I	3,613	3,795	3,984	4,183	4,392
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR	8,162	8,570	8,998	9,448	9,921
FINANCE DIRECTOR	8,790	9,229	9,690	10,175	10,685
FIRE CHIEF	8,575	9,005	9,455	9,927	10,423
MAINTENANCE ASSISTANT	3,040	3,192	3,352	3,519	3,695
MAINTENANCE WORKER	3,525	3,701	3,887	4,081	4,286
SENIOR MAINTENANCE WORKER	3,891	4,086	4,291	4,505	4,730
LEAD MAINTENANCE WORKER	5,106	5,361	5,629	5,910	6,206
PERMIT TECHNICIAN	3,613	3,795	3,984	4,183	4,392
POLICE CHIEF (by contract)	-	-	-	-	12,300
POLICE CORPORAL	5,498	5,773	6,062	6,365	6,683
POLICE LIEUTENANT	7,039	7,390	7,759	8,148	8,555
POLICE OFFICER	4,742	4,978	5,228	5,489	5,763
POLICE OFFICER + 2% POST	4,837	5,078	5,332	5,599	5,877
POLICE OFFICER + 5% POST	4,978	5,228	5,489	5,764	6,051
POLICE SERGEANT	6,069	6,372	6,691	7,025	7,377
POLICE SERGEANT + 2% POST	6,190	6,500	6,825	7,166	7,525
POLICE SERGEANT + 5% POST	6,372	6,691	7,025	7,377	7,746
PUBLIC WORKS DIRECTOR	8,790	9,229	9,690	10,175	10,685
PUBLIC WORKS SUPERVISOR	5,777	6,066	6,368	6,687	7,021
RECORDS AND PROPERTY TECHNICIAN I	2,965	3,114	3,270	3,433	3,605
RECORDS AND PROPERTY TECHNICIAN II	3,439	3,611	3,791	3,981	4,181
COMMUNITY SERVICES OFFICER	3,439	3,611	3,791	3,981	4,181
RECREATION AND SENIOR CENTER SUPERVISOR	5,234	5,495	5,770	6,059	6,361
WATER OPERATOR IN TRAINING	2,965	3,114	3,270	3,433	3,605
WATER OPERATOR I	3,439	3,611	3,791	3,981	4,181
WATER OPERATOR II	3,797	3,986	4,185	4,395	4,615
LEAD WATER OPERATOR	5,364	5,632	5,914	6,209	6,520



CITY COUNCIL MEETING

REPORT TO THE CITY COUNCIL

DATE: August 15, 2023

FROM: MARGARITA MORENO, Finance Director

SUBJECT: Actions pertaining to Public Works Fleet:

- i) Purchase of up to 2 dodge trucks from Jim Manning Dodge, Inc. in an amount NTE \$80,000
- ii) APPROVE Resolution No. 2669 budget amendment for the Fiscal Year 2023-2024 allocating \$38,262 funds from surplus sales

EXECUTIVE SUMMARY

Staff recommend the City Council approve the above proposed actions.

BACKGROUND

On June 6, 2023 the Fowler City Council adopted the Fiscal Year 2023-2024 budget which included funds for the purchase of one Public Works Fleet vehicle. The Second fleet vehicle will be offset by Water reserves from surplus revenues received.

Two Public Works pickup trucks have reached end of life and need to be replaced. Staff obtained a quote from Jim Manning for two new Dodge pickup trucks in the amounts of \$38,262.56 and \$40,237.18, including all taxes and fees. Staff reviewed recently award, piggybackable contracts for similar in the PlanetBids system, and these prices are comparable to those. In addition, both of these pickup trucks are in stock and available for immediate delivery to the City.

PUBLIC NOTICE

This item does not require a public hearing and was noticed as a part of the City Council Agenda.

ENVIRONMENTAL REVIEW

This action does not constitute a “project” pursuant to the California Environmental Quality Act.

GENERAL PLAN CONSISTENCY

Goal PF-1 Fowler provides reliable public facilities, utilities, and community services that meet the needs of the existing community and planned growth.

Policy CH-32 Purchase City vehicles and equipment with low noise generation. Maintain City vehicles to minimize noise.

Action Item CH-32a Consider City vehicles and equipment as part of the Capital Improvement Program (CIP) process

FISCAL IMPACT

Funds for the purchase of one Public Works Fleet are included in the adopted Fiscal Year 2023-2024 budget, funds for the second vehicle will be offset by surplus revenue sales collected. The two vehicles total not-to-exceed estimated is \$80,000.

CONFLICT OF INTEREST

Staff is not aware of any conflicts of interest.

Attachments

- Resolution No. 2669 Budget Amendment

RESOLUTION NO. 2669

**A RESOLUTION OF THE COUNCIL OF THE CITY OF FOWLER
APPROVING AND ADOPTING THE BUDGET AMENDMENT FOR PURCHASE OF A 2021
DODGE RAM 1500 FOR THE WATER DEPARTMENT**

WHEREAS, the FY 2023/2024 Annual Budget reflects the City of Fowler's ongoing commitment to providing core services; and

WHEREAS, the FY 2023/2024 Annual Budget was approved by the City Council on June 06, 2023 by Resolution 2645, and any subsequent amendments must be approved by Resolution; and

WHEREAS, the budget amendment request attached hereto specifies the details of the proposed purchase of a 2021 Dodge Ram 1500

NOW, THEREFORE, BE IT RESOLVED, the Fowler City Council hereby resolves that the FY 2023/2024 budget be amended to reflect the purchase of a 2021 Dodge Ram 1500 to be offset by water reserves from surplus revenues as described in the attachment hereto.

PASSED, APPROVED AND ADOPTED this 15th day of August 2023, at a regular meeting of the Fowler City Council by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Daniel T. Parra, Mayor

ATTEST:

Angela Vasquez, City Clerk



REQUEST FOR BUDGET AMENDMENT

Resolution 2669

Requested by: Margarita Moreno			
		Budget Amounts	
Account Numbers:	Fund Name Description	Increase	Decrease
Revenues:			
500	Fund Balance		\$38,263
Appropriations:			
500-5000-5715	Equipment-Water Fund	\$38,263	
Reason(s) for Budget Amendment: <p>To align the expenses and revenues to the 2023/2024 budget, staff is requesting a budget amendment to appropriate funding for purchase of 2021 Dodge Ram 1500 to be offset by reserves from surplus revenues collected.</p> <p>Department Director _____ Date _____</p>			
Approval Required Budget Amendment: <p>Finance Director _____ Date _____ <div style="text-align: center;">Signature</div></p> <p>City Manager _____ Date _____ <div style="text-align: center;">Signature</div></p> <p>City Council: <input type="checkbox"/> Approved <input type="checkbox"/> Resolution # _____ <input type="checkbox"/> Denied Date _____</p>			