

# CITY OF CALIFORNIA CITY

June 10, 2025

Marquette Hawkins  
**MAYOR**

Jesse Hightower  
**MAYOR PRO TEM**

Michael Hurles  
Michael Kulikoff  
Ronald Smith  
**COUNCIL MEMBERS**

Christopher Lopez  
**CITY MANAGER**



## AGENDA

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***CITY COUNCIL/ HOUSING AUTHORITY/ SUCCESSOR AGENCY  
REGULAR MEETING TUESDAY June 10, 2025 @ 5:00 PM  
COUNCIL CHAMBERS & VIA ZOOM  
21000 HACIENDA BLVD., CALIFORNIA CITY, CA 93505***

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If you need special assistance to participate in this meeting, contact the City Clerk at (760) 373-7140 or via email at [cityclerk@californiacity-ca.gov](mailto:cityclerk@californiacity-ca.gov). We request a 24-hour notification prior to the meeting in order for the City to make reasonable arrangements to ensure accessibility. (28 CFR 35.102-35.104 American Disabilities Act Title II)

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### **Zoom instructions and notes:**

Web Link: <https://us06web.zoom.us/j/85681228665>

Meeting ID: 856 8122 8665

1. Public can dial into the Zoom line:
  - a. One tap mobile: +16694449171,87254527178# US
  - b. Dial the following number: +1 564 217 2000 US
2. Comments
  - a. Public must join Zoom meeting to comment
  - b. Keep your mic on **Mute** until you are requested to speak
  - c. Use the "Raise your Hand" button to request to speak or,
  - d. Send a chat request to City Clerk for request to speak
  - e. When requested to speak state your name for the record
  - f. Re-mute when your time to speak has ended

# CITY OF CALIFORNIA CITY

June 10, 2025

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*Public is urged to listen to the meeting in a quiet place, to avoid background noise. We also request public to **MUTE** your audio device when not commenting to avoid disruption during meeting.*

*\*\*Please take this time to turn off your cell phones \*\**

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## CLOSED SESSION 4:30PM

### CALL TO ORDER

### ROLL CALL

Councilmembers: Hurles, Kulikoff, Smith, Mayor Pro Tem Hightower, Mayor Hawkins

### ADOPT THE AGENDA

### PUBLIC COMMENT

Members of the public are welcome to address the City Council **ONLY** on those items listed on the Closed Session agenda. Each member of the public will be given (3) three minutes to speak

### CLOSED SESSION

CS 1. POTENTIAL LITIGATION – CONFERNECE WITH LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE SECTION 54956.954956.9(e)(1)

### REPORT OUT OF CLOSED SESSION

### CITY COUNCIL CONVENES TO REGULAR MEETING

## REGULAR MEETING 5:00PM

### CALL TO ORDER

### PLEDGE OF ALLIGENCE / INNVOCATION

### ROLL CALL –

Councilmembers: Hurles, Kulikoff, Smith, Mayor Pro Tem Hightower, Mayor Hawkins

### DEPARTMENT REPORTS

PARK

OHV

HOUSING

AIRPORT

# CITY OF CALIFORNIA CITY

June 10, 2025

FD  
PD

## **CITY CLERK REPORTS/RECEIVED COMMUNICATIONS**

Correspondence from JM Powers Dated:

May 31, 2025

June 1, 2025

June 2, 2025

## **CIVIC/COMMUNITY/ORGANIZATION ANNOUNCEMENTS**

### **PRESENTATIONS**

Vision 2050- By: **Mayor Hawkins**

### **PUBLIC BUSINESS FROM THE FLOOR / PUBLIC COMMENT**

This portion of the meeting is reserved for the public to address the City Council on any matter **NOT on this agenda** and over which the City Council has jurisdiction. Please state your name for the record and limit your comments to (3) three minutes. The City Council will receive the comments but cannot engage in back-and-forth discussion with the public or make any decision. The City Council can direct staff to bring the item back to a future agenda for discussion.

### **CONSENT CALENDAR**

#### **WAIVER OF FULL READING OF RESOLUTIONS AND ORDINANCES**

Consideration to waive full-text reading of all Resolutions and Ordinances by single motion made at the start of each meeting, subject to the ability of the City Council / Agency to read the full text of selected resolutions and ordinances when the item is addressed by subsequent motion. All items on the consent calendar are considered routine, and non-controversial and will be approved by (1) one motion if no member of the council, staff, or public wishes to comment or ask questions. Public comments are to be limited to (3) three minutes. Roll call vote required.

**CC 1.** Approve **City Check Register dated 05/23/2025-06/05/2025**

**CC 2.** Approve **Minutes for 5/27/2025**

**CC 3.** Staff Report: Christopher Lopez, City Manager-Inge Elmes, OHV Manager  
Subject: Sapphos Environmental Inc. Professional Services Agreement  
**Recommendation:** Staff recommends for the Professional Services Agreement between Sapphos Environmental Inc and the City of California City to be approved and authorize the City Manager to execute the Agreement as attached, subject to City Attorney approval as to form.

### **NEW BUSINESS**

**NB 1.** Staff Report: Christopher Lopez, City Manager-Latisha Lamberth, Human Resources/Risk Management Director-Justin Vincent, Director of Public Safety  
Subject: A Resolution of the City Council of the City of California City approving the creation of job descriptions for Police Officer Trainee and Police Reserve and amending the descriptions for Police Officer, Police Officer II/ Corporal, Police Sergeant, Police

# CITY OF CALIFORNIA CITY

June 10, 2025

Lieutenant, Police Commander, and Special Investigator/ Detective within the California City Police Department.

**Recommendation:** Staff recommends the City Council approve resolution 25-3141

**NB 2.** Staff Report: Christopher Lopez- Joe Barragan, Public Works Director  
Subject: RESOLUTION of the City Council of the City of California City. Authorization to submit a Regional Surface Transportation (RSTP) application to Kern COG for the North Loop Blvd. Rehabilitation from Poppy Blvd. to 90<sup>th</sup> St.

**Recommendation:** Motion to pass a resolution authorizing the City Manager to execute and file an application with Kern COG for Regional Surface Transportation (RSTP) funding for the North Loop Blvd. from Poppy Blvd. to 90th St.

**NB 3.** Staff Report: Christopher Lopez, City Manager  
Subject: Discussion Regarding the FY 25/26 Budget

**Recommendation:** Staff recommends the City Council discuss and provide direction regarding the FY 25/26 Budget

## **COUNCILMEMBER COMMENTS, AGENDA REQUESTS, AND AB1234 REPORTS**

This portion of the meeting is reserved for council members to present information, announcements, and items that have come to their attention. The Brown Act precludes Council, staff, or public discussion. Short staff responses are appropriate. The Council will take no formal action. A Council member may request the City Clerk to calendar an item for consideration at a future meeting or refer an item to staff.

## **ADJOURNMENT**

## **AFFIDAVIT OF POSTING**

I, Leandrea Weible, Acting City Clerk for the City of California City, California, DO HEREBY CERTIFY that the foregoing notice was posted on all official City bulletin boards and the City's website at least 72 hours prior to the meeting in compliance with the provisions of the Brown Act.

June 6, 2025



## COUNCIL AGENDA ITEM

June 10, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Christopher Lopez, City Manager  
Leannndrea Weible, Park Coordinator

**SUBJECT:** Park and Recreation Monthly Department Report

### OPERATIONS:

GYM HOURS: The gym will be open daily Tuesday – Thursday & Saturday 12:00pm – 5:00pm  
Friday 10am-4pm **CLOSED** Sunday & Monday.

### CURRENTLY:

- **EVERY SUNDAY** Holy Scriptures Church Service is held in the Arts and Community Building.
- **EVERY FRIDAY** The Strata will be open for walking from 10:00am-12:00pm for those that are interested.

### PROJECT and EVENT UPDATES

#### \*\*\*REMINDERS\*\*\*

- *Although the Skate Park is complete, the Project in its entirety is still undergoing construction. We are kindly asking the community to refrain from utilizing the Skate Park until the Splash Pad, Restrooms and Parking Lot are complete. Our priority is to ensure safety for the community. Thank you for understanding and your continued patience and cooperation during the completion of this project is appreciated.*
- *Anyone interested in volunteering at the park can pick up a Volunteer application at City Hall.*
- *If you have a talent or know someone who does and want to share it with others, please contact the Park Coordinator (760) 373-3530*



## COUNCIL AGENDA ITEM

June 10, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Christopher Lopez, City Manager  
Inge Elmes, OHV Manager

**SUBJECT:** OHV MONTHLY DEPARTMENT REPORT

### Events

Memorial Day weekend brought out a total of 38 visible RV groups. This number was surprisingly larger than the previous year. Weather was great. OHV historically slows down for the summer as the temperature increases. Next major holiday weekend will be Labor Day weekend in which participation will be dependent upon weather.

### Operations

Only for the month of June, the Borax Bill Park Visitor Center will have modified hours and are as follows:

- June 5 – 6am-2pm
- June 12 – 6am-2pm
- June 14 and June 19 - Closed

### Manager Updates

New OHV Permit Season begins July 1, 2025. All vendors will have FY 25/26 permits/passes on July 1, 2025, for purchase.

### Finance Report

For the month of May, OHV sales totaled \$6,344.00 . These numbers are actuals and reflect only amounts received within each month. Please refer to Monthly Permit Sales report for FY totals.

\*Not all proceeds are deposited in the same month.

\*\*OHV sales are deposited to specific OHV Permit Program GL revenue codes #29-3992 through #29-3998. Please refer to the financial statement for details.

\*\*\*Some merchandise was purchased by staff at a discounted rate. All sales for merchandise are allocated to GL revenue code 29-3691.

### Attachment

OHV Permit Program Sales Spreadsheet

May		MONTHLY OHV PROGRAM SALES						FY 24/25	
SALES	2025 Totals	QTY	CASH	CHECK	CREDIT CARD	PAYPAL	TOTALS	YTD TOTALS	
Single Permits (Prorated)	\$10	85	\$550	\$0	\$300		\$850	2180	
Single Permits	\$15	31	\$225	\$225	\$0	\$15	\$465	33,060.00	
Small Family (Prorated)	\$40	8	\$160	\$0	\$160		\$320	680	
Small Family	\$60	0	\$0	\$0	\$0		\$0	34,240.00	
Large Family (Prorated)	\$80	1	\$80	\$0	\$0		\$80	80	
Large Family	\$100	0	\$0	\$0	\$0		\$0	8,800.00	
OHV 4 Pack (Prorated)	\$35	7	\$175	\$0	\$70		\$245	770	
OHV 4 Pack	\$50	4	\$50	\$150	\$0		\$200	16,450	
RV Pass (Prorated)	\$15	3	\$45	\$0	\$0		\$45	240	
RV Pass	\$30	0	\$0	\$0	\$0		\$0	7,050.00	
Single Dump Pass	\$5	28	\$110	\$0	\$30		\$140	1,710.00	
Single Water Pass	\$5	13	\$50	\$0	\$15		\$65	1,230.00	
Additional Permits (Prorated)	\$5	0	\$0	\$0	\$0		\$0		
Additional Permits	\$10	2	\$0	\$20	\$0		\$20	1,400.00	
Free	Free	2	\$0	\$0	\$0		\$0		
Residents Permits	Free	8	\$0	\$0	\$0		\$0		
Paypal Fees - \$4	\$4	1	\$0	\$0	\$0	\$4	\$4	\$440	
Holiday Week Day - Power	\$25	8	\$75	\$0	\$125		\$200	350	
Holiday Week Day - Water	\$15	4	\$0	\$15	\$45		\$60	105	
Non-Holiday Weekday-Power	\$15	62	\$405	\$30	\$495		\$930	2,610.00	
Non-Holiday Weekday-Water	\$10	9	\$20	\$0	\$70		\$90	500.00	
Holiday Weekend - Power	\$40	12	\$120	\$0	\$360		\$480	560	
Holiday Weekend - Water	\$20	6	\$0	\$0	\$120		\$120	160	
Non-Holiday Weekend-Power	\$25	23	\$250	\$0	\$325		\$575	2,500.00	
Non-Holiday Weekend-Water	\$15	10	\$60	\$15	\$75		\$150	675	
Shower Tokens	\$0.50	766	\$306	\$0	\$77		\$383	3,197.00	
Transient Lodging	\$150	0	\$0	\$0	\$0		\$0		
Vendor Fees	\$1	0	\$0	\$0	\$0		\$0	1,785.00	
Special Event Fees	\$5	0	\$0	\$0	\$0		\$0		
Map Sales	\$3	2	\$6	\$0	\$0		\$6	155	
Donations	\$1	270	\$270	\$0	\$0		\$270	1,100.00	
Hoodies	\$40	8	\$0	\$0	\$280		\$280	6,365.00	
Short Sleeve Shirts	\$20	10	\$60	\$0	\$140		\$200	1,499.00	
Long Sleeve Shirts	\$30	1	\$30	\$0	\$0		\$30	495.00	
Caps	\$20	3	\$20	\$0	\$40		\$60	1,380.00	
Bucket Hats	\$20	0	\$0	\$0	\$0		\$0	90.00	
Visors	\$15	0	\$0	\$0	\$0		\$0	30.00	
Beanies	\$15	2	\$0	\$0	\$30		\$30	885.00	
Tumblers	\$25	0	\$0	\$0	\$0		\$0	235.00	
Magnets	\$5	3	\$5	\$0	\$10		\$15	135.00	
Ornaments	\$10	0	\$0	\$0	\$0		\$0	45.00	
Stickers	\$3	2	\$6	\$0	\$0		\$6	158.00	
Coffee Mugs	\$15	1	\$15	\$0	\$0		\$15	250.00	
Shot Glasses	\$10	0	\$0	\$0	\$0		\$0	300.00	
Wine Glasses	\$15	0	\$0	\$0	\$0		\$0	120.00	
Pint Glasses	\$20	0	\$0	\$0	\$0		\$0	90.00	
Coasters Cork	\$5	0	\$0	\$0	\$0		\$0	50.00	
Coasters Slate	\$10	1	\$10	\$0	\$0		\$10	30.00	
Keychain	\$10	0	\$0	\$0	\$0		\$0	55.00	
Postcards	\$1	0	\$0	\$0	\$0		\$0	20.00	
<b>MONTHLY TOTALS</b>			<b>\$3,103</b>	<b>\$455</b>	<b>\$1,767</b>	<b>\$19</b>	<b>\$6,344</b>	<b>\$134,269.00</b>	



## **COUNCIL AGENDA ITEM**

**June 10, 2025**

**TO: Honorable Mayor and City Council**

**FROM: Christopher Lopez, City Manager  
Nicole Jarmon- Housing Manager**

**SUBJECT: HOUSING MONTHLY DEPARTMENT REPORT**

### **BACKGROUND/ DISCUSSION**

#### **Desert Jade**

Currently have 95 apartments filled.

Desert Jade currently has one vacant, applicant is in review and set to move in on the 1<sup>st</sup> of July

The waitlist currently has 64 applicants.

2 apartments will become vacant in July and will undergo repairs.

Inspections have been completed for both Desert Jade and Legends, we are working on completed all repairs.

May 27<sup>th</sup> was our monthly food giveaway.

#### **Legends**

Currently has 6 apartments and 6 houses filled.

Waitlist is combined with Desert Jade



## **COUNCIL AGENDA ITEM**

**June 10, 2025**

**TO: Honorable Mayor and City Council**

**FROM: Christopher Lopez, City Manager  
Tech 45, Airport Management**

**SUBJECT: Monthly Airport Report-May 2025**

### **OPERATIONS:**

- Terminal remains open 8am-4pm.

### **EVENTS:**

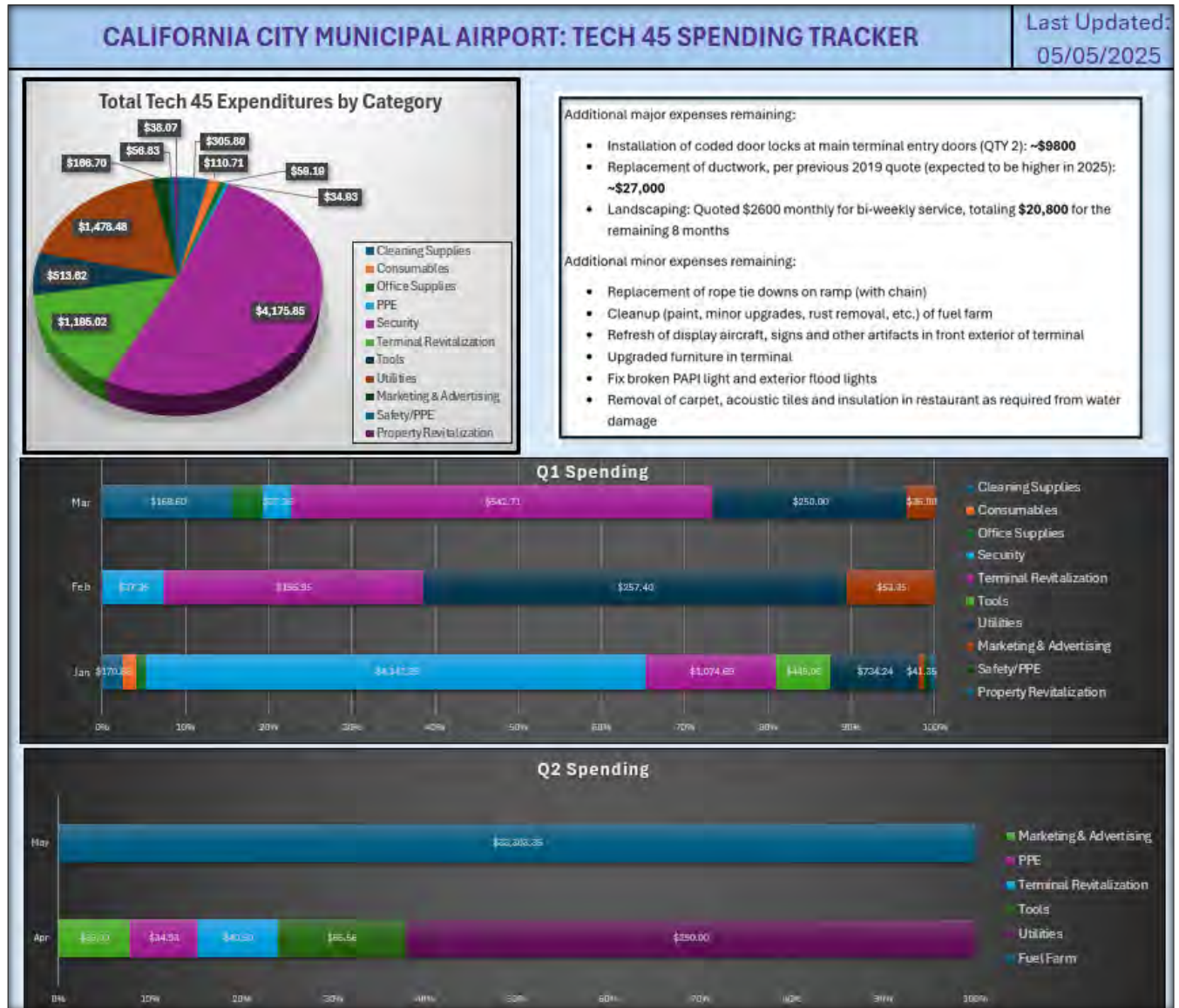
- Warner Brothers currently extended filming project today (6/4).
- Also today (6/4) numerous Marines on-site for military ops with Blackhawk helicopter.

### **PROJECTS:**

- FAA DME construction Phase I complete:
  - Phase II SCE electrical portion TBD
- Installation of new Fuel Card Reader:
  - Amendment of Tech 45 contract reducing payments by amount of card reader provided to City for review
  - Will provide City with updated quote (previous date expired)
- CalTrans Inspection 05/28:
  - Windsock replacement, a few runway lights inop, and weed abatement along runway
  - No major compliance issues
- Roof/Ductwork/HVAC System:
  - Multiple quotes received 2019. Roof replacement was only project approved by council.
  - Tech 45 will be seeking new quotes for all items in an effort to get terminal building systems leak-free and working properly. All quotes will be delivered to City for approval.
  - Currently in the 80 deg range inside the terminal. A/C is functional but not able to keep up.
- Lease Rates:
  - Justification presentation attached.

### **FINANCE REPORT:**

No major updates.



\*Backup information available upon request



# COUNCIL AGENDA ITEM

June 10, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Christopher Lopez, City Manager  
Dr. Justin Vincent, Director Public Safety

**SUBJECT:** FD MONTHLY DEPARTMENT REPORT

Current Notable Events:

- The Fire Department participated in OHV staffing during the holiday weekend.

PROJECTS STATUS		
Carl Moyer AQMD Engine Replacement Grant:	Approved	Awaiting new engine arrival for award
FEMA AFG Grant Training equipment	Applied	Awaiting a decision in the Spring
Kern County OES- EOC Mobile Comm Equip.	Awarded	Awaiting Fulfillment

Specialty Programs:

- Pet Chip Reader Scans
  - May 2025: 1 scan
  - Annual 2025: 9

Fire Prevention, Inspections, and Education:

- Regular business inspections are underway.
- SB1205 State Mandated Inspections- still underway.
- Plan Review, Construction Inspection, and acceptance testing requests are steady.
- Prop 64 inspections- increasing frequency.

Unit	Status
Incident Command Vehicle	<b>In-Service</b>
<b>Brush Patrol</b>	<b>Replacement Arrived</b> Being put into service
<b>Arson Vehicle</b>	<b>Warranty Service Being Completed</b>
<b>Prevention Vehicle</b>	<b>In-Service</b>
Code Enforcement Vehicle- Escape	<b>(Replacement on the way)</b> Unrepairable- out of service
Code Enforcement Vehicle- F150	<b>Marginally in-service (Replacement on the way)</b> Numerous issues.
American La France Type-I Engine (Reserve)	<b>marginally in-service</b> Several DOT issues require heavy maintenance and repair (waiting for budget).
Pierce Type- I Engine (Front-line)	<b>In-Service.</b>
Type-III Engine (Wildland)	<b>In-Service</b>
Rescue Squad	<b>In-Service</b>
Utility 19	<b>In-Service</b>
CERT Utility	<b>In- Service</b>
<b>General Fleet Comments:</b>	
<ul style="list-style-type: none"> <li>• Small equipment is receiving regular maintenance.</li> <li>• Arson vehicle at the Dodge dealer getting warranty fixes completed.</li> </ul>	

## Incident Statistics

May 2025	May 2024
<ul style="list-style-type: none"> <li>• Fires: 12 <ul style="list-style-type: none"> <li>○ Building Fire: 4</li> <li>○ Vehicle: 1</li> <li>○ Outside/Other: 6</li> <li>○ Trash: 1</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Fires: 16 <ul style="list-style-type: none"> <li>○ Cooking: 1</li> <li>○ Structure: 2</li> <li>○ Outside/Rubbish: 13</li> </ul> </li> <li>• EMS: 130</li> </ul>

<ul style="list-style-type: none"> <li>• EMS: 145</li> <li>• Hazardous Condition (no fire): 6</li> <li>• Service/Assist Calls: 12</li> <li>• Good Intent Calls: 38</li> <li>• False Alarms: 2</li> </ul> <p>May 2025 Simultaneous Calls: 44</p> <p>May 2025 Total Call Volume: 215</p>	<ul style="list-style-type: none"> <li>• Hazardous Conditions: 7</li> <li>• Service/Assist calls: 12</li> <li>• Good Intent: 74</li> <li>• False Alarms: 4</li> </ul> <p>May 2024 Simultaneous Calls: 12</p> <p>May 2024 Total Call Volume: 243</p>
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Code Enforcement May 2025 Stats

**Report Criteria:**

Location Type	Location Field	Date From	To
All	All	05/01/2025	05/31/2025

**Case Activity:**

	Total
New Cases	49
Closed Cases	51
Open Cases at start of period	344
Open Cases at end of period	342

**Violation Activity**

New Violations Cited	Total
ABANDONED REFRIG/APPLIANCE	4
ABANDONED/INOPERATIVE VEHICLES	12
ACCUM OF TRASH/RUBBISH-PRIVATE PROPERTY	7
ANIMALS	1
BUILDING WITHOUT PERMIT	3

Business License Check	1
Cargo Container	1
CARS FOR SALE	1
CFC ACCUM OF COMBUSTIBLE MATERIAL	2
CFC ACCUMULATION OF COMBUSTIBLE VEGETATION	8
CFC PREMISES IDENTIFICATION	1
CFC UNSECURE VACANT BUILDING	1
CIVIL MATTER	2
ENCROACHMENT	4
FAIL TO MAINTAIN VACANT PROPERTY	4
FENCING VIOLATION	5
FIRE HAZARDS	1
Fire Inspection	4
Illegal Dumping	4
IPMC 302.5 Rodent harborage	1
LANLORD/ TENANT ISSUE	1
Live Stock Zoning Violation	1
LIVING IN RECREATIONAL VEHICLE	1
MOBILE VENDING	11
NO BUSINESS LICENSE	1
NUISANCE OR EXCESSIVE ANIMALS	1
PARK VEHICLE FOR SALE OVER 24 HOURS	1
PUBLIC NUISANCE (property maintenance)	2
Public Nuisance 415 Disturbances	2
R ZONING VIOLATION	2
Red Tagged	1
Squatting/ Illegal Camping w/o Owner's Permission	3
SUBSTANDARD HOUSING	1
Substandard Housing Water Issues	4
Cannabis Odor	4
TRAILER NOT ATTACHED TO VEHICLE CAPABLE OF TOWING SAME	1
Trash Can Lids	4
TRASH CANS LEFT OUT	2
UNLAWFUL STORAGE IN YARDS	7
Unlawful temporary property use. (Activity or business on a vacant lot)	2
Unlicensed Business	1
VACANT HOUSE REGISTRATION	2

Yard Sale Permit Issued	20
<b>Totals</b>	<b>142</b>



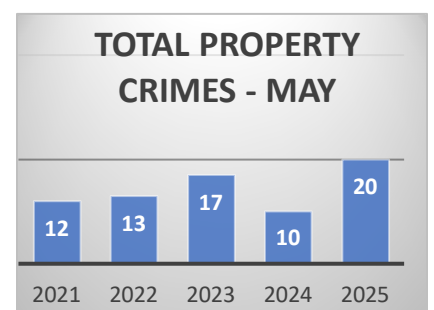
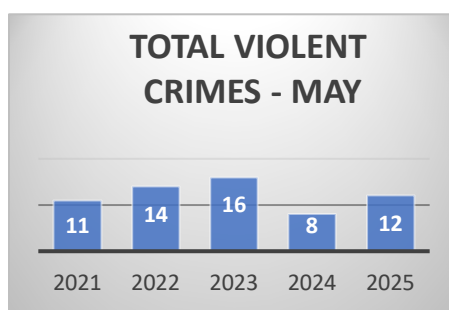
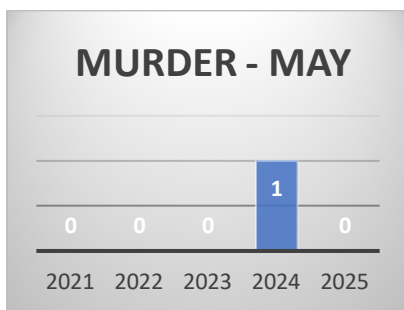
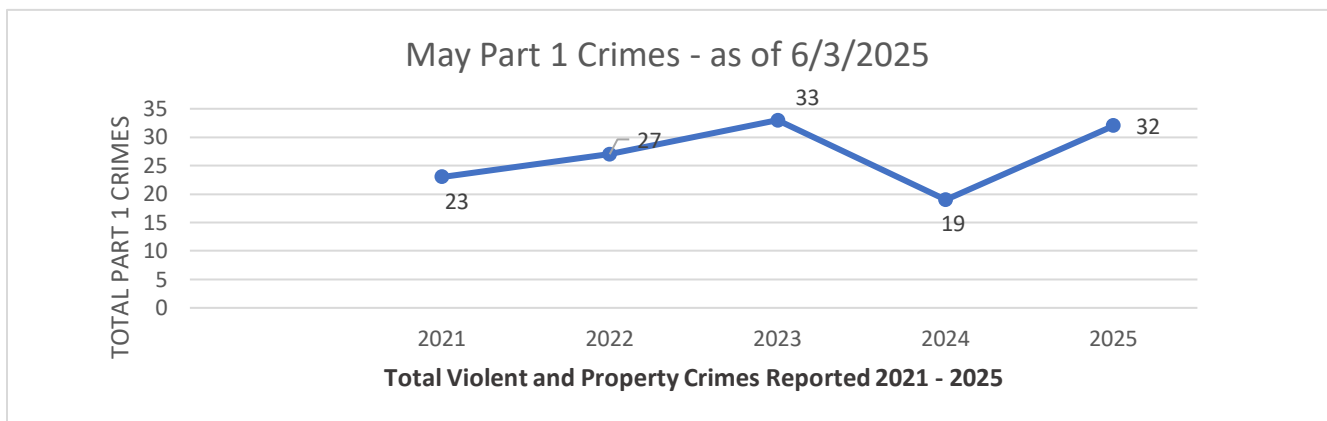
**COUNCIL AGENDA ITEM  
June 10, 2025**

**TO: Honorable Mayor and City Council**

**FROM: Christopher Lopez, City Manager  
Dr. Justin Vincent, Director of Public Safety**

**SUBJECT: PD MONTHLY DEPARTMENT REPORT**

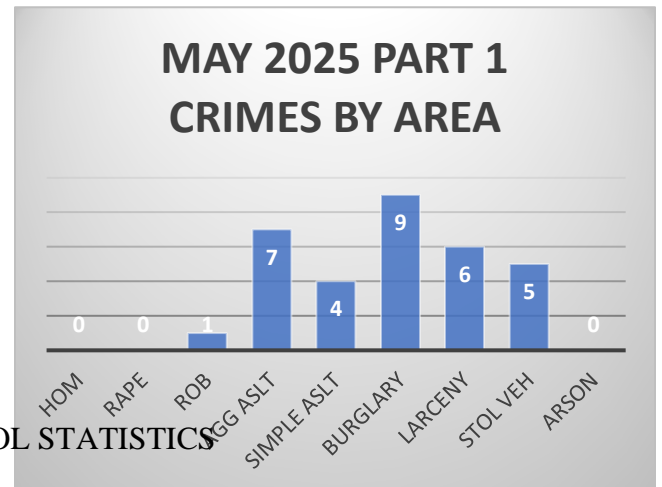
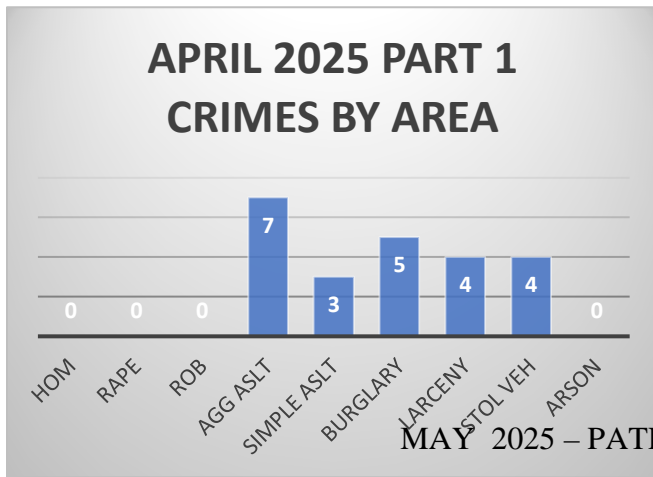
**May 2025 Stats**



**APRIL 2025 vs. MAY 2025, UP BY 39%**

Part 1 Crimes April 2025 -- 23

Part 1 Crimes May 2025 -- 32



MAY 2025 – PATROL STATISTICS

Total Incidents (May): 1,464	Total Arrests (May): 29	Felony Arrests: 23	Misd. Arrests: 6
Total Incidents (2025): 7,119	Total Arrests (2025): 142	Felony Arrests: 80	Misd. Arrests: 62
Calls for Service (May): 1,192		Calls for Service (2025): 5,531	
Citations Issued (May): 18		Citations Issued (2025): 124	

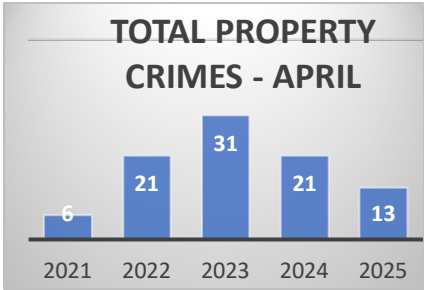
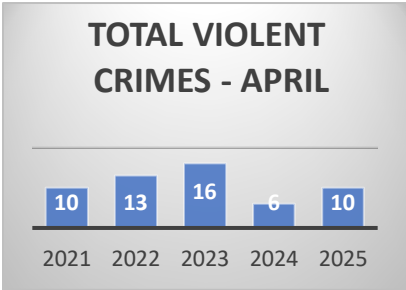
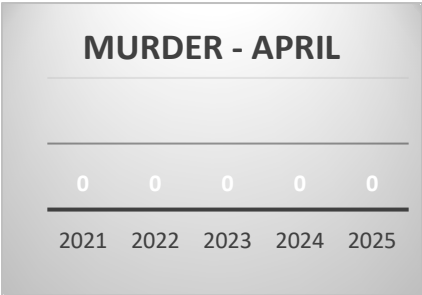
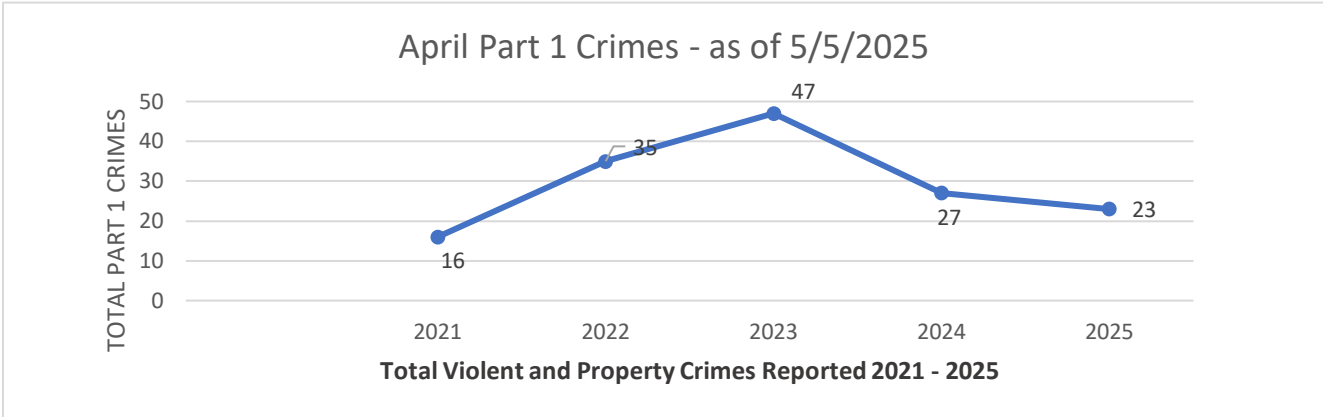


# COUNCIL AGENDA ITEM

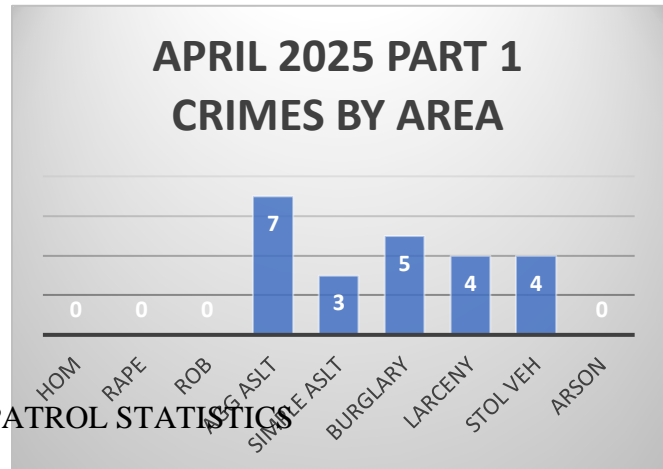
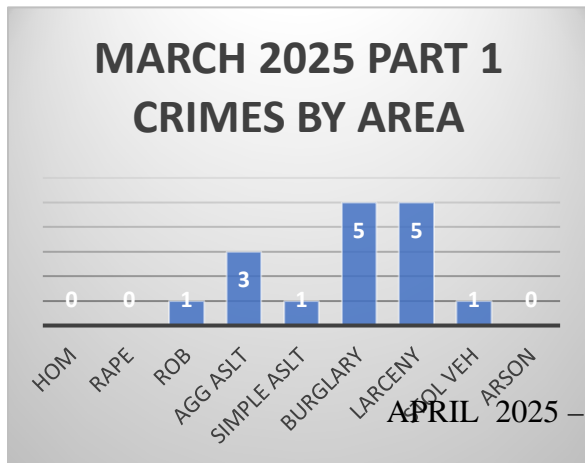
June 10, 2025

**TO:** Honorable Mayor and City Council  
**FROM:** Christopher Lopez, City Manager  
Dr. Justin Vincent, Director of Public Safety  
**SUBJECT:** PD MONTHLY DEPARTMENT REPORT

### April 2025 Stats



MARCH 2025 vs. APRIL 2025, UP BY 30%  
Part 1 Crimes March 2025 – 16  
Part 1 Crimes April 2025 -- 23



APRIL 2025 – PATROL STATISTICS

Total Incidents (Apr): 1,459    Total Arrests (Apr): 27    Felony Arrests: 16    Misd. Arrests: 11

Total Incidents (2025): 5,655    Total Arrests (2025): 114    Felony Arrests: 58    Misd. Arrests: 56

Calls for Service (Apr): 1,206                      Calls for Service (2025): 4,339

Citations Issued (Apr): 16                      Citations Issued (2025): 100



## COUNCIL AGENDA ITEM

June 10, 2025

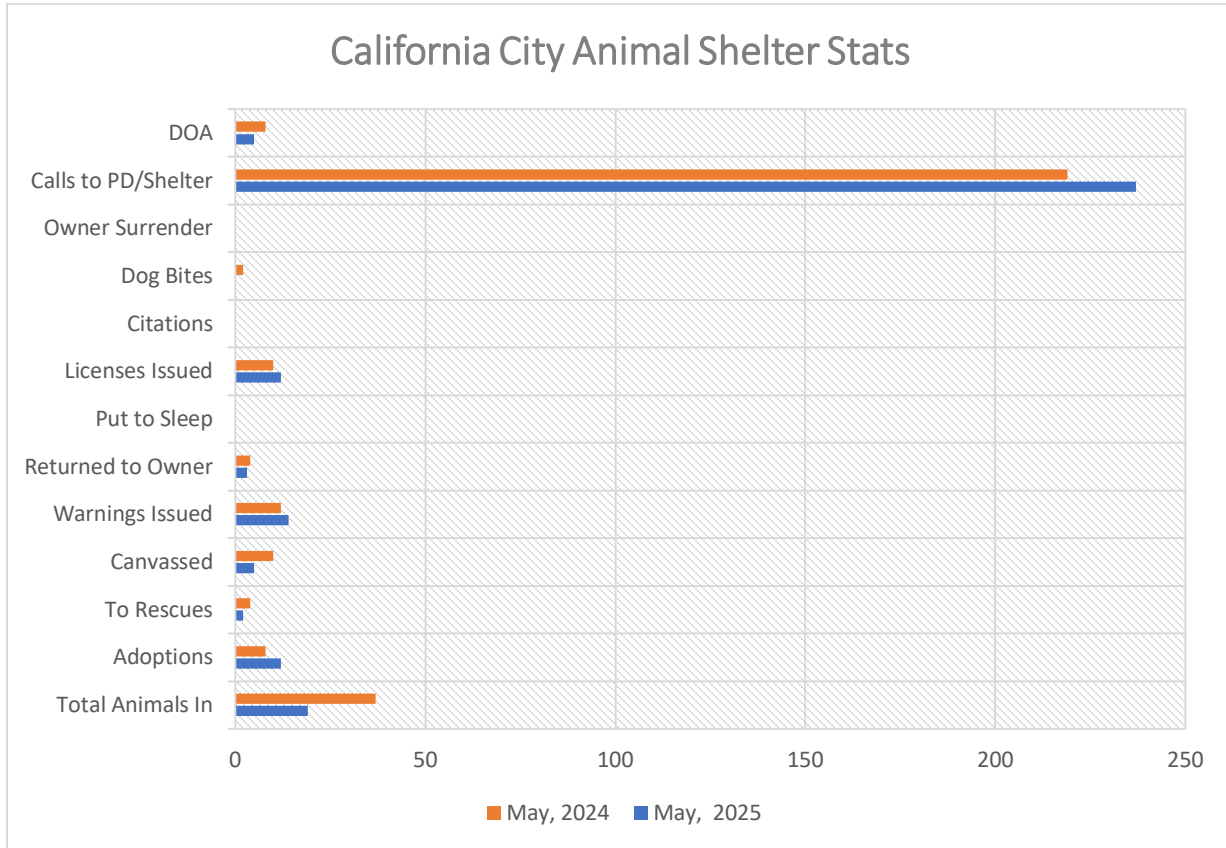
**TO:**           Honorable Mayor and City Council

**FROM:**       Christopher Lopez, City Manager  
                   Dr. Justin Vincent, Director of Public Safety

**SUBJECT:**   ANIMAL CONTROL MONTHLY DEPARTMENT REPORT

California City Animal Shelter  
May 2025 Totals

California City		
Animal Shelter Stats		
Criteria	May, 2025	May, 2024
Total Animals In	19	37
Adoptions	12	8
To Rescues	2	4
Canvassed	5	10
Warnings Issued	14	12
Returned to Owner	3	4
Put to Sleep	0	0
Licenses Issued	12	10
Citations	0	0
Dog Bites	0	2
Owner Surrender	0	0
Calls to PD/Shelter	237	219
DOA	5	8





## COUNCIL AGENDA ITEM

June 10, 2025

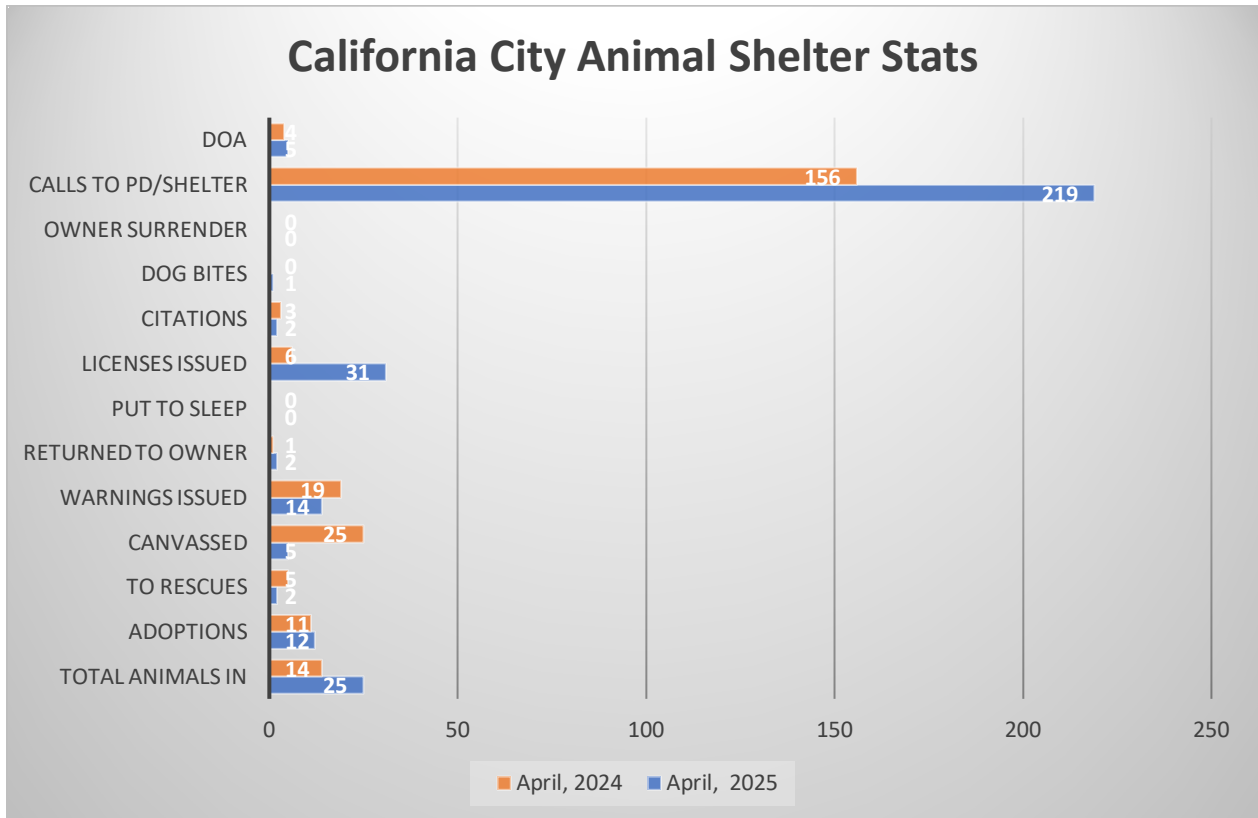
**TO:**           Honorable Mayor and City Council

**FROM:**       Christopher Lopez, City Manager  
                   Dr. Justin Vincent, Director of Public Safety

**SUBJECT:**   ANIMAL CONTROL MONTHLY DEPARTMENT REPORT

**California City Animal Shelter**  
**April 2025 Totals**

California City		
Animal Shelter Stats		
Criteria	April, 2025	April, 2024
Total Animals In	25	14
Adoptions	12	11
To Rescues	2	5
Canvassed	5	25
Warnings Issued	14	19
Returned to Owner	2	1
Put to Sleep	0	0
Licenses Issued	31	6
Citations	2	3
Dog Bites	1	0
Owner Surrender	0	0
Calls to PD/Shelter	219	156
DOA	5	4



Acting City Clerk Weible  
California City Hall, 21000 Hacienda Blvd  
California City, CA 93505-2259

May 31, 2025

Acting City Clerk Weible,

**Re: Overspending Evidence 36 Days After Council-Approved a Very Late 2024/25 Budget**

*Include this letter into the record for the upcoming city council meeting and distribute to city council members, city manager, and finance director; place this topic on the agenda to discuss at the next city council meeting.*

**Thirty-six days elapsed between approval of the 2024/25 budget and the first monthly financial statement, which was April 2025. Despite the short time interval, huge overspending has emerged due to inaccurate estimations; the table below cites the Top 10.**

Government Finance Officer Association (GFOA) recommends a goal for actual values to fall within plus or minus 10% of budget estimations. The CA State Auditor cites in Local High Risk Reports this GFOA guideline and urges proper estimating methodologies be employed.

The table below (from the **April 2025** Financial Statement) reveals **startling examples** of the **Top 10 overspending** of General Ledger (GL) expense lines within just the first 36 days of Cal City having an approved budget -- 268 days after fiscal year began -- still 2 months remain.

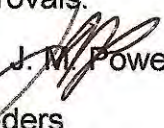
Fund	GL Line Description	Budgeted Amount	Percent Overspent	Rank Order % Overspent
Fire Fund 19	Vacation Buy Back	\$500	2,451%	1
Streets Fund 27	Premium Overtime	\$1,000	1,439%	2
General Fund 10	PERS Unfunded Liability	\$119,000	1,393%	3 (see Note)
OHV Grants 16	RSI Fuel	\$500	1,080%	4
Water Fund 51	Postage & Shipping	\$300	980%	5
General Fund 10	Workers Compensation	\$104,000	673%	6 (see Note)
Streets Fund 27	Equipment Supplies	\$400	659%	7
Sewer Fund 52	Equipment Supplies	\$2,500	648%	8
Police Fund 18	Vacation Buy Back	\$20,000	532%	9
General Fund 10	Vehicle Maintenance	\$1,000	346%	10

*Note 1. The Finance Dept. made a lump sum payment for PERS Unfunded Liability & Workers Comp from the General Fund; however, those expenses have not been accounted to other City Departments.*

Inclusive of above table, **23 GL expense lines exceeded 200%, or more than double, of their GL budget estimates** within the first 36 days of the approved budget. Also, **95 GL expense lines have exceeded 100% (between 100% - 199%) in overspending of their GL budget estimates.** Thus, **118 [95+23] GL expense lines are overspent** in the first 36 days of the budget.

Adding to the growing expense estimation errors, **76 GL expense lines were ADDED to the budget after approval** increasing further the total city expenses. Adding new expense lines is not uncommon; but the practice reveals incomplete planning and a high probability the 2024/25 approved budget was mainly just a clone, or repeat, of the bad 2023/24 budget. See companion letter dated June 1, 2025 for costs of expense GL lines that were added to the budget.

The 2024/25 expense estimation errors are just as large with a very late budget approval when compared to previous years with earlier dates for budget approvals.

  
J. M. Powers

Cc: Each Council Member, City Manager Lopez, MDN, All Stakeholders

Acting City Clerk Weible  
California City Hall, 21000 Hacienda Blvd  
California City, CA 93505-2259

June 1, 2025

Acting City Clerk Weible,

**Re: 156 Unspent General Ledger Expenses Lines in Late-Approved 2024/25 Budget**

***Include this letter into the record for the upcoming city council meeting and distribute to city council members, city manager, and finance director; place this topic on the agenda to discuss at the next city council meeting.***

**As of end April 2025 and just over one month into the 2024/25 approved budget, 156 zero-spent General Ledger (GL) expense lines remain and 30 GL revenue lines absent of any revenue. Late-in-the-year dormant GL lines suggest substantial budget over-estimations.**

With nearly 9 months of the 2024/25 fiscal year "in the rearview mirror," there is a rational expectation that the annual budget estimates (expenses and revenue) for the remaining three months would be more accurate than estimates made prior to the beginning of the fiscal years. Such is not the case. Estimates made 9 months into the budget year are just as inaccurate as estimates made at the beginning of prior fiscal years.

The table below expresses metrics as of the end of April for each year noted: 1) zero spent & zero revenue GLs and 2) expense & revenue GLs added to the budget. With such a late approval (March 25, 2025) of the 2024/25 budget, the values of those metrics in the table below should be much lower than the median of prior years – but they are not.

Fiscal Years As of End April	Expense GLs		Revenue GLs	
	Zero Spent	Added to Budget	Zero Revenue	Added to Budget
Median prior 7 FYs	154	79	24	27
End of April 2024/25	156	76	30	11
Dollar Amounts	\$12.386M	\$579K	\$3.585M	\$1.798M

Besides the large number of Expense & Revenue GL lines revealed in the table above, their associated dollar amounts are quantified in the row below. Nearly half of the **\$12.386M in Zero Spent GL lines** is comprised of internal transfers that have not yet been accomplished.

A budget with a large number of dormant (e.g., unspent) expense GL lines, drives up the requirement for unnecessary additional revenue in order to achieve a structurally balanced budget. Adding a large number of new, or added, expense GL lines suggest inadequate planning during the early stages of the budget and can propel the budget out of structural balance and into deficit spending.

Zero revenue GL lines forewarns of delayed, or even non-receipt, of anticipated revenue and risks moving the budget to structural imbalance and deficit spending. As seen from the above table, fewer revenue GL lines have been added in 2024/25 compared to prior years because the approved budget was only 36 days old by the end of April 2025.

The financial analysis exposed for the 2024/25 approved budget (this letter plus the May 31, 2025 letter) is a warning for City Manager Lopez that estimations need to significantly improve for the 2025/26 budget to have any credibility.

J. M. Powers

Cc: Each Council Member, City Manager Lopez, MDN, All Stakeholders

Acting City Clerk Weible  
California City Hall, 21000 Hacienda Blvd  
California City, CA 93505-2259

June 2, 2025

Acting City Clerk Weible,

**Re: Proliferation of Illegal Fireworks Use in Cal City During Holidays**

***Include this letter into the record for the upcoming city council meeting and distribute to city council members, city manager, and finance director; place this topic on the agenda to discuss at the next city council meeting.***

**The Cal City landscape resembles a war zone during 4<sup>th</sup> of July & New Year's Eve holiday periods due to widespread use of illegal fireworks. The city has taken a passive stance on use of illegal fireworks; public safety risk is elevated during these holiday periods.**

Irrespective of whether Cal City has contracted a 4<sup>th</sup> of July public fireworks display or not, the use of illegal fireworks is prevalent and increasing not only on holidays, like 4<sup>th</sup> of July and New Years Eve, but even sporadic use of illegal fireworks occurring during the days leading up to and after those holidays.

The State Fire Marshal and CA State Law claim "*California has a zero-tolerance policy for selling and using illegal fireworks*" with "**Safe and Sane**" fireworks as the legal alternative. Based on an abundance of visual evidence during holidays in Cal City, that zero-tolerance policy toward illegal fireworks appears to be ineffective.

The Cal City Municipal Code Article 3, Sections 4-1.301 to 4-1.303 and Section 7-7.104 provide adequate city guidance regarding legal vs. illegal fireworks. The current 2020 Master Fee Schedule, page 18, Fire Department Administrative Fee last entry states, "*Citations for illegal fireworks, serious life safety violations*" imposes a "fee" of **\$1,500**. So, city documentation exists to authorize enforcement; but surveillance, identification, and citing offenders using illegal fireworks appears to be the city's real-world limitation even when Public Safety Parcel Taxes were in effect.

Again, from years of observation, the location is generally the same of repeat illegal fireworks users for each 4<sup>th</sup> of July and New Year's Eve. While most repeat users will ignore warnings issued by the city or newspaper regarding the risks of illegal fireworks, offenders issued citations and fees are less likely to repeat, or make additional efforts to avoid being caught.

Besides illegal fireworks use by residents, the city is open to a number of out-of-town OHV visitors that may have the same perception of tolerance to use illegal fireworks. It is unknown if Borax Bill employees convey the State & City prohibition on illegal fireworks or issue citations.

There is doubt the City Council has considered preemptive measures, including communication, to remind the public of the municipal code prohibition of illegal fireworks use and the consequence of a costly citation. It is unlikely the Fire Dept. would accept video evidence from volunteers and/or concerned citizens as sufficient to issue citations to offenders. However, identifying addresses of illegal users may produce after-the-event evidence to warrant issuing citations and/or establish a process of pre-warning likely offenders before future holidays.

There would be little denial that the 4<sup>th</sup> of July and New Year's Eve holiday periods are the among the least safe times for the residents, property, and pets in Cal City.

Cc: Each Council Member, City Manager Lopez, MDN, All Stakeholders

  
J. M. Powers



**CALIFORNIA  
CITY  
DEVELOPMENT  
ASSOCIATION**

**VISION 2050**



**CALIFORNIA  
CITY**  
DEVELOPMENT  
ASSOCIATION

# DISCLAIMER

This presentation has been prepared by California City Development Association (“CCDA”), a 501(c)(3) established in the State of California. This presentation is intended for informational and strategic planning purposes only. The concepts, projections, and illustrations contained herein reflect the aspirational vision of California City Vision 2050 and are subject to further refinement based on ongoing stakeholder engagement, feasibility assessments, and regulatory processes. It is intended to communicate ideas, frameworks, and opportunities for discussion among stakeholders, advisors, and community members. The content herein does not constitute an offer to invest, a solicitation of financial contributions, or a legally binding commitment of any kind. All projections, descriptions, and illustrations are subject to ongoing refinement based on further analysis, feasibility studies, regulatory review, and community engagement. California City Vision 2050 and its affiliated leadership make no warranties, expressed or implied, regarding future outcomes, and assume no liability for decisions made based on this presentation.



# WHY CALIFORNIA CITY, WHY NOW?

- ✓ California City boasts over **200 square miles of inland area but remains sparsely populated**, providing a rare canvas for intentional development.
- ✓ Its aging infrastructure presents both a challenge and an opportunity **to build smarter from the ground up**.
- ✓ **With its untapped natural assets, including an aquifer and renewable energy potential**, the city is ideally positioned to lead in resilient urban innovation.
- ✓ Rising housing costs across California make affordable, **sustainable development more urgent**—and viable—in desert regions.
- ✓ We are at a historic juncture: the **convergence of need, vision, and capability** makes this the right moment to act decisively.

# A BOLD VISION

- ✓ **Smart Infrastructure:** Adaptive, efficient, and secure systems powered by data analytics. **Digitally connected and scalable to future growth**, resilient to environmental and technological shocks.
- ✓ **Economic Vitality:** Industries such as **aerospace, renewable energy, logistics, and artificial intelligence** are key drivers of the job market. Innovation districts and job mobility foster a dynamic local economy.
- ✓ **Sustainable Living:** Zero-emission practices, **water-smart systems**, and eco-aligned development.
- ✓ **Equity & Culture:** Inclusive public spaces, **investment in education and wellness, and community** co-governance.
- ✓ **Model Neighborhoods:** Mixed-income housing with walkability, services, and **integrated transportation infrastructure**.



An architectural rendering of a modern, multi-story glass building with a prominent clock tower on top. The clock tower is a glass cube containing a colorful clock face. The building is surrounded by trees and a street with cars. The sky is blue with some clouds.

# HOW DO WE GET THERE?

- ✓ **Formalize partnerships with CCDA** for leadership development.
- ✓ Infrastructure study: **public utilities, transportation, and communication** infrastructure
- ✓ Leverage **CCDA's coalition of experts** for focused and accountable planning.
- ✓ **Launch catalytic projects:** visioning and master planning, affordable housing innovation, and a business development center.
- ✓ Deliver measurable change **within 24 months.**
- ✓ Use P3 models to **unlock investment and funding** while engaging the community through participatory design
- ✓ **Trust and transparency** will guide every phase.



# BENEFITS TO PROPERTY OWNERS

- ✓ **Land values are expected to rise** due to improved infrastructure, enhanced services, increasing demand, and the development of new industries in California City.
  - ✓ Owners will **appreciate dormant or undervalued properties** as development accelerates.
  - ✓ **Increased liquidity** through new opportunities to sell or lease to incoming residents and businesses.
  - ✓ New public amenities (parks, libraries, broadband access) will **enhance livability and long-term desirability**.
  - ✓ Access to **modern utilities, roads, and communication systems** will enhance daily convenience and functionality.
  - ✓ Participation in development planning offers an opportunity to shape the future of neighborhoods.
- ✓ **Localized job growth** increases demand for nearby housing, services, and amenities.
  - ✓ Rising property value and activity will support **greater access to financing and lines of credit**.
  - ✓ **Community pride and visibility will increase** as California City becomes a national model for transformation.
  - ✓ **Property owners will see a direct increase in land value** as infrastructure improves and demand for housing grows.
  - ✓ Their holdings **will become part of a master-planned future**, raising desirability for investors, residents, and developers alike.
  - ✓ Benefit from **developed infrastructure, public services, and market-driven appreciation**.



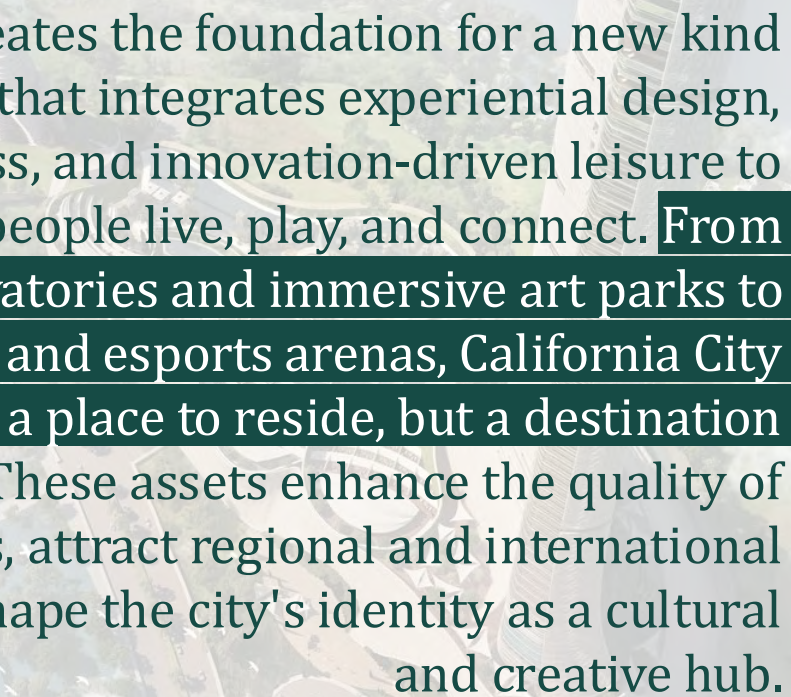
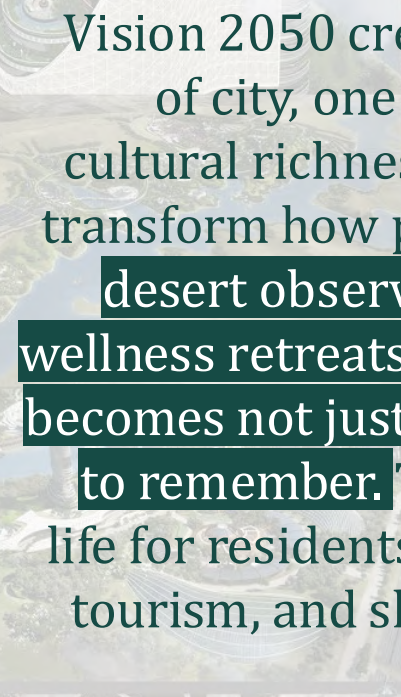
# BENEFITS TO CALIFORNIA CITY

- ✓ **Expanded, diversified tax base** from development & commerce.
- ✓ **Smart, scalable infrastructure** with no legacy burden.
- ✓ Attraction of federal, state, and **philanthropic capital**.
- ✓ Leverage of P3s to **share risk** and deliver complex infrastructure.
- ✓ **Job creation** with strong local economic multiplier effects.
- ✓ Elevated **national and global reputation** as a model city.
- ✓ **Enhanced service delivery** across all departments.
- ✓ **Safer, healthier city** through clean infrastructure and design.
- ✓ Long-term **fiscal sustainability** and budget flexibility.
- ✓ Strengthened trust through **transparency and civic inclusion**.
- ✓ **Resilience** to climate and economic shocks.
- ✓ Regional leadership and **economic spillover** effects.
- ✓ Real-time digital governance and **predictive operations**.
- ✓ Emergence of a **strong civic culture** and identity.
- ✓ Land value capture to **fund parks, housing, and public amenities**.



# LEISURE & ENTERTAINMENT

- ✓ Tourism and Themed Entertainment
- ✓ Wellness & Retreat Experiences
- ✓ Arts, Culture, Media Innovation
- ✓ Sport, Adventure & Recreation
- ✓ Nighttime Economy & Cultural Events
- ✓ Education-Fused Leisure & Innovation



Vision 2050 creates the foundation for a new kind of city, one that integrates experiential design, cultural richness, and innovation-driven leisure to transform how people live, play, and connect. From desert observatories and immersive art parks to wellness retreats and esports arenas, California City becomes not just a place to reside, but a destination to remember. These assets enhance the quality of life for residents, attract regional and international tourism, and shape the city's identity as a cultural and creative hub.





# PPP'S: CRITICAL INDUSTRIES

## ✓ Immediate Target Rehabilitation & Monetization:

- ✓ City-owned assets: Airport, golf course, correctional facility, aquifer
- ✓ Regional, national, and international logistics hub
- ✓ Energy & Grid Resilience
- ✓ Semiconductors & Secure Electronics
- ✓ Aerospace & Defense Systems
- ✓ Biomanufacturing & Health Security
- ✓ Rare Earths & Strategic Materials
- ✓ Transport Infrastructure & Mobility
- ✓ Food, Water, and Cyber-Physical Resilience
- ✓ Green-powered data centers

California City Vision 2050 is uniquely positioned to host critical manufacturing sectors vital to U.S. national security, economic resilience, and industrial leadership. Its inland geography, energy independence, and smart-infrastructure framework make it an ideal environment for secure facilities, advanced R&D testbeds, and federally aligned innovation zones. With abundant land and alignment to national priorities, California City stands as a prime destination for anchor investment and strategic industrial deployment.

# CDCA: FOUNDING MEMBERS

## Michael Echols

Title: **Chairman of the Board**

30+ years in real estate development, executive management and governance with an emphasis on themed resorts, smart cities, hospitality, and airports. Notable projects include Golden Adventure Theme Park in Shijiazhuang, China, Elysium, a 3k acre smart city in Extremadura, Spain and Magdeburg-. Cochstedt International Airport (MCIA) in Cochstedt, Germany

Board: **Chairman of the Board**

Function: **Governance, vision, leadership, & guidance**

## Lenny Stanley Cedano

Title: **Vice-Chairman of the Board**

20+ years of experience in governance, management, and investments. Highly accomplished social serial entrepreneur, C-level executive, and high-profile non-executive board member.

Board: **Exec. Vice-Chair of Investments & Operations**

Function: **Governance, investments, strategy, & operations**

## Craig Keys

Title: **Board Counsel & Chair of Legal and Governance**

25+ years in legal compliance and strategic partnerships with experience in entertainment and social impact. Currently serving a role with Live Nation in risk evaluation and mitigation.

Board: **Exec. Vice-Chair of Business Affairs and Compliance**

Function: **Compliance, licensing, acquisitions, & contracting**

## Lawrence Nelson

Title: **Chief of Innovation and Visioning**

30+ year career as Executive Design Consultant with such clients as Disney, Universal Studios, The Hettema Group and others; Manages concept creative design from 'blue sky' thru concept development

Board: **Executive Vice-Chairman of Creative**

Function: **Lead creative, program dev., visioning, strategic planning**



# CALIFORNIA CITY

DEVELOPMENT  
ASSOCIATION

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**CCDA: Office of the Chairman**  
Michael Echols  
323-574-6126  
[mechols@californiacity-da.org](mailto:mechols@californiacity-da.org)





## **COUNCIL AGENDA ITEM**

**June 10, 2025**

**TO: Honorable Mayor and City Council**

**FROM: Christopher Lopez, City Manager  
Kenny Cooper, Finance Manager**

**SUBJECT: Approve City Check Register dated 05/23/2025—06/05/2025**

### **BACKGROUND/ DISCUSSION:**

The following checks have been prepared by the Finance Department. The items are provided to the Mayor and City Council for review and approval.

### **RECOMMENDATION:**

Staff recommends the City Council discuss approve the attached check register.

Check Date	Check #	Payee	Description	Invoice Date	Invoice #	Invoice \$	Check \$	GL Account	GL Account Name
05/28/2025	115107	VOS Construction Clean	Construction Trash Deposit Refun	04/23/2025	APN203-122-37	500.00-	500.00-	1002088	Constr Site Trash De
Total 115107:							500.00-		
06/03/2025	115205	Frontier	05/19-06/18/25	05/19/2025	081503-5 0519	3,620.59	3,620.59	535310284	Telephone - Land
Total 115205:							3,620.59		
06/03/2025	115206	SoCalGas	04/11-05/12/25	05/16/2025	173 738 1691 1	954.09	954.09	535310282	Gas
Total 115206:							954.09		
06/05/2025	115207	661 Communications	Asset 624- Radios	05/10/2025	1976	948.81	948.81	606000752	Community Benefit
Total 115207:							948.81		
06/05/2025	115208	Albert Archuleta	Uniforms Reimbursement	05/16/2025	UNIFORMS 051	100.13	100.13	184212140	Uniforms
Total 115208:							100.13		
06/05/2025	115209	BHT Engineering, Inc	Job #19410- Redwood Blvd- Hacie	05/12/2025	CC25-067	12,787.00	12,787.00	947000757	#19410 CMAQ Redw
Total 115209:							12,787.00		
06/05/2025	115210	Bound Tree Medical	Medical Supplies	05/15/2025	85773013	262.99	262.99	194222480	Chemicals/EMS Med
06/05/2025	115210	Bound Tree Medical	Medical Supplies	05/15/2025	85773014	759.23	759.23	194222480	Chemicals/EMS Med
06/05/2025	115210	Bound Tree Medical	Medical Supplies	05/15/2025	85773015	44.59	44.59	194222480	Chemicals/EMS Med
06/05/2025	115210	Bound Tree Medical	Medical Supplies	05/20/2025	85777736	203.35	203.35	194222480	Chemicals/EMS Med
Total 115210:							1,270.16		
06/05/2025	115211	Ace City Hardware	04/01-04/30/25	04/30/2025	30001 043025	356.45	356.45	515115256	Equipment Operatio
06/05/2025	115211	Ace City Hardware	04/01-04/30/25	04/30/2025	30002 043025	337.63	337.63	274411256	Equipment Operatio
Total 115211:							694.08		
06/05/2025	115212	Cal City TV & Appliances	50 Gallon Propane	05/28/2025	682	184.00	184.00	274411285	Propane
Total 115212:							184.00		
06/05/2025	115213	Core & Main LP	3/4" Meters	05/07/2025	W911375	6,839.24	6,839.24	515115481	Meters

VOID

PRE-ISSUE

Check Date	Check #	Payee	Description	Invoice Date	Invoice #	Invoice \$	Check \$	GL Account	GL Account Name
Total 115213:							6,839.24		
06/05/2025	115214	Darren Hames	PPE Shipment Reimbursement	05/20/2025	0020051573	82.66	82.66	194222245	Postage and Shippin
Total 115214:							82.66		
06/05/2025	115215	Department of Justice	04/01-04/30/25 Fingerprint App	05/05/2025	815158	64.00	64.00	104171620	Livescan Fees
Total 115215:							64.00		
06/05/2025	115216	Virginia Meza	Construction Trash Deposit Refun	04/23/2025	APN 203-122-3	500.00	500.00	1002088	Constr Site Trash De
Total 115216:							500.00		
06/05/2025	115217	FedEx	WWTP Sample Mailing	05/16/2025	8-863-18011	118.72	118.72	525213245	Postage and Shippin
06/05/2025	115217	FedEx	WWTP Sample Mailing	05/23/2025	8-870-94786	51.76	51.76	525213245	Postage and Shippin
Total 115217:							170.48		
06/05/2025	115218	Fence Masters	Gate Repair	05/19/2025	CCPDG	65.00	65.00	515115270	Bldg Operation/Mai
Total 115218:							65.00		
06/05/2025	115219	Ferguson Waterworks	Inventory	05/20/2025	0051667	32.48	32.48	515115269	Inventory
06/05/2025	115219	Ferguson Waterworks	RV Dump Station Sewer Pipe	05/27/2025	0052230	1,651.90	1,651.90	164251270	Bldg Operation/Mai
Total 115219:							1,684.38		
06/05/2025	115220	G2Solutions, Inc	05/01-05/31/25 DOJ Transaction	06/01/2025	DOJINV-002365	6.75	6.75	184212310	Professional Service
Total 115220:							6.75		
06/05/2025	115221	Government Finance Offi	05/01/25-04/30/26	04/22/2025	300125383-202	190.00	190.00	104141210	Subscr/Books/Dues
Total 115221:							190.00		
06/05/2025	115222	H&S Mobile Fire Equipm	Unit 535- Inspection	05/21/2025	9852	1,262.00	1,262.00	194222254	Veh Operation/Main
Total 115222:							1,262.00		
06/05/2025	115223	Hayes, Shannon	FY 24-25 Uniform Allowance 2	05/12/2025	UNIFORM 0601	600.00	600.00	184212140	Uniforms

Check Date	Check #	Payee	Description	Invoice Date	Invoice #	Invoice \$	Check \$	GL Account	GL Account Name
Total 115223:							600.00		
06/05/2025	115224	John S. Zoltowski	Legal Settlement	05/22/2025	SETTLEMENT 0	1,020.05	1,020.05	274411621	Claims
Total 115224:							1,020.05		
06/05/2025	115225	Linde Gas & Equipment I	Medical Oxygen	05/22/2025	49885940	150.07	150.07	194222480	Chemicals/EMS Med
Total 115225:							150.07		
06/05/2025	115226	Locality Media Inc	Prob 64 Grant Tracking Software	06/01/2025	4544	12,775.00	12,775.00	394224630	Other Contracts
Total 115226:							12,775.00		
06/05/2025	115227	Lopez, Marco	FY 24-25 Uniform Allowance 2	05/12/2025	UNIFORM 0601	600.00	600.00	184212140	Uniforms
Total 115227:							600.00		
06/05/2025	115228	Merchant's Printing & E	OHV Program App & Pass 2026	05/20/2025	5-50070	1,997.21	1,997.21	294219241	Office Supplies
Total 115228:							1,997.21		
06/05/2025	115229	Mission Uniform Service	05/22/25- Linen Service	05/22/2025	523904998	105.07	105.07	184212270	Bldg Operation/Mai
06/05/2025	115229	Mission Uniform Service	05/29/25 Linen Service	05/29/2025	523938480	70.58	70.58	184212270	Bldg Operation/Mai
Total 115229:							175.65		
06/05/2025	115230	ODP Business Solutions	Office Supplies	05/27/2025	424605967001	179.13	179.13	515115241	Office Supplies
06/05/2025	115230	ODP Business Solutions	Building Supplies	05/22/2025	425317031001	120.37	120.37	184212270	Bldg Operation/Mai
Total 115230:							299.50		
06/05/2025	115231	One Hundred Designs	OHV Signs	05/29/2025	5093	1,397.78	1,397.78	164253450	Special Depart Supp
06/05/2025	115231	One Hundred Designs	OHV Uniforms	05/29/2025	5094	51.00	51.00	294219140	Uniforms
Total 115231:							1,448.78		
06/05/2025	115232	O'Reilly Auto Parts	Unit 141- Pulley & Disc Pads	05/06/2025	6127-261919	300.22	300.22	545410254	Veh Operation/Main
06/05/2025	115232	O'Reilly Auto Parts	Unit 141- Battery	05/19/2025	6127-263797	237.07	237.07	545410254	Veh Operation/Main
06/05/2025	115232	O'Reilly Auto Parts	Unit 141- Belt	05/19/2025	6127-263806	63.45	63.45	545410254	Veh Operation/Main
06/05/2025	115232	O'Reilly Auto Parts	Unit 141- V Belt	05/19/2025	6127-263816	24.67	24.67	545410254	Veh Operation/Main
06/05/2025	115232	O'Reilly Auto Parts	Unit 141- Belt	05/20/2025	6127-264011	56.85	56.85	545410254	Veh Operation/Main

Check Date	Check #	Payee	Description	Invoice Date	Invoice #	Invoice \$	Check \$	GL Account	GL Account Name
06/05/2025	115232	O'Reilly Auto Parts	Unit 472- Cabin Filter	05/21/2025	6127-264094	53.62	53.62	274411254	Veh Operation/Main
06/05/2025	115232	O'Reilly Auto Parts	Unit 207- Master Cylinder	05/21/2025	6127-264100	94.22	94.22	515115254	Veh Operation/Main
06/05/2025	115232	O'Reilly Auto Parts	Unit 141- Pulley	05/22/2025	6127-264295	80.91	80.91	545410254	Veh Operation/Main
Total 115232:							911.01		
06/05/2025	115233	Pace Analytical Services	Lab Sampling	05/15/2025	2427B517071	275.00	275.00	525213314	Lab Sampling
06/05/2025	115233	Pace Analytical Services	Lab Sampling	05/22/2025	2527B517070	275.00	275.00	525213314	Lab Sampling
06/05/2025	115233	Pace Analytical Services	Lab Sampling	05/22/2025	2527B517076	655.40	655.40	525213314	Lab Sampling
06/05/2025	115233	Pace Analytical Services	Lab Sampling	05/15/2025	2527B517224	275.00	275.00	525213314	Lab Sampling
06/05/2025	115233	Pace Analytical Services	Lab Sampling	05/15/2025	2527B517225	275.00	275.00	525213314	Lab Sampling
06/05/2025	115233	Pace Analytical Services	Lab Sampling	05/15/2025	2527B517474	275.00	275.00	525213314	Lab Sampling
06/05/2025	115233	Pace Analytical Services	Lab Sampling	05/15/2025	2527B517507	275.00	275.00	525213314	Lab Sampling
Total 115233:							2,305.40		
06/05/2025	115234	Palma, Rene	Pool Repair & Maint	05/16/2025	INV0004 A	1,000.00	1,000.00	104562270	Bldg Operation/Mai
Total 115234:							1,000.00		
06/05/2025	115235	Price Paige & Company C	04/01-04/30/25	04/30/2025	36137	1,624.00	1,624.00	104141310	Professional Service
Total 115235:							1,624.00		
06/05/2025	115236	Primo Brands	04/19-05/18/25	05/21/2025	05E871009530	20.00	20.00	404566241	Office Supplies
Total 115236:							20.00		
06/05/2025	115237	Ramirez, Robert	FY 24-25 Uniform Allowance 2	05/12/2025	UNIFORM 0601	600.00	600.00	184212140	Uniforms
Total 115237:							600.00		
06/05/2025	115238	Rivera, Miguel	FY 24-25 Uniform Allowance 2	05/12/2025	UNIFORM 0601	600.00	600.00	184212140	Uniforms
Total 115238:							600.00		
06/05/2025	115239	Ross-Campbell, Inc	05/01/25-02/28/26 Media Outre	05/22/2025	25-3835-3	2,500.00	2,500.00	104155495	Plastic Recycling Gra
Total 115239:							2,500.00		
06/05/2025	115240	S.C. Friends Tire Inc.	Unit 900- 2 Flat Repairs	05/08/2025	49368	20.00	20.00	274413254	Veh Operation/Main
06/05/2025	115240	S.C. Friends Tire Inc.	Unit 140- 4 Tires	05/21/2025	49418	715.82	715.82	545410254	Veh Operation/Main

Check Date	Check #	Payee	Description	Invoice Date	Invoice #	Invoice \$	Check \$	GL Account	GL Account Name
Total 115240:							735.82		
06/05/2025	115241	Safety-Kleen Corp	Parts Washer Solvent	05/02/2025	97016457	185.69	185.69	104441480	Chemicals/EMS Med
Total 115241:							185.69		
06/05/2025	115242	Saltegra Consulting LLC	WW Treatment Assessment Prep	05/25/2025	25056039-RMP.	8,256.00	8,256.00	525213630	Contracts
Total 115242:							8,256.00		
06/05/2025	115243	Sanchez, Luciano	Pool Repair & Maint	05/16/2025	INV0004 B	1,000.00	1,000.00	104562270	Bldg Operation/Mai
Total 115243:							1,000.00		
06/05/2025	115244	Stivers, Timothy	FY 24-25 Uniform Allowance 2	05/12/2025	UNIFORM 0601	600.00	600.00	184212140	Uniforms
Total 115244:							600.00		
06/05/2025	115245	Stradling Yocca Carlson	04/01-04/30/25	05/28/2025	420235	111.20	111.20	104155311	Legal Services
Total 115245:							111.20		
06/05/2025	115246	Tech 45 Airport Manage	05/01-05/30/25	06/02/2025	002005	10,000.00	10,000.00	535310310	Professional Service
Total 115246:							10,000.00		
06/05/2025	115247	Technic Business Solutio	02/13-05/12/25- Copy Overage	05/13/2025	CO17- IN63121	1,275.87	1,275.87	515115242	Office Equip Lease E
Total 115247:							1,275.87		
06/05/2025	115248	Titan Empire	03/11-05/28/25	05/28/2025	25027	2,241.50	2,241.50	184212130	Recruiting
Total 115248:							2,241.50		
06/05/2025	115249	Tracey, Tyler	FY 24-25 Uniform Allowance 2	05/12/2025	UNIFORM 0601	600.00	600.00	184212140	Uniforms
Total 115249:							600.00		
06/05/2025	115250	United Rentals	Service- Genie	05/20/2025	248263202	4,268.62	4,268.62	515115256	Equipment Operatio
Total 115250:							4,268.62		

Check Date	Check #	Payee	Description	Invoice Date	Invoice #	Invoice \$	Check \$	GL Account	GL Account Name
06/05/2025	115251	US Bank Equipment Fina	05/13-06/13/25	05/20/2025	555990910	707.43	707.43	515115242	Office Equip Lease E
Total 115251:							707.43		
06/03/2025	202500080	GES MegaSeven LLC	04/01-04/30/25	05/21/2025	CA-01-001A-20	50,565.83	50,565.83	717111281	Electricity
Total 202500080:							50,565.83		
06/03/2025	202500081	Staples Advantage	Office Supplies	05/25/2025	7005444868	264.69	264.69	104155241	Office Supplies
Total 202500081:							264.69		
06/05/2025	202500082	Amazon Capital Services	Autel Scanner	05/28/2025	1DXD-W13T-9N	642.43	642.43	104441450	Special Depart Supp
Total 202500082:							642.43		
06/05/2025	202500083	Classic Lock & Keys	Wellness Check	05/23/2025	CR25-0524	90.00	90.00	184212270	Bldg Operation/Mai
Total 202500083:							90.00		
06/05/2025	202500084	Diamond Finish Mobile	05/24/25- 11 Units	05/24/2025	000162	165.00	165.00	184212254	Veh Operation/Main
Total 202500084:							165.00		
06/05/2025	202500085	DiamondIT	05/09/25-05/08/26- VMWare Re	05/09/2025	38077	7,165.00	7,165.00	104155630	Contracts
06/05/2025	202500085	DiamondIT	05/28/25-05/27/26- CradlePoint	05/28/2025	38098	5,685.00	5,685.00	184212630	Contracts
06/05/2025	202500085	DiamondIT	06/01-06/30/25 M365	06/01/2025	38102MS	3,260.00	3,260.00	545410630	Other Contracts
06/05/2025	202500085	DiamondIT	06/01-06/30/25	06/01/2025	38103	24,342.34	24,342.34	515115630	Contracts
06/05/2025	202500085	DiamondIT	File Transfers- Paymentus	05/31/2025	38190	525.00	525.00	104155630	Contracts
Total 202500085:							40,977.34		
06/05/2025	202500086	Famcon Pipe & Supply In	Inventory	05/13/2025	S100154835.00	1,089.84	1,089.84	515115269	Inventory
06/05/2025	202500086	Famcon Pipe & Supply In	Inventory	05/15/2025	S100154835.00	635.16	635.16	515115269	Inventory
06/05/2025	202500086	Famcon Pipe & Supply In	Inventory	05/13/2025	S100154840.00	2,449.70	2,449.70	515115269	Inventory
Total 202500086:							4,174.70		
06/05/2025	202500087	Flores, Joshua	FY 24-25 Uniform Allowance 2	05/12/2025	UNIFORM 0601	600.00	600.00	184212140	Uniforms
Total 202500087:							600.00		
06/05/2025	202500088	Mediowaste Disposal	03/01-03/31/25	03/01/2025	106545	157.99	157.99	194222480	Chemicals/EMS Med

Check Date	Check #	Payee	Description	Invoice Date	Invoice #	Invoice \$	Check \$	GL Account	GL Account Name
06/05/2025	202500088	Mediwaste Disposal	04/01-04/30/25	04/01/2025	112609	157.43	157.43	194222480	Chemicals/EMS Med
06/05/2025	202500088	Mediwaste Disposal	06/01-06/30/25	06/01/2025	122337	225.18	225.18	194222480	Chemicals/EMS Med
Total 202500088:							540.60		
06/05/2025	202500089	Middleton, Keith	05/01-05/31/25	05/29/2025	MILEAGE MAY 2	30.00	30.00	104143230	Travel/Lodging/Reg
Total 202500089:							30.00		
06/05/2025	202500090	PlaceWorks Inc	04/01-04/30/25	04/30/2025	COCC-01.0 - 7	4,991.25	4,991.25	104170310	Professional Service
Total 202500090:							4,991.25		
06/05/2025	202500091	PNC Equipment Finance,	07/01-07/31/25	06/02/2025	2269343	2,836.55	2,836.55	404566240	Equipment Rental
Total 202500091:							2,836.55		
06/05/2025	202500092	RSI Petroleum	05/30/25- Fuel	05/30/2025	0414683	2,472.50	2,472.50	194222255	RSI Fuel
06/05/2025	202500092	RSI Petroleum	04/16-04/30/25	04/30/2025	1087742	85.83	85.83	104168255	RSI Fuel
06/05/2025	202500092	RSI Petroleum	05/01-05/15/25	05/15/2025	1087776	2,060.23	2,060.23	184217255	RSI Fuel
06/05/2025	202500092	RSI Petroleum	05/01-05/15/25	05/15/2025	1087790	417.77	417.77	194222255	RSI Fuel
06/05/2025	202500092	RSI Petroleum	05/01-05/15/25	05/15/2025	1087811	248.43	248.43	104131255	RSI Fuel
06/05/2025	202500092	RSI Petroleum	05/01-05/15/25	05/15/2025	1087818	175.86	175.86	194216255	RSI Fuel
06/05/2025	202500092	RSI Petroleum	05/01-05/15/25	05/15/2025	1087823	888.29	888.29	164253255	RSI Fuel
06/05/2025	202500092	RSI Petroleum	05/01-05/15/25	05/15/2025	1087829	73.88	73.88	104168255	RSI Fuel
Total 202500092:							6,422.79		
06/05/2025	202500093	Stewart, Salvador	FY 24-25 Uniform Allowance 2	05/12/2025	UNIFORM 0601	600.00	600.00	184212140	Uniforms
Total 202500093:							600.00		
06/05/2025	202500094	Stroh MD, John Jay	05/15-06/15/25	05/22/2025	052225	2,000.00	2,000.00	184212630	Contracts
Total 202500094:							2,000.00		
06/05/2025	202500095	Thugs to Bugs Pest Contr	05/19/25- Pest Control	05/19/2025	0275 051925	160.00	160.00	515115630	Contracts
Total 202500095:							160.00		
Grand Totals:							204,593.35		

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Check Date	Check #	Payee	Description	Invoice Date	Invoice #	Invoice \$	Check \$	GL Account	GL Account Name
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I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 6/4/25  
Finance Department [Signature]

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Report Criteria:

Report type: Invoice detail  
Vendor.Vendor Number = {<>} 1039  
Bank.Bank Number = 1

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Check Date	Check #	Payee	Description	Invoice Date	Invoice #	Invoice \$	Check \$	GL Account	GL Account Name
06/05/2025	9601	Ace City Hardware	05/01-05/31/25	05/31/2025	30009 053125	13.93	13.93	744632270	Bldg Operation/Maint
Total 9601:							13.93		
06/05/2025	9602	Chiavarolli, John	05/01-05/31/25 Janitorial Servic	05/31/2025	053125	200.00	200.00	744632310	Professional Services
Total 9602:							200.00		
06/05/2025	9603	City Of Cal City-General	02/14-03/13/25	03/31/2025	102826.01 0331	489.00	489.00	744632288	Sewer Services
06/05/2025	9603	City Of Cal City-General	02/14-03/13/25	03/31/2025	102827-02 033	468.00	468.00	744632288	Sewer Services
06/05/2025	9603	City Of Cal City-General	02/14-03/13/25	03/31/2025	103207.01 0331	780.00	780.00	744632288	Sewer Services
06/05/2025	9603	City Of Cal City-General	02/14-03/13/25	03/31/2025	103211.01 0331	310.00	310.00	744632288	Sewer Services
06/05/2025	9603	City Of Cal City-General	02/14-03/13/25	03/31/2025	106763.01 0331	171.00	171.00	744632288	Sewer Services
06/05/2025	9603	City Of Cal City-General	02/14-03/13/25	03/31/2025	106781.01 0331	709.00	709.00	744632288	Sewer Services
06/05/2025	9603	City Of Cal City-General	02/14-03/13/25	03/31/2025	106867.01 0331	1,832.00	1,832.00	744632287	Water Service
06/05/2025	9603	City Of Cal City-General	02/14-03/13/25	03/31/2025	107481.01 0331	9.33	9.33	744632288	Sewer Services
Total 9603:							4,768.33		
06/05/2025	9604	Garcia, Mario	05/01-05/31/25 On Call Manager	05/31/2025	053125	400.00	400.00	744632310	Professional Services
Total 9604:							400.00		
06/05/2025	9605	Steve-O Plumbing	Apt #28- Water Heater	05/23/2025	2910	2,000.00	2,000.00	744632270	Bldg Operation/Maint
Total 9605:							2,000.00		
06/05/2025	148000287	Adams, James	05/01-05/31/25 On Call Manager	05/31/2025	053125	400.00	400.00	744632310	Professional Services
06/05/2025	148000287	Adams, James	05/01-05/31/25 Maintenance	05/31/2025	053125 B	1,600.25	1,600.25	744632310	Professional Services
Total 148000287:							2,000.25		
06/05/2025	148000288	DiamondIT	06/01-06/30/25 M365	06/01/2025	38102MS	36.00	36.00	744632630	Contracts
Total 148000288:							36.00		
06/05/2025	148000289	Trulio, Anthony	5/01-5/31/2025- Maintenance	05/31/2025	053125	882.86	882.86	744632310	Professional Services
Total 148000289:							882.86		
Grand Totals:							10,301.37		

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Check Date	Check #	Payee	Description	Invoice Date	Invoice #	Invoice \$	Check \$	GL Account	GL Account Name
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I HEREBY CERTIFY AS TO THE ACCURACY OF THE DEMANDS AND AVAILABILITY OF FUNDS:

Dated: 6/4/25

Finance Department 

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Report Criteria:

Report type: Invoice detail  
Bank.Bank Number = 148

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Report Criteria:

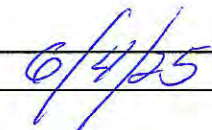
Check.Check issue date = 05/23/25-06/05/25

Check Date	Check #	Payee	Description	Source ID	Amount	Check \$	GL Account
06/05/2025	501531	Albert Garcia	Final Bill Deposit Refunded	107363.01	24.00	24.00	5102090
Total 501531:					24.00		
06/05/2025	501532	Alberto Garcia	Final Bill Deposit Refunded	107365.01	24.00	24.00	5102090
Total 501532:					24.00		
06/05/2025	501533	Bolling, Jeremy	Final Bill Deposit Refunded	107289.04	32.00	32.00	5102090
Total 501533:					32.00		
06/05/2025	501534	Cehua, Michael	Final Bill Deposit Refunded	104570.14	51.33	51.33	5102090
Total 501534:					51.33		
06/05/2025	501535	Collins, Steve	Final Bill Deposit Refunded	107468.01	32.00	32.00	5102090
Total 501535:					32.00		
06/05/2025	501536	Jose Gonzalez	Final Bill Deposit Refunded	106135.05	30.00	30.00	5102090
Total 501536:					30.00		
06/05/2025	501537	Josh & Sally Heinz	Final Bill Deposit Refunded	106368.07	20.00	20.00	5102090
Total 501537:					20.00		
06/05/2025	501538	Kristi Vivian	Final Bill Deposit Refunded	103631.11	57.33	57.33	5102090
Total 501538:					57.33		
06/05/2025	501539	Meister, Joshua	Final Bill Deposit Refunded	107447.01	30.00	30.00	5102090
Total 501539:					30.00		
06/05/2025	501540	TAMMY GRAY	Final Bill Deposit Refunded	105010.15	50.00	50.00	5102090
Total 501540:					50.00		
Grand Totals:					350.66		

Finance Approval By: \_\_\_\_\_



Date: \_\_\_\_\_



# CITY OF CALIFORNIA CITY

CC 2  
MAY 27, 2025

Marquette Hawkins  
MAYOR

Jesse Hightower  
MAYOR PRO TEM

Michael Hurles  
Michael Kulikoff  
Ronald Smith  
COUNCIL MEMBERS

Christopher Lopez  
CITY MANAGER



## MINUTES

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*CITY COUNCIL/ HOUSING AUTHORITY/ SUCCESSOR AGENCY  
REGULAR MEETING TUESDAY MAY 27, 2025 @ 5:00 PM  
COUNCIL CHAMBERS & VIA ZOOM  
21000 HACIENDA BLVD., CALIFORNIA CITY, CA 93505*

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If you need special assistance to participate in this meeting, contact the City Clerk at (760) 373-7140 or via email at [cityclerk@californiacity-ca.gov](mailto:cityclerk@californiacity-ca.gov). We request a 24-hour notification prior to the meeting in order for the City to make reasonable arrangements to ensure accessibility. (28 CFR 35.102-35.104 American Disabilities Act Title II)

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### Zoom instructions and notes:

Web Link: <https://us06web.zoom.us/j/84585850031>

Meeting ID: 845 8585 0031

1. Public can dial into the Zoom line:
  - a. One tap mobile: +16694449171,87254527178# US
  - b. Dial the following number: +1 564 217 2000 US
2. Comments
  - a. Public must join Zoom meeting to comment
  - b. Keep your mic on **Mute** until you are requested to speak
  - c. Use the "Raise your Hand" button to request to speak or,
  - d. Send a chat request to City Clerk for request to speak
  - e. When requested to speak state your name for the record
  - f. Re-mute when your time to speak has ended

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*Public is urged to listen to the meeting in a quiet place, to avoid background noise. We also request public to MUTE your audio device when not commenting to avoid disruption during meeting.*

*\*\*Please take this time to turn off your cell phones \*\**

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## CLOSED SESSION 4:30PM

**CALL TO ORDER – MAYOR HAWKINS CALLED THE MEETING TO ORDER @ 4:30 PM**

### **ROLL CALL**

Councilmembers: Hurles, Kulikoff, Smith, Mayor Pro Tem Hightower, Mayor Hawkins- **ALL PRESENT**

**ADOPT THE AGENDA- MOTION TO ADOPT MADE BY: MAYOR PRO TEM HIGHTOWER/ 2<sup>ND</sup> BY COUNCILMEMBER SMITH/ ALL IN FAVOR**

### **PUBLIC COMMENT**

Members of the public are welcome to address the City Council **ONLY** on those items listed on the Closed Session agenda. Each member of the public will be given (3) three minutes to speak

- **NONE**

### **CLOSED SESSION**

**CS 1. Significant exposure to litigation pursuant to Government Code Section 54956.9, subdivision (d)(2) (Two matters)**

**CS 2. Conference with Labor Negotiators. Labor Negotiations pursuant to Government Code section 54957.6**

**Agency designated representatives: Zachery A. Lopes of Burke, Williams & Sorensen, LLP.  
Employee Organizations: Police Union, Fire Union, and Miscellaneous Union**

**REPORT OUT OF CLOSED SESSION- CHRISTY LOPEZ REPORTED  
OUT OF CLOSED SESSION @ 5:18PM**

- **No Reportable Action**

**CITY COUNCIL CONVENES TO REGULAR MEETING**

## REGULAR MEETING 5:00PM

**CALL TO ORDER**

**PLEDGE OF ALLIGENCE / INVOCATION- Given by Pastor Mark Goodell**

**ROLL CALL**

Councilmembers: Hurles, Kulikoff, Smith, Mayor Pro Tem Hightower, Mayor Hawkins- **All present**

## DEPARTMENT REPORTS

PLANNING      CANNABIS  
FD                BUILDING  
FINANCE        TREASURER

## CITY CLERK REPORTS/RECEIVED COMMUNICATIONS

Correspondence from JM Powers Dated:

May 16, 2025

May 17, 2025

May 18, 2025

## CIVIC/COMMUNITY/ORGANIZATION ANNOUNCEMENTS

## PUBLIC BUSINESS FROM THE FLOOR / PUBLIC COMMENT

This portion of the meeting is reserved for the public to address the City Council on any matter **NOT on this agenda** and over which the City Council has jurisdiction. Please state your name for the record and limit your comments to (3) three minutes. The City Council will receive the comments but cannot engage in back-and-forth discussion with the public or make any decision. The City Council can direct staff to bring the item back to a future agenda for discussion.

## CONSENT CALENDAR

### **WAIVER OF FULL READING OF RESOLUTIONS AND ORDINANCES**

Consideration to waive full-text reading of all Resolutions and Ordinances by single motion made at the start of each meeting, subject to the ability of the City Council / Agency to read the full text of selected resolutions and ordinances when the item is addressed by subsequent motion. All items on the consent calendar are considered routine, and non-controversial and will be approved by (1) one motion if no member of the council, staff, or public wishes to comment or ask questions. Public comments are to be limited to (3) three minutes. Roll call vote required.

- CC 1. Approve **City Check Register dated 05/09/2025-05/22/2025-Councilmember Smith and Mayor Hawkins abstained from voting on check number 115164/Invoice number 342580/Amount of \$3984.**

**VOTE 5-0**

**Motioned by Councilmember Kulikoff/ 2<sup>nd</sup> by Mayor Pro Tem Hightower**

**AYES:** Councilmember(s): Hurles, Kulikoff, Smith, Mayor Pro Tem Hightower, Mayor Hawkins

**NOES:** NONE

**ABSENT:** NONE

**ABSTAIN:** NONE

- CC 2. Approve **Minutes for 5/13/2025**

- CC3. Authorize the Use of City Owned Golf Carts for the 4<sup>th</sup> Annual Veterans Stand Down and Career Fair

- CC 4. A Resolution of the City Council of the City of California City Approving Appointments of Two Commissioners to the City's Planning Commission

## CONTINUED BUSINESS

- CB 1.** Staff Report: Christopher Lopez, City Manager  
Subject: Adopt a Resolution of the Mayor and City Council Authorizing the City Manager to Execute Any and All Documents Associated with the Department of Homeland Security Grant in the Amount of \$250,000  
**Recommendation:** Adopt a resolution approving the FY 2024 State and Local Cybersecurity Grant Program for Local and Tribal Governments (SL) and authorize the City Manager to take any and all actions to implement the grant.

### VOTE 5-0

#### MOTIONED by:

#### MAYOR PRO TEM HIGHTOWER/ 2ND BY COUNCILMEMBER SMITH TO APPROVE CYBERSECURITY GRANT

**AYES:** Councilmember(s): Hurles, Kulikoff, Smith, Mayor Pro Tem Hightower, Mayor Hawkins

**NOES:** NONE

**ABSENT:** NONE

**ABSTAIN:** NONE

## NEW BUSINESS

- NB 1.** Staff Report: Christopher Lopez, City Manager-Joe Barragan, Public Works Director  
Subject: A Resolution of the City Council of the City of California City, adopting a list of projects for Fiscal Year 2025-2026 funded by SB 1: The Road Repair and Accountability Act of 2017  
**Recommendation:** Motion to adopt a resolution of the City Council of the City of California City Adopting a list of projects for Fiscal Year 2025-2026 funded by SB 1: The Road Repair and Accountability Act of 2017. Staff recommends the Council adopt the resolution as presented.

### VOTE 5-0

#### MOTIONED BY: COUNCILMEMBER SMITH/ 2<sup>ND</sup> BY: COUNCILMEMBER KULIKOFF TO APPROVE RESOLUTION NUMBER 25-3137

**AYES:** Councilmember(s): Hurles, Kulikoff, Smith, Mayor Pro Tem Hightower, Mayor Hawkins

**NOES:** NONE

**ABSENT:** NONE

**ABSTAIN:** NONE

- NB 2.** Staff Report: Christopher Lopez, City Manager  
Subject: 2025/26 Master Fee Schedule  
**Recommendation:** Staff recommends the City Council discuss the options and give direction to the City Manager on the next steps they want for the City fees for service

### VOTE 5-0

#### MOTIONED BY: COUNCILMEMBER HURLES/ 2<sup>ND</sup> BY: MAYOR PRO TEM HIGHTOWER TO DIRECT CITY STAFF TO ADVERTISE AN RFP TO RECEIVE PROPOSALS FROM QUALIFIED FIRMS TO UPDATE THE 2020 MASTER FEE SCHEDULE TO REFLECT THE CURRENT COST OF SERVICE IN ALL DEPARTMENTS

**AYES:** Councilmember(s): Hurles, Kulikoff, Smith, Mayor Pro Tem Hightower, Mayor Hawkins

**NOES:** NONE

**ABSENT:** NONE

**ABSTAIN:** NONE

**NB3.** Staff Report: Christopher Lopez, City Manager  
Subject: Discussion and Direction Regarding Recruiting for Pool Lifeguards and Authorizing Expenditures for the Community Pool

**Recommendation:** Staff recommends that the Mayor and Council discuss and provide direction.

**VOTE 5-0**

**MOTIONED BY: MAYOR PRO TEM HIGHTOWER/ 2<sup>ND</sup> BY: COUNCILMEMBER SMITH  
TO RECRUIT FOR LIFEGUARDS**

**AYES:** Councilmember(s): Hurles, Kulikoff, Smith, Mayor Pro Tem Hightower, Mayor Hawkins

**NOES:** NONE

**ABSENT:** NONE

**ABSTAIN:** NONE

**NB4.** Staff Report: Christopher Lopez, City Manager

Subject: Discussion and Direction Regarding AB 1234 Items and Future Agenda Items

**Recommendation:** Staff recommends that the Mayor and Council discuss and provide direction.

**COUNCILMEMBER COMMENTS, AGENDA REQUESTS, AND AB1234 REPORTS**

This portion of the meeting is reserved for council members to present information, announcements, and items that have come to their attention. The Brown Act precludes Council, staff, or public discussion. Short staff responses are appropriate. The Council will take no formal action. A Council member may request the City Clerk to calendar an item for consideration at a future meeting or refer an item to staff.

**ADJOURNMENT- 8:48pm**

**MOTION TO ADJOURN BY:  
COUNCILMEMBER KULIKOFF/ 2<sup>ND</sup> BY: COUNCILMEMBER HURLES  
ALL IN FAVOR**

**AFFIDAVIT OF POSTING**

I, Leandrea Weible, Acting City Clerk for the City of California City, California, DO HEREBY CERTIFY that the foregoing notice was posted on all official City bulletin boards and the City's website at least 72 hours prior to the meeting in compliance with the provisions of the Brown Act.

May 23, 2025



## COUNCIL AGENDA ITEM

June 10, 2025

**TO: Honorable Mayor and City Council**

**FROM: Christopher Lopez, City Manager  
Inge Elmes, OHV Manager**

**SUBJECT : SAPPHOS ENVIRONMENTAL INC - PROFESSIONAL SERVICES  
AGREEMENT**

### **BACKGROUND/DISCUSSION**

The OHMVR Division requires within the OHV grant program to complete a Habitat Management Plan (HMP) as part of the ground operations project agreements. This plan includes monitoring of sensitive species within the OHV riding areas. Alongside this work, Sapphos Environmental Inc will also perform a yearly biological survey of the specific areas listed within the HMP for California City. This scope of work is performed by a highly qualified biological resources team with extensive experience in resource evaluation, habitat assessment for the desert tortoise and Mojave ground squirrel, and regulatory compliance within the Mojave Desert.

Additionally, this scope of work is included in the grant application and is part of the scope of work to be performed to fulfill grant obligations. This work is crucial to the grant program and is included and listed in the project agreements to be performed and completed specifically by Sapphos Environmental Inc.

The Professional Services Agreement attached for your review has been modified to remove Section 3.2.10.3(A)(1) regarding the Additional Insured requirement for the General Liability Insurance. The City attorney has not recommended the removal of this item, and staff is bringing this item for Council's approval since the removal of this item should only be done with Council's awareness and approval. The OHV staff has identified that the vendor has an environmental combined policy which may be sufficient for the work to be performed as the liability is nominal.

### **FISCAL IMPACT**

Cost of work in the amount not to exceed \$6,480.99 will be allocated to GL code 29-4216-630 which was included and approved in the FY 24/25 Budget. This line item has a current balance of \$14,592.50.

**RECOMMENDATION**

Staff recommends for the Professional Services Agreement between Sapphos Environmental Inc and the City of California City to be approved and authorize the City Manager to execute the Agreement as attached, subject to City Attorney approval as to form.

**ATTACHMENTS**

Professional Services Agreement  
Sapphos Environmental Proposal

**CITY OF CALIFORNIA CITY**  
**CONTRACT SERVICES AGREEMENT**

**1. PARTIES AND DATE.**

This Contract Services Agreement (“Agreement”) is made and entered into this 10<sup>th</sup> day of June, 2025, by and between the City of California City, a municipal corporation, organized under the laws of the State of California, with its principal place of business at 21000 Hacienda Blvd., California City, CA 93505 ("City") and Sapphos Environmental Inc., a corporation with its principal place of business at 430 North Halstead Street, Pasadena, CA 91107 ("Consultant"). City and Consultant are sometimes individually referred to herein as "Party" and collectively as "Parties."

**2. RECITALS.**

**2.1 Consultant.**

Consultant desires to perform and assume responsibility for the provision of certain environmental services required by the City on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing environmental services to public clients, is licensed in the State of California, and is familiar with the plans of City.

**2.2 Project.**

City desires to engage Consultant to render such environmental services for the OHMVR Division ground operations project ("Project") as set forth in this Agreement.

**3. TERMS.**

**3.1 Scope of Services and Time of Performance.**

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to supply the environmental services necessary fully and adequately for the Project ("Services"). The Services are more particularly described in Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state, and federal laws, rules, and regulations.

3.1.2 Time of Performance. Consultant shall perform its services in a prompt and timely manner and shall commence performance immediately following execution of this Agreement by the Parties. Consultant shall complete the services required hereunder on or before July 31, 2025.

3.1.3 Term of Agreement. The term of this Agreement shall have an initial term (“Term”) of one (1) year that commences as of June 10, 2025, and expires on June 10, 2026, unless sooner terminated as provided in Section 3.6 of this Agreement. Thereafter, this Agreement may be renewed for successive terms each calendar year upon the mutual written agreement of both parties. Renewal shall not be automatic and shall require the express written consent of both parties.

## **3.2 Responsibilities of Consultant.**

3.2.1 Independent Contractor; Control and Payment of Subordinates. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods, and details of performing the Services subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of City and shall at all times be under Consultant's exclusive direction and control. Neither City, nor any of its officials, officers, directors, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Consultant represents that it has the personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule, City shall respond to Consultant's submittals in a timely manner. Upon request of City, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

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

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

property, shall be promptly removed from the Project by the Consultant at the request of the City. The key personnel for performance of this Agreement are as follows: Paulette Porrazzo, Biological Resources Manager.

3.2.5 City's Representative. The City hereby designates OHV Manager, Inge Elmes, or his/her designee, to act as its representative in all matters pertaining to the administration and performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for review and approval of all products submitted by Consultant but not the authority to enlarge the Scope of Work or change the total compensation due to Consultant under this Agreement. The City Manager shall be authorized to act on City's behalf and to execute all necessary documents which enlarge the Scope of Work or change the Consultant's total compensation subject to the provisions contained in Section 3.3 of this Agreement. Consultant shall not accept direction or orders from any person other than the City Manager, City's Representative or his/her designee.

3.2.6 Consultant's Representative. Consultant hereby designates Brandon Lotts, Biological Resources Specialist, or his/her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using his/her best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

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

3.2.8 Standard of Care; Performance of Employees. The Consultant shall at all times employ such force, plant, materials, and tools as will be sufficient in the opinion of the City to perform the Services within the time limits established, and as provided herein. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, and material shall be furnished and said Services performed and completed as required by the Agreement, and subject to the approval of the City's authorized representative. The quality of Services shall meet or exceed those standards established by the City or County of jurisdiction. The Consultant shall perform all Services under this Agreement in a skillful and workmanlike manner, and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees, and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any Services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Consultant shall at all times enforce strict discipline and good order among its employees. Any employee who is determined by the City to be uncooperative, incompetent, a threat to the safety of persons or the Services, or any employee who fails or refuses to perform the

Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed on the Services.

3.2.9 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state, and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If Consultant performs any work knowing it to be contrary to such laws, rules and regulations, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify, and hold City, its officials, directors, officers, employees, agents, and volunteers free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules, or regulations.

3.2.10 Insurance.

3.2.10.1 Time for Compliance. Consultant shall not commence work under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the City that the subconsultant has secured all insurance required under this section.

3.2.10.2 Types of Insurance Required. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder, and without limiting the indemnity provisions of the Agreement, the Consultant, in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement the following policies of insurance. If the existing policies do not meet the insurance requirements set forth herein, Consultant agrees to amend, supplement, or endorse the policies to do so.

(A) Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 0001, or the exact equivalent, with limits of not less than \$1,000,000 per occurrence and no less than \$2,000,000 in the general aggregate. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions (1) limiting coverage for contractual liability; (2) excluding coverage for claims or suits by one insured against another (cross-liability); or (3) containing any other exclusion(s) contrary to the terms or purposes of this Agreement.

(B) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Code 1), or if Consultant has no owned autos, "Hired Auto" (Code 8) and "Non-Owned Auto" (Code 9), or the exact equivalent, covering bodily injury and property damage for all activities with limits of not less than \$1,000,000 combined limit for each occurrence. (1) a Personal Automobile Liability policy for the Consultant's own vehicle stipulating "Automobile Liability Insurance with a limit of not less than \$1,000,000 each accident".

(C) **Workers' Compensation/Employer's Liability:** Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease. If Consultant has no employees or agents, Consultant shall not be required to maintain Workers' Compensation Insurance. However, in the event that Consultant hires employees or agents during the term of this Agreement, Consultant shall obtain and maintain Workers' Compensation/Employer's Liability Insurance in accordance with this section.

3.2.10.3 **Insurance Endorsements.** Required insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms approved by the City to add the following provisions to the insurance policies:

(A) **Commercial General Liability**

(1) **Cancellation:** Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

(B) **Automobile Liability:**

(1) **Cancellation:** Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

(C) **Workers' Compensation:**

(1) **Cancellation:** Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

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

3.2.10.4 **Primary and Non-Contributing Insurance.** All policies of Commercial General Liability and Automobile Liability insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the City, its officials, officers, employees, agents, or volunteers shall not contribute with this primary insurance. Policies shall contain or be endorsed to contain such provisions.

3.2.10.5 Waiver of Subrogation. All policies of Commercial General Liability and Automobile Liability insurance shall contain or be endorsed to waive subrogation against the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer. Consultant shall require similar written express waivers and insurance clauses from each of its subconsultants.

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

3.2.10.7 Evidence of Insurance. The Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates on forms approved by the City, together with all endorsements affecting each policy. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for approval. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced and not replaced immediately so as to avoid a lapse in the required coverage, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

3.2.10.8 Failure to Maintain Coverage. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced immediately so as to avoid a lapse in the required coverage, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement effective upon notice.

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

3.2.10.10 Enforcement of Agreement Provisions (non estoppel). Consultant acknowledges and agrees that actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligation on the City nor does it waive any rights hereunder.

3.2.10.11 Requirements Not Limiting. Requirement of specific coverage or minimum limits contained herein are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. If the Consultant maintains higher limits than the minimums contained herein, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

3.2.10.12 Claims Made Policies. If any of the required policies provide coverage on a claims-made basis:

(A) The Retroactive Date must be shown and must be before the effective date of the Agreement or the beginning of work under this Agreement.

(B) Such insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of all services under this Agreement.

(C) If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the effective date of the Agreement, the Consultant must purchase “extended reporting” coverage for a minimum of five (5) years after completion of all services under this Agreement.

3.2.10.13 Special Risks or Circumstances. City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

3.2.10.14 Insurance for Subconsultants. Consultant shall include all subconsultants engaged in any work for Consultant relating to this Agreement as additional insureds under the Consultant's policies, or the Consultant shall be responsible for causing subconsultants to purchase the appropriate insurance in compliance with the terms of these Insurance Requirements, including adding the City, its officials, officers, employees, agents, and volunteers as additional insureds to the subconsultant's policies. All policies of Commercial General Liability insurance provided by Consultant's subconsultants performing work relating to this Agreement shall be endorsed to name the City, its officials, officers, employees, agents, and volunteers as additional insureds using endorsement form ISO CG 20 38 04 13 or an endorsement providing equivalent coverage. Consultant shall not allow any subconsultant to commence work on any subcontract relating to this Agreement until it has received satisfactory evidence of subconsultant's compliance with all insurance requirements under this Agreement, to the extent applicable. The Consultant shall provide satisfactory evidence of compliance with this section upon request of the City.

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

### **3.3 Fees and Payments.**

3.3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed \$6,480.99 without written approval of the City Council or City Manager as applicable. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. Consultant shall submit to City a monthly invoice which indicates work completed and hours of Services rendered by Consultant. The invoice shall describe the amount of Services provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the invoice. City shall, within 30 days of receiving such invoice, review the invoice and pay all non-disputed and approved charges thereon. If the City disputes any of Consultant's fees, the City shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth therein.

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

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

3.3.5 Rate Increases. In the event that this Agreement is renewed pursuant to Section 3.1.2, the rate may be adjusted each year for services provided.

### **3.4 California Labor Code Provisions.**

3.4.1 Prevailing Wage Law. Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment

of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall obtain a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement from the website of the Division of Labor Statistics and Research of the Department of Industrial Relations located at [www.dir.ca.gov/dlsr/](http://www.dir.ca.gov/dlsr/). In the alternative, Consultant may view a copy of the prevailing rates of per diem wages at the City. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request and shall post copies at the Consultant's principal place of business and at the project site. Consultant shall defend, indemnify, and hold the City, its officials, officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

3.4.2 Registration. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the project and require the same of any subconsultants. This project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements.

### **3.5 Accounting Records.**

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

### **3.6 General Provisions.**

#### 3.6.1 Termination of Agreement.

3.6.1.1 Grounds for Termination. City may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

3.6.1.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

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

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

Consultant:	Sapphos Environmental Inc. 430 North Halstead Street Pasadena, CA 91107 ATTN: Paulette Porazzo, Biological Resources Manager
City:	City of California City 21000 Hacienda Blvd. California City, CA 93505 ATTN: Christopher Lopez, City Manager

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

### 3.6.2 Ownership of Materials and Confidentiality.

3.6.2.1 Documents & Data: Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by the City. City shall not be limited in any way in its use of the Documents & Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

3.6.2.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of City, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

3.6.2.3 Confidential Information. The City shall refrain from releasing Consultant's proprietary information ("Proprietary Information") unless the City's legal counsel determines that the release of the Proprietary Information is required by the California Public Records Act or other applicable state or federal law, or order of a court of competent jurisdiction, in which case the City shall notify Consultant of its intention to release Proprietary Information. Consultant shall have five (5) working days after receipt of the Release Notice to give City written notice of Consultant's objection to the City's release of Proprietary Information. Consultant shall indemnify, defend, and hold harmless the City, and its officers, directors, employees, and agents from and against all liability, loss, cost, or expense (including attorney's fees) arising out of a legal action brought to compel the release of Proprietary Information. City shall not release the Proprietary Information after receipt of the Objection Notice unless either: (1) Consultant fails to fully indemnify, defend (with City's choice of legal counsel), and hold City harmless from any legal action brought to compel such release; and/or (2) a final and non-appealable order by a court of competent jurisdiction requires that City release such information.

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

3.6.4 Attorney's Fees. If either party commences an action against the other party, either legal, administrative, or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

### 3.6.5 Indemnification.

3.6.5.1 Scope of Indemnity. To the fullest extent permitted by law, Consultant shall defend (with counsel reasonably approved by the City), indemnify and hold the City, its officials, officers, employees, agents and volunteers free and harmless from any and all claims, demands, causes of action, suits, actions, proceedings, costs, expenses, liability, judgments, awards, decrees, settlements, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, (collectively, "Claims") in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Consultant's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to Claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its officials, officers, employees, agents, or volunteers.

3.6.5.2 Additional Indemnity Obligations. To the fullest extent permitted by law, Consultant shall defend, with counsel of City's choosing and at Consultant's own cost, expense, and risk, any and all claims, suits, actions, or other proceedings of every kind covered by Section 3.6.5.1 that may be brought or instituted against City or its directors, officials, officers, employees, volunteers, and agents. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against City or its directors, officials, officers, employees, volunteers, and agents as part of any such claim, suit, action, or other proceeding. Consultant shall also reimburse City for the cost of any settlement paid by City or its directors, officials, officers, employees, agents, or volunteers as part of any such claim, suit, action, or other proceeding. Such reimbursement shall include payment for City's attorney's fees and costs, including expert witness fees. Consultant shall reimburse City and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its directors, official officers, employees, agents, or volunteers.

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

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

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

3.6.9 City's Right to Employ Other Consultants. City reserves right to employ other consultants in connection with this Project.

3.6.10 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

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

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

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

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

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

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

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

3.6.18 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer, and it shall not discriminate against any subconsultant, employee or

applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, or termination. Consultant shall also comply with all relevant provisions of City's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.6.19 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code and agrees to comply with such provisions before commencing the performance of the Services.

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

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

**3.7 Subcontracting.**

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

**CITY OF CALIFORNIA CITY**

**SAPPHOS ENVIRONMENTAL INC.**

By: \_\_\_\_\_  
Christopher Lopez  
City Manager

By: \_\_\_\_\_  
Paulette Porrazzo, Biological  
Resources Manager

**ATTEST:**

By: \_\_\_\_\_  
Brandon Lotts, Biological Resources  
Specialist

By: \_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Victor Ponto  
City Attorney

**EXHIBIT "A"**  
**SCOPE OF SERVICE- PROPOSAL**

Only the scope of services and compensation provisions in the Proposal shall be incorporated into this Agreement. Other terms and conditions in the Proposal shall not be incorporated. In the event of any conflict between the terms of the Agreement and Proposal, the terms of the Agreement shall control.

**EXHIBIT "B"**  
**SCHEDULE OF SERVICES**

Schedule of services are listed in the proposal.

**EXHIBIT "C"**  
**COMPENSATION**

Compensation is listed in the proposal.





March 19, 2025  
Proposal Number: P1254-008  
Desert Tortoise and Burrowing Owl Surveys in California City

Inge Elmes  
City of California City  
OHV Department – Attn: OHV Manager Elmes  
21000 Hacienda Blvd.  
California City, CA 93505

**SUBJECT:** Proposal to Provide Desert Tortoise and Burrowing Owl Surveys for Galileo Hill and Desert Tortoise Research Natural Area, California City

Dear Ms. Elmes:

Thank you for the opportunity to respond to your request to provide biological surveys and reporting for Galileo Hill and Desert Tortoise Research Natural Area, California City, in support of OHMVR (Off Highway Motor Vehicle Recreation) Habitat Management Plan (HMP) in California City, California.

It is understood that the OHMVR is requesting assistance with yearly biological surveys as applicable to the current HMP. Sapphos Environmental, Inc. has prepared a scope of services for biological surveys and reporting (Enclosure 1, *Scope of Services*). The estimated cost is \$6,480.99 (Enclosure 2, *Estimated Cost*).

Sapphos Environmental, Inc. has a highly qualified biological resources team with extensive experience in resource evaluation, habitat assessment for desert tortoise and burrowing owl, and regulatory compliance within the Mojave Desert.

All work will be completed in accordance with the 2025 Standard Schedule of Fees. It is anticipated that the work for Year 2 will be performed by May 31, 2025 (Enclosure 3, *Schedule*).

Sapphos Environmental, Inc. is ready to commence the work efforts as described in Enclosures 1, 2, and 3 upon written authorization to proceed. Should the contents of this proposal be acceptable, please indicate authorization to proceed by signing below as indicated and returning one signed copy to Sapphos Environmental, Inc. Please retain a second signed copy for your records.

**Corporate Office**

430 North Halstead Street  
Pasadena, CA 91107  
Tel 626.683.3547  
Fax 626.628.1745

**Bakersfield Office**

200 New Stine Road, Suite #164  
Bakersfield, CA 93309  
Tel 661.412.7275

**Billing Address**

P.O. Box 655  
Sierra Madre, CA 91025

**Website**

[sapphosenvironmental.com](http://sapphosenvironmental.com)

Thank you for this opportunity to provide this proposal. Should there be any questions regarding the contents of this proposal or should additional information be required, please contact Mr. Brandon Lotts at (626) 683-3547, extension 153, or at [blotts@sapphosenvironmental.com](mailto:blotts@sapphosenvironmental.com).

Respectfully submitted,

**SAPPHOS ENVIRONMENTAL, INC.**



Paulette Porrazzo  
Biological Resources Manager

\_\_\_\_\_ **Authorization to Proceed**

\_\_\_\_\_ **Date**

- Enclosures:
1. Scope of Services
  2. Estimated Cost
  3. Schedule
  4. Agreement Terms and Conditions

# ENCLOSURE 1

## SCOPE OF SERVICES

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### PROJECT UNDERSTANDING

Sapphos Environmental, Inc. understands that the City of California City Off Highway Motor Vehicle Recreation Department (OHMVR; hereafter Client) is requesting assistance with yearly biological surveys and reporting applicable to the current Habitat Management Plan (HMP) in Galileo Hill Area and Desert Tortoise Research Natural Area in California City, California.

The following is a brief description of the scope of the work.

### SCOPE OF WORK

#### TASK 1 BIOLOGICAL SURVEY AND REPORTING

##### *Work Efforts*

Upon notice to proceed, the Sapphos Environmental, Inc. project manager will attend a project kick-off meeting with the Client via teleconference. In this meeting, the team will discuss the scope of work and finalize the project schedule. Upon completion of the scoped work, Sapphos Environmental, Inc. will provide one (1) monthly status report (MSR), which will accompany the monthly invoice and detail the work efforts performed, key deliverable items, and milestones.

Two (2) Sapphos Environmental, Inc. qualified biologists will conduct biological surveys with a focus on the presence or absence of desert tortoise (DETO; *Gopherus agassizii*) and burrowing owl (BUOW; *Athene cunicularia*) or their sign, along 20 Mule Team Parkway from Rutgers Road to Brown Road (Galileo Hill area) and Randsburg Mojave Road, from 140th Street to Washburn Road (Desert Tortoise Research Natural Area), and a 50-foot buffer on either side. All BUOW and/or DETO signs discovered will be mapped using a GPS device, in addition to other biological resources observed. It is anticipated that each area will be surveyed in the early spring between March and May, to coincide with species activity (such as breeding and nesting season and desert tortoise hatching).

Sapphos Environmental, Inc. will survey and document the existing environment within the two project areas and evaluate the habitat and its potential biological functions and values for special status species while also documenting fauna and flora. During surveys, the Sapphos Environmental, Inc. biologists will create a species compendium of all flora and fauna, that may be used as a measure for changes in population. The biologists will photograph the proposed project areas and compile a compendium of flora and fauna observed on-site.

Based on the survey results, Sapphos Environmental, Inc. will prepare a Biological Survey memorandum for the record (MFR). The MFR will build from the previous report and detail all biological resources observed during the survey, with an emphasis on the presence or absence of desert tortoise, burrowing owl, or their sign. The MFR will additionally include any biological data that notes the presence/absence of DETO or BUOW, components that evaluate the effects of OHV recreation on DETO or BUOW populations, and recommendations for improvement. Sapphos Environmental, Inc. will prepare one (1) electronic copy of the draft MFR for Client review and comment within one (1) week of the survey. Sapphos Environmental, Inc. will

incorporate comments from the Client and submit the Final MFR to the Client to update and inform the HMP as needed.

***Work Products***

- One (1) monthly invoice and status report
- One (1) electronic copy of the Draft Memorandum for the Record
- One (1) electronic copy of the Final Memorandum for the Record

## ENCLOSURE 2 ESTIMATED COST

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This cost estimate has been prepared based on the following assumptions:

- **Assumption #1:** Sapphos Environmental, Inc. will respond to one (1) round of review from the Client.
- **Assumption #2:** Protocol-level surveys for listed species are not anticipated. This proposal includes the work to be completed yearly; should other surveys or reporting be required, they can be provided by Sapphos Environmental, Inc. under a separate contract amendment.

Total estimated cost is as follows:

<b>TASK 1</b>	<b>BIOLOGICAL SURVEYS AND REPORTING</b>	
	<b>SUBTOTAL LABOR</b>	<b>\$6,057.00</b>
	<b>SUBTOTAL DIRECT COST</b>	<b>\$423.99</b>
	<b>TOTAL ESTIMATED COST</b>	<b>\$6,480.99</b>

Billings will be submitted monthly for the services completed during each month. Payment terms are net thirty (30) days. Invoices not paid within the agreed payment schedule are subject to a monthly interest charge as indicated in the Standard Schedule of Fees.

## 2025 STANDARD SCHEDULE OF FEES

Sapphos Environmental, Inc.'s schedule of fees reflects a commitment to provide clients with high-quality technical expertise at competitive rates. Compensation will be based on the following schedule of fees and charges:

### Hourly Labor Rates

<b>Principal</b>	\$395	<b>Accounting</b>	
		Controller	\$240
<b>Technical</b>		Senior Accountant	\$135
Director	\$290	Staff Accountant	\$90
Manager	\$240	Technical Scheduler	\$120
Supervisor	\$200		
Team Lead	\$160	<b>Production</b>	
Specialist	\$145	Senior Technical Editor/ Senior Graphic Designer	\$160
Coordinator	\$110	Technical Editor/Graphic Designer	\$110
Analyst	\$90		
Intern	\$50	<b>Administration and Marketing</b>	
		Specialist	\$120
		Associate	\$75
		Information Technology Analyst	\$100

### Direct Expenses

Direct expenses are billed at the amount charged.

1. Out-of-pocket expenses (such as, but not limited to, travel, teleconference, messenger service, lodging, meals, blueprint, reproduction, photographic services, postage, research fees, lease or rental of specialized job specific equipment): cost, as charged to Sapphos Environmental, Inc.
2. Subcontractors fees plus 10-percent management fee.
3. Vehicle mileage: Four-wheel-drive vehicles at \$0.73 per mile; passenger cars at \$0.70 per mile.
4. Photocopy/printing (black and white): \$0.11 per page (8.5" x 11"), \$0.16 per page (8.5" x 14"), or \$0.25 per page (11" x 17").
5. Photocopy/printing (color): \$1.00 per page (8.5" x 11"), \$1.50 per page (8.5" x 14"), or \$2.00 per page (11" x 17").
6. Plotter: \$1.00 per square foot (black and white) or \$ 8.00 per square foot (color)
7. Facsimile: \$1.00 per page. Charge does not apply to materials received via facsimile from client.
8. Technology: global positioning system (GPS) equipment: \$80 per day; sound-level meter kit: \$75 per day; digital projector: \$25 per day; notebook computer: \$10 per day; large-format camera equipment: \$175 per day; infrared camera: \$58 per day; digital camera: \$5 per day; Peterson bat detectors: \$96.00 per day; and Anabat SD1 bat detectors: \$45 per day.
9. Overnight delivery/Messenger service: At cost.

### Payment Terms

Sapphos Environmental, Inc. invoices are due for payment at the time when they are issued to the client. Sapphos Environmental, Inc. allows 30 days from the issue of invoice to resolve client questions and for timely processing and handling. Interest is charged for late payments in accordance with the following schedule:

- 30 days (or any portion thereof) past due: 1.8 percent
- 60 days (or any portion thereof) past due: 3.6 percent
- 90 days (or any portion thereof) past due: 5.4 percent
- 120 days or greater past due: referred to collections. Interest accrues at 1.8 percent for each 30-day period (or portion thereof) that the invoice remains unpaid.

**ENCLOSURE 3  
SCHEDULE**

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<b><u>Milestone</u></b>	<b><u>Date</u></b>
Authorization to proceed	March 31, 2025
<b>TASK 1      BIOLOGICAL SURVEYS AND REPORTING</b>	
Sapphos Environmental, Inc. to conduct survey	Early to mid-April 2025
Sapphos Environmental, Inc. to submit Draft Biological Survey Memorandum for the Record to Client	April 25, 2025
Client to provide comments on Draft Biological Survey Biological Survey Memorandum for the Record	May 2, 2025
Sapphos Environmental, Inc. to submit Final Biological Survey Memorandum for the Record to Client	May 9, 2025
Sapphos Environmental, Inc. to submit one (1) monthly status report and invoice	May 2025

## ENCLOSURE 4

### AGREEMENT TERMS AND CONDITIONS

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1. **Insurance.** Sapphos Environmental, Inc. shall maintain such insurance as will protect it from claims under workers' compensation acts, and such general liability insurance as will protect it from claims for damages for bodily injury, including death, and damage to property, which may arise from services performed under this Agreement. Sapphos Environmental, Inc. shall procure and maintain in force throughout the duration of this Agreement, a business auto liability insurance policy with a combined single limit of \$1,000,000 per person per occurrence for bodily injury and for property damage liability. Sapphos Environmental, Inc. shall furnish certificates of insurance and maintain updated certificates of insurance during the term of this Agreement.
  
2. **Release and Use of Information.** Sapphos Environmental, Inc. shall not make public information releases regarding professional services rendered pursuant to this Agreement without the advance written permission of the Client. Client agrees that the written work product of Sapphos Environmental, Inc. is subject to copyright and authorship right protection and shall assist Sapphos Environmental, Inc. in taking all appropriate action to prevent violation of such rights by any party.
  
3. **Indemnity.** Sapphos Environmental, Inc. accepts all risk of harm to itself. Sapphos Environmental, Inc. shall defend, indemnify, and hold harmless the Client, its board, directors, officers, employees, and member agencies from damage of any nature arising from the negligent acts, errors, or omissions of Sapphos Environmental, Inc.
  
4. **Termination.** This Agreement may be terminated by either party hereto 30 days after notice in writing to the other party of such termination or shall expire on the satisfactory performance of the services by Sapphos Environmental, Inc. and payment from the Client. Upon termination, Client shall pay Sapphos Environmental, Inc. for services up to the date of termination.



## COUNCIL AGENDA ITEM

June 10, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Christopher Lopez, City Manager  
Latisha Lamberth, Human Resources/Risk Management Director  
Justin Vincent, Director of Public Safety

**SUBJECT:** A Resolution of the City Council of the City of California City approving the creation of job descriptions for Police Officer Trainee and Police Reserve and amending the descriptions for Police Officer, Police Officer II/ Corporal, Police Sergeant, Police Lieutenant, Police Commander, and Special Investigator/ Detective within the California City Police Department.

### **Background:**

As part of the City's ongoing efforts to maintain a modern and effective law enforcement agency, the Human Resources Department, in collaboration with the Police Department, has undertaken a comprehensive review and update of all sworn and non-sworn police job descriptions. The last major update of these descriptions occurred in 2002, and since then, law enforcement standards, community expectations, and internal department responsibilities have evolved.

### **Discussion:**

The updated job descriptions reflect the following key changes:

To ensure compliance with best practices in human resource management and legal guidelines, and to support the department's recruitment, training, and promotional processes, staff has prepared updated redlines in the job descriptions for the following classifications:

- Police Officer
- Police Sergeant
- Police Lieutenant
- Police Detective
- Police Commander
- Police Officer II/Corporal

These amended job descriptions have been reviewed and updated to reflect current operational needs, and law changes.

During a recent internal audit, staff discovered that original Council-approved job descriptions for the positions of Police Trainee and Police Reserve Officer could not be located. These classifications, although listed in the current salary schedule, lack formally adopted descriptions on file. Since the original Council-approved job descriptions for these two classifications could

not be located, staff has developed new descriptions based on historical records, department input, and comparable classifications from other agencies.

Staff met and conferred with the Police Officers Association (the “Union”) on May 6, 2025, regarding the proposed updates and recreated job descriptions. The Union was provided the opportunity to review and comment on the proposed changes. No objections were raised, and the parties acknowledged the importance of maintaining accurate and up-to-date legal requirements in the job descriptions.

**Recommendation:** Staff recommends the City Council approve resolution 25-3141

These revisions aim to ensure alignment with current operational needs, legal requirements, and best practices in public safety employment.

**Fiscal Impact:**

There is no direct fiscal impact associated with the approval of these revised job descriptions. Any future changes in compensation or staffing levels resulting from these updates will be brought forward separately as part of the annual budget process or specific council action.

**Conclusion:**

The updated job descriptions will enhance the City’s ability to attract, retain, and manage qualified law enforcement personnel while promoting accountability, transparency, and alignment with modern policing standards.  
Staff recommends the City Council approve the revised job descriptions as presented.

Attachments

1. Revised Job Descriptions (All Positions)
2. Resolution No 25-3141

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

RECREATED

**Police Reserve**

**2025**

**EMPLOYMENT**

**CLASSIFICATION:** Volunteer-with stipend

**DEPARTMENT:** Police Department

**REPORTS TO:** Police Sergeant

**PURPOSE/OBJECTIVE OF JOB:** Under the direction of a superior officer and the Chief of Police, a reserve police officer performs responsible police work in a professional manner in the protection of life and property through the enforcement of laws and ordinances. A reserve police officer performs police functions, including patrolling assigned areas, traffic regulation, accident and crime scene investigations, jailer responsibilities, and special assignments. This is a part-time position with assignments consisting of various shifts and hours, as well as holidays and weekends.

All California City Police Department peace officers, including Police Officer Trainees, will adopt community-based policing practices, have familiarization in the collaborative efforts between law enforcement and community residents, and embrace collaborative problem solving in the community. (California Code, Penal Code - PEN § 13651).

**LEVEL OF SUPERVISION REQUIRED:** Moderate to limited

- **Level I** reserve officers may work alone and perform the same duties as full-time regular officers (Upon successful completion of the Field Training Program)
- **Level II** reserve officers may perform general law enforcement assignments while under the immediate supervision of a peace officer who has completed the Regular Basic Course. These officers may also work assignments authorized for Level III reserve officers without immediate supervision.
- **Level III** reserve officers may perform specified limited support duties, and other duties that are not likely to result in physical arrests, while supervised in the accessible vicinity by a Level I reserve officer or a full-time regular officer. Additionally, Level III reserve officers may transport prisoners without immediate supervision.

**SUPERVISORY RESPONSIBILITIES:** None

**ESSENTIAL DUTIES AND RESPOSIBILITIES:**

(NOTE: All duties are considered essential because their limited persons in this position)

- 1) Patrols a designated area of the City in a patrol car.
- 2) Responds to emergency calls in a timely and efficient manner.
- 3) Conducts accident investigations and preliminary investigations at the scene of crimes.
- 4) Gathers evidence, locates, and questions witnesses, and testifies as a witness in court.
- 5) Performs jailer duties such as processing arrested persons and maintains security of the jail.
- 6) Recovers stolen property and processes according to policies and procedures.
- 7) Provides traffic control and security at public events, escorts, parades, and funeral processions.
- 8) Prepares and processes necessary records and reports.
- 9) Operates as a member of a team and at times independently at incidents of uncertain duration.
- 10) Always drives and operates motor vehicle and apparatus safely under emergency and non-emergency conditions.
- 11) Maintains all apparatus and vehicles in a state of readiness or reports otherwise.
- 12) Participates in police training classes and drills.
- 13) Studies street maps to learn the district assigned as necessary.
- 14) Informs supervisor of all work activities and reports any public inquiries or complaints, inform supervisor of any equipment in need of repair and of all public injuries or accidents.
- 15) Responds to accidents, disasters, emergency rescues, searches and any other emergency situations as directed by the superior officer.
- 16) Secures and protects the scene of an accident or crime so that valuable evidence is not destroyed.
- 17) Conducts tours of police station facility.
- 18) Provides directions to citizens as requested.
- 19) Performs specific tasks as directed in various phases of crime prevention, training, and administration.
- 20) Performs recordkeeping duties as required for maintenance of equipment, police and emergency statistical data, and other records as necessary.
- 21) Conducts safety classes and in-service training for individuals or groups, as well as schools, churches, civic groups, homeowners' associations, etc.
- 22) May perform work in a specified support section within the department where specific assignments are made and reviewed by a superior officer.
- 23) Adheres to policies, procedures, and standard operating guidelines. Other duties as assigned.

#### **MARGINAL JOB DUTIES AND RESPONSIBILITIES:**

1. Answer telephones, provide routine information, and route calls to appropriate persons.
2. Other duties as assigned.
3. Work in stressful situations.
4. Work at all times of day and night as necessitated.

## **MARGINAL POSITION REQUIREMENTS:**

1. Possession of Basic Certificate as issued by the State Commission on Peace Officer Standards and Training (P.O.S.T.). Possession of a P.O.S.T. intermediate certificate is desirable.
2. Completion of college level course work in criminology, law enforcement, social sciences, public administration, or a closely related field may be substituted for experience on a year for year basis to a maximum of one year.
3. Possession of valid Class C Driver's license and a good driving record.
4. High School diploma or GED required; associate's or bachelor's degree preferred.
5. Ability to pass an intensive background investigation and psychological evaluation and physical exam.

## **MINIMUM QUALIFICATIONS:**

1. Knowledge of applicable state, county, and local codes and ordinances.
2. Knowledge of local geography.
3. Knowledge of laws, codes, regulations, and court rulings governing suspect and prisoner rights, search and seizure, and rules of evidence.
4. Knowledge of safety practices and precautions pertaining to law enforcement.
5. Knowledge of use and care of firearms.
6. Knowledge of functions, authorities, and organization of other departments and agencies involved in investigation and prosecution of criminal cases.
7. Knowledge of public safety dispatch and police records functions.
8. Ability to analyze complex criminal investigation problems, develop alternatives, and adopt effective courses of action.
9. Ability to plan and assign the work of others.
10. Ability to read, interpret, and apply complex laws, procedures and policies.
11. Ability to prepare clear and concise reports, records, correspondence, and other written materials.
12. Ability to maintain firearms qualification.
13. Ability to observe and accurately recall places, names, descriptive characteristics and facts of incidents.
14. Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
15. Ability to deal with people beyond giving and receiving instructions.

## **ESSENTIAL POSITION REQUIREMENTS:**

1. Initiative and good judgment within established guidelines.
2. Tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
3. Research, compile, and summarize information and materials.
4. Read and interpret complex written material and including manuals, memos, letters, minutes, ordinances, and resolutions.

5. Communicate and work effectively with public and employees.
6. Work effectively under pressure.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

See attached RU-91

Strength: Exert force to 20 pounds occasionally, or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Ability to: Reach, turn, move from one location to another. Speak clearly and correctly, sit, hear, handle. Visual acuity (near-under 20 inches, far-over 20 feet), ability to adjust focus. Perform one or more of the following functions simultaneously: reach, turn, move from one location to another, handle, read, write, speak, sit, hear.

**MARGINAL PHYSICAL REQUIREMENTS:**

Ability to stand, walk, kneel, crouch, stoop.

**ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:**

Low to moderate noise intensity level.

Low to moderate chemical exposure level in Evidence Room.

ADA/EEOC Job Description

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Police Lieutenant**

**2002 Revised 2025**

Position Control No. 56-2002

**EMPLOYMENT**

**CLASSIFICATION:** Classified

**DEPARTMENT:** Police Department

**REPORTS TO:** Police Chief/**Director of Public Safety**

**PURPOSE/OBJECTIVE OF JOB:** To act as assistant to the Police Chief, promote better understanding of police functions within the community, supervise sworn and unsworn police personnel, direct police field operations and investigations, enforce laws and ordinances, and perform specified staff assignments.

All California City Police Department peace officers, including Police Officer Trainees, will adopt community-based policing practices, have familiarization in the collaborative efforts between law enforcement and community residents, and embrace collaborative problem solving in the community. (California Code, Penal Code - PEN § 13651).

**LEVEL OF SUPERVISION REQUIRED:** Limited

**SUPERVISORY RESPONSIBILITIES:** Police Officers, Police Special Investigators, Police Sergeants, Animal Control Officers, and Clerk/Dispatchers.

**ESSENTIAL DUTIES AND RESPOSIBILITIES:**

(NOTE: All duties are considered essential because their limited persons in this position)

- 1) Plan, coordinate, schedule, assign, and direct the work of the Police force.
- 2) Participates in developing departmental goals and objectives.
- 3) Participates in formulating department policies and may participate in department budget and work planning.
- 4) Monitor and direct police response to a variety of situations requiring peace officers, and personally supervise the more critical situations or investigations.
- 5) Supervise and review performance appraisal and counseling of employees.
- 6) Oversee and may conduct internal investigations.
- 7) Participate in interviewing and selection of employees and conduct background investigations.
- 8) Direct subordinates in handling difficult calls or cases.

- 9) Supervise and monitor investigator's cases to ensure quality of performance.
- 10) Coordinate training programs, plan, evaluate, and conduct training courses and various programs and activities.
- 11) Supervise departmental public relations.
- 12) Supervises evidence room.
- 13) Serve as departmental liaison to Police Department Volunteer programs.
- 14) Write grant proposals and administer grant programs.
- 15) Direct the preparation and review of correspondence and other written materials.
- 16) Interpret policies, directives and personnel regulations, and ensure their consistent application.
- 17) Respond to and investigate complaints regarding police services within established guidelines.
- 18) Supervises Reserve, Community Service Officer, and Volunteers In Public Service programs and employees.
- 19) Patrol city and assist officers on calls, make arrests.
- 20) Assist officers in preparing cases for trial and may appear in court.
- 21) Assist Police Chief in administrative functions of the Police Department.
- 22) Act in lieu of Police Chief as assigned.
- 23) Review submitted reports and records and direct corrections as needed.
- 24) Testify as subpoenaed in court.
- 25) Prepare reports and statistical data and maintain a variety of records.
- 26) Think and act quickly in stressful situations and emergencies, and judge situations and people accurately.
- 27) Establish and maintain cooperative working relationships with those contacted in the course of duty.
- 28) Ensures all personnel have current licenses and certifications according to P.O.S.T guidelines and other requirements.
- 29) Other duties as assigned.

#### **MARGINAL JOB DUTIES AND RESPONSIBILITIES:**

1. Answer telephones, provide routine information, and route calls to appropriate persons.
2. Other duties as assigned.
3. Work in stressful situations.
4. Work at all times of day and night as necessitated.

#### **MARGINAL POSITION REQUIREMENTS:**

1. Possession of Basic Certificate as issued by the State Commission on Peace Officer Standards and Training (P.O.S.T.). Possession of a P.O.S.T. advanced and management certificates is desirable.
2. Two years of college or university with course work in criminology, law enforcement, social sciences, public administration or a closely related field and two years of supervisory law enforcement experience equivalent to the rank of Police Sergeant or combination thereof as desired by Police Chief.

3. Possession of valid Class C Driver's license and a good driving record.
4. High school diploma or GED equivalent.
5. Ability to pass an intensive background investigation and psychological evaluation, and physical exam.

**MINIMUM QUALIFICATIONS:**

1. Knowledge of principles, practices, techniques, and equipment used in police service including law enforcement, patrol, crime investigation and prevention, pursuit and apprehension of suspects, and arrest and custody of prisoners.
2. Knowledge of applicable state, county, and local codes and ordinances.
3. Knowledge of local geography.
4. Knowledge of principles and practices of employee supervision, including selection, training, work evaluation, and discipline.
5. Knowledge of administrative practices and methods including planning, delegation, and program implementation.
6. Knowledge of practices and procedures of budget preparation and monitoring.
7. Knowledge of criminal laws, codes, ordinances, court interpretations, including rights of citizens, apprehension, arrest, search and seizure and rules of evidence.
8. Knowledge of use and care of firearms.
9. Ability to observe and accurately recall places, names, descriptive characteristics and facts of incidents.
10. Ability to remain calm and take appropriate action in tense situations.
11. Ability to establish and maintain effective working relationships with those contacted in the course of work.
12. Ability to read, interpret, and apply complex laws, procedures and policies.
13. Ability to make rapid, sound independent judgments within legal and procedural guidelines.
14. Ability to prepare clear and concise reports, records, correspondence, and other written materials.
15. Ability to maintain firearms qualification.
16. Ability to exercise sound independent judgment within general policy guidelines.
17. Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
18. Ability to deal with people beyond giving and receiving instructions.
19. Ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations or situations in which speed and sustained attention are critical.
20. Ability to work evening, night, weekend, and holiday shifts and call-ins.

## **ESSENTIAL POSITION REQUIREMENTS:**

1. Initiative and good judgment within established guidelines.
2. Tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
3. Research, compile, summarize information and materials.
4. Read and interpret complex written material and including manuals, memos, letters, minutes, ordinances, and resolutions.
5. Communicate and work effectively with public and employees.
6. Work effectively under pressure.

## **ESSENTIAL PHYSICAL REQUIREMENTS:**

Strength: Medium to heavy. See attached CA RU-91

Ability to: Stand, walk, stoop/bend, lift, push/pull, reach, turn, climb, crouch/crawl, kneel, run, kick, move from one location to another.

Speak clearly and correctly, sit, hear, handle, climb.

Visual acuity (near-under 20 inches, far-over 20 feet), ability to adjust focus.

## **MARGINAL PHYSICAL REQUIREMENTS:**

Ability to stand, walk, kneel, crouch, stoop.

## **ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:**

Noise Intensity level: Moderate to high; vibration caused by police car, police radio, police sirens, and gun fire.

Temperature/weather: Exposure to all types of weather conditions, from extreme heat to extreme cold. May be exposed to violent acts of nature, such as heavy rain and flooding, snow, blowing sand, high wind, wind chill.

Hazards:

Mechanical: Danger of being struck by an automobile while stopping or directing traffic, malfunctioning of weapons, automobile accident during high-speed chase, shot during performance of job.

Electrical: Exposure to downed power lines.

Burns: Lighting flares, first arrival search at fire call.

Explosives: First arrival search at bomb threat scene.

Radiant Energy: R.A.D.A.R. guns during speed enforcement.

Bio Chemical: First responders to bio chemical/bio terrorism threats.

Other: Exposure to unknown drugs which may enter the system by inhalation or through skin pores, exposure to contagious diseases and diseases which may be transmitted by exchange of body fluids.

Atmospheric Conditions:

Fumes: Automotive exhaust, fumes from suspected drugs while processing a crime scene.

Gases: Gasoline at accident scene, refueling patrol car, tear gas.

ADA/EEOC Job Descriptions

Approved by City Council December 17, 2002

Revision Approved by City Council

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Police Lieutenant  
2002**

Position Control No. 56-2002

**EMPLOYMENT**

**CLASSIFICATION:** Classified

**DEPARTMENT:** Police Department

**REPORTS TO:** Police Chief

**PURPOSE/OBJECTIVE OF JOB:** To act as assistant to the Police Chief, promote better understanding of police functions within the community, supervise sworn and unsworn police personnel, direct police field operations and investigations, enforce laws and ordinances, and perform specified staff assignments.

**LEVEL OF SUPERVISION REQUIRED:** Limited

**SUPERVISORY RESPONSIBILITIES:** Police Officers, Police Special Investigators, Police Sergeants, Animal Control Officers, and Clerk/Dispatchers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(NOTE: All duties are considered essential because their limited persons in this position)

- 1) Plan, coordinate, schedule, assign, and direct the work of the Police force.
- 2) Participates in developing departmental goals and objectives.
- 3) Participates in formulating department policies and may participate in department budget and work planning.
- 4) Monitor and direct police response to a variety of situations requiring peace officers, and personally supervise the more critical situations or investigations.
- 5) Supervise and review performance appraisal and counseling of employees.
- 6) Oversee and may conduct internal investigations.
- 7) Participate in interviewing and selection of employees and conduct background investigations.
- 8) Direct subordinates in handling difficult calls or cases.
- 9) Supervise and monitor investigator's cases to ensure quality of performance.
- 10) Coordinate training programs, plan, evaluate, and conduct training courses and various programs and activities.
- 11) Supervise departmental public relations.
- 12) Supervises evidence room.
- 13) Serve as departmental liaison to Police Department Volunteer programs.

- 14) Write grant proposals and administer grant programs.
- 15) Direct the preparation and review of correspondence and other written materials.
- 16) Interpret policies, directives and personnel regulations, and ensure their consistent application.
- 17) Respond to and investigate complaints regarding police services within established guidelines.
- 18) Supervises Reserve, Community Service Officer, and Volunteers In Public Service programs and employees.
- 19) Patrol city and assist officers on calls, make arrests.
- 20) Assist officers in preparing cases for trial and may appear in court.
- 21) Assist Police Chief in administrative functions of the Police Department.
- 22) Act in lieu of Police Chief as assigned.
- 23) Review submitted reports and records and direct corrections as needed.
- 24) Testify as subpoenaed in court.
- 25) Prepare reports and statistical data and maintain a variety of records.
- 26) Think and act quickly in stressful situations and emergencies, and judge situations and people accurately.
- 27) Establish and maintain cooperative working relationships with those contacted in the course of duty.
- 28) Ensures all personnel have current licenses and certifications according to P.O.S.T guidelines and other requirements.
- 29) Other duties as assigned.

#### **MARGINAL JOB DUTIES AND RESPONSIBILITIES:**

1. Answer telephones, provide routine information, and route calls to appropriate persons.
2. Other duties as assigned.
3. Work in stressful situations.
4. Work at all times of day and night as necessitated.

#### **MARGINAL POSITION REQUIREMENTS:**

1. Possession of Basic Certificate as issued by the State Commission on Peace Officer Standards and Training (P.O.S.T.). Possession of a P.O.S.T. advanced and management certificates is desirable.
2. Two years of college or university with course work in criminology, law enforcement, social sciences, public administration or a closely related field and two years of supervisory law enforcement experience equivalent to the rank of Police Sergeant or combination thereof as desired by Police Chief.
3. Possession of valid Class C Driver's license and a good driving record.
4. High school diploma or GED equivalent.
5. Ability to pass an intensive background investigation and psychological evaluation, and physical exam.

## **MINIMUM QUALIFICATIONS:**

1. Knowledge of principles, practices, techniques, and equipment used in police service including law enforcement, patrol, crime investigation and prevention, pursuit and apprehension of suspects, and arrest and custody of prisoners.
2. Knowledge of applicable state, county, and local codes and ordinances.
3. Knowledge of local geography.
4. Knowledge of principles and practices of employee supervision, including selection, training, work evaluation, and discipline.
5. Knowledge of administrative practices and methods including planning, delegation, and program implementation.
6. Knowledge of practices and procedures of budget preparation and monitoring.
7. Knowledge of criminal laws, codes, ordinances, court interpretations, including rights of citizens, apprehension, arrest, search and seizure and rules of evidence.
8. Knowledge of use and care of firearms.
9. Ability to observe and accurately recall places, names, descriptive characteristics and facts of incidents.
10. Ability to remain calm and take appropriate action in tense situations.
11. Ability to establish and maintain effective working relationships with those contacted in the course of work.
12. Ability to read, interpret, and apply complex laws, procedures and policies.
13. Ability to make rapid, sound independent judgments within legal and procedural guidelines.
14. Ability to prepare clear and concise reports, records, correspondence, and other written materials.
15. Ability to maintain firearms qualification.
16. Ability to exercise sound independent judgment within general policy guidelines.
17. Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
18. Ability to deal with people beyond giving and receiving instructions.
19. Ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations or situations in which speed and sustained attention are critical.
20. Ability to work evening, night, weekend, and holiday shifts and call-ins.

## **ESSENTIAL POSITION REQUIREMENTS:**

1. Initiative and good judgment within established guidelines.
2. Tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.

3. Research, compile, summarize information and materials.
4. Read and interpret complex written material and including manuals, memos, letters, minutes, ordinances, and resolutions.
5. Communicate and work effectively with public and employees.
6. Work effectively under pressure.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

Strength: Medium to heavy. See attached CA RU-91

Ability to: Stand, walk, stoop/bend, lift, push/pull, reach, turn, climb, crouch/crawl, kneel, run, kick, move from one location to another.

Speak clearly and correctly, sit, hear, handle, climb.

Visual acuity (near-under 20 inches, far-over 20 feet), ability to adjust focus.

**MARGINAL PHYSICAL REQUIREMENTS:**

Ability to stand, walk, kneel, crouch, stoop.

**ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:**

Noise Intensity level: Moderate to high; vibration caused by police car, police radio, police sirens, and gun fire.

Temperature/weather: Exposure to all types of weather conditions, from extreme heat to extreme cold. May be exposed to violent acts of nature, such as heavy rain and flooding, snow, blowing sand, high wind, wind chill.

Hazards:

Mechanical: Danger of being struck by an automobile while stopping or directing traffic, malfunctioning of weapons, automobile accident during high speed chase, shot during performance of job.

Electrical: Exposure to downed power lines.

Burns: Lighting flares, first arrival search at fire call.

Explosives: First arrival search at bomb threat scene.

Radiant Energy: R.A.D.A.R. guns during speed enforcement.

Bio Chemical: First responders to bio chemical/bio terrorism threats.

Other: Exposure to unknown drugs which may enter the system by inhalation or through skin pores, exposure to contagious diseases and diseases which may be transmitted by exchange of body fluids.

Atmospheric Conditions:

Fumes: Automotive exhaust, fumes from suspected drugs while processing a crime scene.

Gases: Gasoline at accident scene, refueling patrol car, tear gas.

ADA/EEOC Job Descriptions

Approved by City Council December 17, 2002

Revision Approved by City Council

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Police Commander  
2024**

Position Control No. 11-2024

**EMPLOYMENT**

**CLASSIFICATION:** Exempt

**DEPARTMENT:** Police Department

**REPORTS TO:** Police Chief/Director of Public Safety

**PURPOSE/OBJECTIVE OF JOB:** To plan, organize and direct the activities of major functions within the Police Department; to coordinate activities with other divisions or departments; and to provide highly responsible technical support to the Police Chief. Receives general direction from Police Chief. Exercises direct supervision over assigned sworn and non-sworn personnel.

All California City Police Department peace officers, including Police Officer Trainees, will adopt community-based policing practices, have familiarization in the collaborative efforts between law enforcement and community residents, and embrace collaborative problem solving in the community. (California Code, Penal Code - PEN § 13651).

**LEVEL OF SUPERVISION REQUIRED:** Moderate to limited.

**SUPERVISORY RESPONSIBILITIES:** Sworn and non-sworn officials

**ESSENTIAL DUTIES AND RESPOSIBILITIES:**

(NOTE: All duties are considered essential because their limited persons in this position)

- May serve as the lead Police Department member in charge of Marijuana safety enforcement and compliance.
- Recommend and implement goals and objectives; establish performance standards and methods for assigned section and related activities; develop and implement policies and procedures.
- Plan, develop and oversee the work of staff involved in patrol, investigations, special services, administrative support, animal control and/or custodian functions.
- Evaluate operations and activities of assigned section; implement improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor

and control expenditures.

- Participate in the selection of staff; oversee the coordination of staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Serve in the absence of the Police Chief for short, limited durations.
- Oversee investigations and personally participate in situations of a highly complex or sensitive nature, as assigned.
- Oversee and direct operations of the jail, as assigned.
- May be assigned to oversee and direct operations of the code enforcement officers.
- Respond to major crime and accident scenes, as appropriate.
- Coordinate and conduct internal investigation of citizen and officer complaints.
- Coordinate complex activities with other agencies and sectors of the community.
- Research and develop a variety of policies and procedures.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Knowledge of:

- Principles and practices of law enforcement services and program administration.
- Principles of law and the criminal justice system.
- Pertinent local, State, Federal rules, regulations and laws.
- Modern office procedures, methods and computer equipment.
- Principles and practices of research analysis and management.
- Principles and practices of budget development, implementation and monitoring.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of work safety.
- Use of firearms and other modern police equipment and communications and information systems related to law enforcement.
- Personnel management principles and functions.
- California City Police Department and Jail Policies.

Ability to:

- Organize, implement and direct activities related to assigned function, which may include jail, investigations, special services and/or patrol activities.
- On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

### **MARGINAL JOB DUTIES AND RESPONSIBILITIES:**

1. Answer telephones, provide routine information, and route calls to appropriate persons.
2. Other duties as assigned.

3. Work in stressful situations.
4. Work at all times of day and night as necessitated.

### **MINIMUM POSITION REQUIREMENTS:**

- Must be age twenty-one (21) by date of application.
- Equivalent to the completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Four (4) years of experience at the rank of Sergeant or higher in a Municipal, County or State Police agency.
- Minimum one (1) year of experience assigned to a criminal investigations division, who's primary responsibility is to investigate major crimes, including but not limited to burglary, aggravated assaults, sex crimes, drug trafficking, gang crimes, homicides, fraud and child abuse.
- Possession of a current Police Officers Standards and Training Commission (POST) Intermediate Certificate.

### **DESIRED QUALIFICATIONS**

- POST Supervisory Certificate.
- Bachelor's degree from an accredited college or university in criminal justice, or closely related field.

### **MINIMUM QUALIFICATIONS:**

1. Knowledge of principles, practices, techniques, and equipment used in police service including law enforcement, patrol, crime investigation and prevention, pursuit and apprehension of suspects, and arrest and custody of prisoners.
2. Knowledge of applicable state, county, and local codes and ordinances.
3. Knowledge of local geography.
4. Knowledge of principles and practices of employee supervision.
5. Knowledge of laws, codes, regulations, and court rulings governing suspect and prisoner rights, search and seizure, and rules of evidence.
6. Knowledge of safety practices and precautions pertaining to law enforcement.
7. Knowledge of use and care of firearms.
8. Knowledge of functions, authorities, and organization of other departments and agencies involved in investigation and prosecution of criminal cases.
9. Knowledge of public safety dispatch and police records functions.
10. Ability to analyze complex criminal investigation problems, develop alternatives, and adopt effective courses of action.
11. Ability to plan, assign, supervise, and review the work of others.
12. Ability to assess emergency circumstances and develop, implement, and direct appropriate response strategies.

13. Ability to read, interpret, and apply complex laws, procedures and policies.
14. Ability to prepare clear and concise reports, records, correspondence, and other written materials.
15. Ability to maintain firearms qualification.
16. Ability to observe and accurately recall places, names, descriptive characteristics and facts of incidents.
17. Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
18. Ability to deal with people beyond giving and receiving instructions.
19. Ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations, or situations in which speed and sustained attention are critical.

**ESSENTIAL POSITION REQUIREMENTS:**

1. Initiative and good judgment within established guidelines.
2. Tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
3. Research, compile, summarize information and materials.
4. Read and interpret complex written material and including manuals, memos, letters, minutes, ordinances, and resolutions.
5. Communicate and work effectively with public and employees.
6. Work effectively under pressure.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

Strength: Medium to heavy. See attached for essential job functions evaluation as recommended by POST.

Ability to: Stand, walk, stoop/bend, lift, push/pull, reach, turn, climb, crouch/crawl, kneel, run, kick, move from one location to another.

Speak clearly and correctly, sit, hear, handle, climb.

Visual acuity (near-under 20 inches, far-over 20 feet), ability to adjust focus.

**MARGINAL PHYSICAL REQUIREMENTS:**

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; continuously wear utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.

**ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:**

Noise Intensity level: Moderate to high; vibration caused by police car, police radio, police sirens, and gun fire.

Temperature/weather: Exposure to all types of weather conditions, from extreme heat to extreme cold. May be exposed to violent acts of nature, such as heavy rain and flooding, snow, blowing sand, high wind, wind chill.

**Hazards:**

Mechanical: Danger of being struck by an automobile while stopping or directing traffic, malfunctioning of weapons, automobile accident during high-speed chase, shot during performance of job.

Electrical: Exposure to downed power lines.

Burns: Lighting flares, first arrival search at fire call.

Explosives: First arrival search at bomb threat scene.

Radiant Energy: R.A.D.A.R. guns during speed enforcement.

Bio Chemical: First responders to bio chemical/bio terrorism threats.

Other: Exposure to unknown drugs which may enter the system by inhalation or through skin pores, exposure to contagious diseases and diseases which may be transmitted by exchange of body fluids.

**Atmospheric Conditions:**

Fumes: Automotive exhaust, fumes from suspected drugs while processing a crime scene.

Gases: Gasoline at accident scene, refueling patrol car, tear gas.

ADA/EEOC Job Descriptions

Approved by City Council November 2024

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Police Commander  
2024**

Position Control No. 11-2024

**EMPLOYMENT**

**CLASSIFICATION:** Exempt

**DEPARTMENT:** Police Department

**REPORTS TO:** Police Chief/Director of Public Safety

**PURPOSE/OBJECTIVE OF JOB:** To plan, organize and direct the activities of major functions within the Police Department; to coordinate activities with other divisions or departments; and to provide highly responsible technical support to the Police Chief. Receives general direction from Police Chief. Exercises direct supervision over assigned sworn and non-sworn personnel.

**LEVEL OF SUPERVISION REQUIRED:** Moderate to limited.

**SUPERVISORY RESPONSIBILITIES:** Sworn and non-sworn officials

**ESSENTIAL DUTIES AND RESPOSIBILITIES:**

(NOTE: All duties are considered essential because their limited persons in this position)

- May serve as the lead Police Department member in charge of Marijuana safety enforcement and compliance.
- Recommend and implement goals and objectives; establish performance standards and methods for assigned section and related activities; develop and implement policies and procedures.
- Plan, develop and oversee the work of staff involved in patrol, investigations, special services, administrative support, animal control and/or custodian functions.
- Evaluate operations and activities of assigned section; implement improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditures.
- Participate in the selection of staff; oversee the coordination of staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Serve in the absence of the Police Chief for short, limited durations.
- Oversee investigations and personally participate in situations of a highly complex or

sensitive nature, as assigned.

- Oversee and direct operations of the jail, as assigned.
- May be assigned to oversee and direct operations of the code enforcement officers.
- Respond to major crime and accident scenes, as appropriate.
- Coordinate and conduct internal investigation of citizen and officer complaints.
- Coordinate complex activities with other agencies and sectors of the community.
- Research and develop a variety of policies and procedures.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Knowledge of:

- Principles and practices of law enforcement services and program administration.
- Principles of law and the criminal justice system.
- Pertinent local, State, Federal rules, regulations and laws.
- Modern office procedures, methods and computer equipment.
- Principles and practices of research analysis and management.
- Principles and practices of budget development, implementation and monitoring.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of work safety.
- Use of firearms and other modern police equipment and communications and information systems related to law enforcement.
- Personnel management principles and functions.
- California City Police Department and Jail Policies.

Ability to:

- Organize, implement and direct activities related to assigned function, which may include jail, investigations, special services and/or patrol activities.
- On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

#### **MARGINAL JOB DUTIES AND RESPONSIBILITIES:**

1. Answer telephones, provide routine information, and route calls to appropriate persons.
2. Other duties as assigned.
3. Work in stressful situations.
4. Work at all times of day and night as necessitated.

#### **MINIMUM POSITION REQUIREMENTS:**

- Must be age twenty-one (21) by date of application.
- Equivalent to the completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Four (4) years of experience at the rank of Sergeant or higher in a Municipal, County or State Police agency.
- Minimum one (1) year of experience assigned to a criminal investigations division, who's primary responsibility is to investigate major crimes, including but not limited to burglary, aggravated assaults, sex crimes, drug trafficking, gang crimes, homicides, fraud and child abuse.
- Possession of a current Police Officers Standards and Training Commission (POST) Intermediate Certificate.

### **DESIRED QUALIFICATIONS**

- POST Supervisory Certificate.
- Bachelor's degree from an accredited college or university in criminal justice, or closely related field.

### **MINIMUM QUALIFICATIONS:**

1. Knowledge of principles, practices, techniques, and equipment used in police service including law enforcement, patrol, crime investigation and prevention, pursuit and apprehension of suspects, and arrest and custody of prisoners.
2. Knowledge of applicable state, county, and local codes and ordinances.
3. Knowledge of local geography.
4. Knowledge of principles and practices of employee supervision.
5. Knowledge of laws, codes, regulations, and court rulings governing suspect and prisoner rights, search and seizure, and rules of evidence.
6. Knowledge of safety practices and precautions pertaining to law enforcement.
7. Knowledge of use and care of firearms.
8. Knowledge of functions, authorities, and organization of other departments and agencies involved in investigation and prosecution of criminal cases.
9. Knowledge of public safety dispatch and police records functions.
10. Ability to analyze complex criminal investigation problems, develop alternatives, and adopt effective courses of action.
11. Ability to plan, assign, supervise, and review the work of others.
12. Ability to assess emergency circumstances and develop, implement, and direct appropriate response strategies.
13. Ability to read, interpret, and apply complex laws, procedures and policies.
14. Ability to prepare clear and concise reports, records, correspondence, and other written materials.
15. Ability to maintain firearms qualification.
16. Ability to observe and accurately recall places, names, descriptive characteristics and facts of incidents.

17. Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
18. Ability to deal with people beyond giving and receiving instructions.
19. Ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations, or situations in which speed and sustained attention are critical.

**ESSENTIAL POSITION REQUIREMENTS:**

1. Initiative and good judgment within established guidelines.
2. Tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
3. Research, compile, summarize information and materials.
4. Read and interpret complex written material and including manuals, memos, letters, minutes, ordinances, and resolutions.
5. Communicate and work effectively with public and employees.
6. Work effectively under pressure.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

Strength: Medium to heavy. See attached for essential job functions evaluation as recommended by POST.

Ability to: Stand, walk, stoop/bend, lift, push/pull, reach, turn, climb, crouch/crawl, kneel, run, kick, move from one location to another.

Speak clearly and correctly, sit, hear, handle, climb.

Visual acuity (near-under 20 inches, far-over 20 feet), ability to adjust focus.

**MARGINAL PHYSICAL REQUIREMENTS:**

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; continuously wear utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.

**ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:**

Noise Intensity level: Moderate to high; vibration caused by police car, police radio, police sirens, and gun fire.

Temperature/weather: Exposure to all types of weather conditions, from extreme heat to extreme cold. May be exposed to violent acts of nature, such as heavy rain and flooding, snow, blowing sand, high wind, wind chill.

Hazards:

Mechanical: Danger of being struck by an automobile while stopping or directing traffic, malfunctioning of weapons, automobile accident during high speed chase, shot during performance of job.

Electrical: Exposure to downed power lines.

Burns: Lighting flares, first arrival search at fire call.

Explosives: First arrival search at bomb threat scene.

Radiant Energy: R.A.D.A.R. guns during speed enforcement.

Bio Chemical: First responders to bio chemical/bio terrorism threats.

Other: Exposure to unknown drugs which may enter the system by inhalation or through skin pores, exposure to contagious diseases and diseases which may be transmitted by exchange of body fluids.

Atmospheric Conditions:

Fumes: Automotive exhaust, fumes from suspected drugs while processing a crime scene.

Gases: Gasoline at accident scene, refueling patrol car, tear gas.

ADA/EEOC Job Descriptions

Approved by City Council November 2024

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Police Sergeant**

**2002-Revision 2025**

Position Control No. 59-2002

**EMPLOYMENT**

**CLASSIFICATION:** Classified

**DEPARTMENT:** Police Department

**REPORTS TO:** Police Lieutenant

**PURPOSE/OBJECTIVE OF JOB:** To supervise and direct the Department's patrol function, participate in a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, and crime prevention and investigation, and direct and perform specified staff assignments.

All California City Police Department peace officers, including Police Officer Trainees, will adopt community-based policing practices, have familiarization in the collaborative efforts between law enforcement and community residents, and embrace collaborative problem solving in the community. (California Code, Penal Code - PEN § 13651).

**LEVEL OF SUPERVISION REQUIRED:** Moderate to limited

**SUPERVISORY RESPONSIBILITIES:** Police Officers.

**ESSENTIAL DUTIES AND RESPOSIBILITIES:**

(NOTE: All duties are considered essential because their limited persons in this position)

- 1) Plan, organize, schedule, assign, and direct the work of the Police Officers and other assigned staff.
- 2) Supervise police response to a variety of law enforcement situations by radio or in person.
- 3) Provide guidance and direction to officers, interpret points of procedure, policy, and regulation for conduct of peace officers.
- 4) Supervise and coordinate crime scene activities, guide and direct officers, and ensure crowd control and protection of evidence at the scene.
- 5) Direct and oversee the department's patrol function.
- 6) Oversee special investigations.
- 7) Assist or provide direction to police officers with unusual, complex, or emergency situations.

- 8) Conduct briefings and provide instruction and on-the-job training to assigned staff.
- 9) Recommend additional or specialized training.
- 10) Respond to and resolve citizen's complaints regarding police activities, within established guidelines and authority.
- 11) Review submitted reports and records and direct corrections as needed.
- 12) Personally perform a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, suspect pursuit and apprehending, case preparation and testimony, and provide information and assistance to the public.
- 13) Testify as subpoenaed in court.
- 14) Assist with supervising Investigators, Police Officer II, Dispatchers, Animal Control Officer, and volunteers.
- 15) Prepare reports and statistical data and maintain a variety of records.
- 16) Appraise employee performance, counsel employees regarding work performance and procedures, and document disciplinary issues.
- 17) Prepares grants and carries a staff workload.
- 18) Think and act quickly in stressful situations and emergencies, and judge situations and people accurately.
- 19) Establish and maintain cooperative working relationships with those contacted in the course of duty.
- 20) Other duties as assigned.

#### **MARGINAL JOB DUTIES AND RESPONSIBILITIES:**

1. Answer telephones, provide routine information, and route calls to appropriate persons.
2. Other duties as assigned.
3. Work in stressful situations.
4. Work at all times of day and night as necessitated.

#### **MARGINAL POSITION REQUIREMENTS:**

1. Possession of Basic Certificate as issued by the State Commission on Peace Officer Standards and Training (P.O.S.T.). Possession of a P.O.S.T. intermediate certificate.
2. Three years of law enforcement experience as a Police Officer or above. Completion of college level course work in criminology, law enforcement, social sciences, public administration, or a closely related field may be substituted for experience on a year for year basis to a maximum of one year.
3. Possession of valid Class C Driver's license and a good driving record.
4. High school diploma or GED equivalent.
5. Ability to pass an intensive background investigation and psychological evaluation and physical exam.

#### **MINIMUM QUALIFICATIONS:**

1. Knowledge of principles, practices, techniques, and equipment used in police service including law enforcement, patrol, crime investigation and prevention, pursuit and apprehension of suspects, and arrest and custody of prisoners.
2. Knowledge of applicable state, county, and local codes and ordinances.
3. Knowledge of local geography.
4. Knowledge of principles and practices of employee supervision.
5. Knowledge of laws, codes, regulations, and court rulings governing suspect and prisoner rights, search and seizure, and rules of evidence.
6. Knowledge of safety practices and precautions pertaining to law enforcement.
7. Knowledge of use and care of firearms.
8. Knowledge of functions, authorities, and organization of other departments and agencies involved in investigation and prosecution of criminal cases.
9. Knowledge of public safety dispatch and police records functions.
10. Ability to analyze complex criminal investigation problems, develop alternatives, and adopt effective courses of action.
11. Ability to plan, assign, supervise, and review the work of others.
12. Ability to assess emergency circumstances and develop, implement, and direct appropriate response strategies.
13. Ability to read, interpret, and apply complex laws, procedures and policies.
14. Ability to prepare clear and concise reports, records, correspondence, and other written materials.
15. Ability to maintain firearms qualification.
16. Ability to observe and accurately recall places, names, descriptive characteristics and facts of incidents.
17. Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
18. Ability to deal with people beyond giving and receiving instructions.
19. Ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations, or situations in which speed and sustained attention are critical.

#### **ESSENTIAL POSITION REQUIREMENTS:**

1. Initiative and good judgment within established guidelines.
2. Tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
3. Research, compile, summarize information and materials.
4. Read and interpret complex written material and including manuals, memos, letters, minutes, ordinances, and resolutions.
5. Communicate and work effectively with public and employees.
6. Work effectively under pressure.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

Strength: Medium to heavy. See attached for essential job functions evaluation as recommended by POST.

Ability to: Stand, walk, stoop/bend, lift, push/pull, reach, turn, climb, crouch/crawl, kneel, run, kick, move from one location to another.

Speak clearly and correctly, sit, hear, handle, climb.

Visual acuity (near-under 20 inches, far-over 20 feet), ability to adjust focus.

**MARGINAL PHYSICAL REQUIREMENTS:**

Ability to stand, walk, kneel, crouch, stoop.

**ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:**

Noise Intensity level: Moderate to high; vibration caused by police car, police radio, police sirens, and gun fire.

Temperature/weather: Exposure to all types of weather conditions, from extreme heat to extreme cold. May be exposed to violent acts of nature, such as heavy rain and flooding, snow, blowing sand, high wind, wind chill.

**Hazards:**

Mechanical: Danger of being struck by an automobile while stopping or directing traffic, malfunctioning of weapons, automobile accident during high speed chase, shot during performance of job.

Electrical: Exposure to downed power lines.

Burns: Lighting flares, first arrival search at fire call.

Explosives: First arrival search at bomb threat scene.

Radiant Energy: R.A.D.A.R. guns during speed enforcement.

Biochemical: First responders to bio chemical/bio terrorism threats.

Other: Exposure to unknown drugs which may enter the system by inhalation or through skin pores, exposure to contagious diseases and diseases which may be transmitted by exchange of body fluids.

**Atmospheric Conditions:**

Fumes: Automotive exhaust, fumes from suspected drugs while processing a crime scene.

Gases: Gasoline at accident scene, refueling patrol car, tear gas.

ADA/EEOC Job Descriptions

Approved by City Council December 17, 2002

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Police Sergeant  
2002**

Position Control No. 59-2002

**EMPLOYMENT**

**CLASSIFICATION:** Classified

**DEPARTMENT:** Police Department

**REPORTS TO:** Police Lieutenant

**PURPOSE/OBJECTIVE OF JOB:** To supervise and direct the Department's patrol function, participate in a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, and crime prevention and investigation, and direct and perform specified staff assignments.

**LEVEL OF SUPERVISION REQUIRED:** Moderate to limited

**SUPERVISORY RESPONSIBILITIES:** Police Officers.

**ESSENTIAL DUTIES AND RESPOSIBILITIES:**

(NOTE: All duties are considered essential because there limited persons in this position)

- 1) Plan, organize, schedule, assign, and direct the work of the Police Officers and other assigned staff.
- 2) Supervise police response to a variety of law enforcement situations by radio or in person.
- 3) Provide guidance and direction to officers, interpret points of procedure, policy, and regulation for conduct of peace officers.
- 4) Supervise and coordinate crime scene activities, guide and direct officers, and ensure crowd control and protection of evidence at the scene.
- 5) Direct and oversee the department's patrol function.
- 6) Oversee special investigations.
- 7) Assist or provide direction to police officers with unusual, complex, or emergency situations.
- 8) Conduct briefings and provide instruction and on-the-job training to assigned staff.
- 9) Recommend additional or specialized training.
- 10) Respond to and resolve citizen's complaints regarding police activities, within established guidelines and authority.
- 11) Review submitted reports and records and direct corrections as needed.

- 12) Personally perform a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, suspect pursuit and apprehending, case preparation and testimony, and provide information and assistance to the public.
- 13) Testify as subpoenaed in court.
- 14) Assist with supervising Investigators, Police Officer II, Dispatchers, Animal Control Officer, and volunteers.
- 15) Prepare reports and statistical data and maintain a variety of records.
- 16) Appraise employee performance, counsel employees regarding work performance and procedures, and document disciplinary issues.
- 17) Prepares grants and carries a staff work load.
- 18) Think and act quickly in stressful situations and emergencies, and judge situations and people accurately.
- 19) Establish and maintain cooperative working relationships with those contacted in the course of duty.
- 20) Other duties as assigned.

#### **MARGINAL JOB DUTIES AND RESPONSIBILITIES:**

1. Answer telephones, provide routine information, and route calls to appropriate persons.
2. Other duties as assigned.
3. Work in stressful situations.
4. Work at all times of day and night as necessitated.

#### **MARGINAL POSITION REQUIREMENTS:**

1. Possession of Basic Certificate as issued by the State Commission on Peace Officer Standards and Training (P.O.S.T.). Possession of a P.O.S.T. intermediate certificate.
2. Three years of law enforcement experience as a Police Officer or above. Completion of college level course work in criminology, law enforcement, social sciences, public administration, or a closely related field may be substituted for experience on a year for year basis to a maximum of one year.
3. Possession of valid Class C Driver's license and a good driving record.
4. High school diploma or GED equivalent.
5. Ability to pass an intensive background investigation and psychological evaluation and physical exam.

#### **MINIMUM QUALIFICATIONS:**

1. Knowledge of principles, practices, techniques, and equipment used in police service including law enforcement, patrol, crime investigation and prevention, pursuit and apprehension of suspects, and arrest and custody of prisoners.
2. Knowledge of applicable state, county, and local codes and ordinances.

3. Knowledge of local geography.
4. Knowledge of principles and practices of employee supervision.
5. Knowledge of laws, codes, regulations, and court rulings governing suspect and prisoner rights, search and seizure, and rules of evidence.
6. Knowledge of safety practices and precautions pertaining to law enforcement.
7. Knowledge of use and care of firearms.
8. Knowledge of functions, authorities, and organization of other departments and agencies involved in investigation and prosecution of criminal cases.
9. Knowledge of public safety dispatch and police records functions.
10. Ability to analyze complex criminal investigation problems, develop alternatives, and adopt effective courses of action.
11. Ability to plan, assign, supervise, and review the work of others.
12. Ability to assess emergency circumstances and develop, implement, and direct appropriate response strategies.
13. Ability to read, interpret, and apply complex laws, procedures and policies.
14. Ability to prepare clear and concise reports, records, correspondence, and other written materials.
15. Ability to maintain firearms qualification.
16. Ability to observe and accurately recall places, names, descriptive characteristics and facts of incidents.
17. Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
18. Ability to deal with people beyond giving and receiving instructions.
19. Ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations, or situations in which speed and sustained attention are critical.

#### **ESSENTIAL POSITION REQUIREMENTS:**

1. Initiative and good judgment within established guidelines.
2. Tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
3. Research, compile, summarize information and materials.
4. Read and interpret complex written material and including manuals, memos, letters, minutes, ordinances, and resolutions.
5. Communicate and work effectively with public and employees.
6. Work effectively under pressure.

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

Strength: Medium to heavy. See attached for essential job functions evaluation as recommended by POST.

Ability to: Stand, walk, stoop/bend, lift, push/pull, reach, turn, climb, crouch/crawl, kneel, run, kick, move from one location to another.

Speak clearly and correctly, sit, hear, handle, climb.

Visual acuity (near-under 20 inches, far-over 20 feet), ability to adjust focus.

**MARGINAL PHYSICAL REQUIREMENTS:**

Ability to stand, walk, kneel, crouch, stoop.

**ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:**

Noise Intensity level: Moderate to high; vibration caused by police car, police radio, police sirens, and gun fire.

Temperature/weather: Exposure to all types of weather conditions, from extreme heat to extreme cold. May be exposed to violent acts of nature, such as heavy rain and flooding, snow, blowing sand, high wind, wind chill.

Hazards:

Mechanical: Danger of being struck by an automobile while stopping or directing traffic, malfunctioning of weapons, automobile accident during high speed chase, shot during performance of job.

Electrical: Exposure to downed power lines.

Burns: Lighting flares, first arrival search at fire call.

Explosives: First arrival search at bomb threat scene.

Radiant Energy: R.A.D.A.R. guns during speed enforcement.

Bio Chemical: First responders to bio chemical/bio terrorism threats.

Other: Exposure to unknown drugs which may enter the system by inhalation or through skin pores, exposure to contagious diseases and diseases which may be transmitted by exchange of body fluids.

Atmospheric Conditions:

Fumes: Automotive exhaust, fumes from suspected drugs while processing a crime scene.

Gases: Gasoline at accident scene, refueling patrol car, tear gas.

ADA/EEOC Job Descriptions

Approved by City Council December 17, 2002

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Police Special Investigator  
2002**

Position Control No. 60-2002

**EMPLOYMENT**

**CLASSIFICATION:** Classified

**DEPARTMENT:** Police Department

**REPORTS TO:** Police Lieutenant

**PURPOSE/OBJECTIVE OF JOB:** To provide lead direction to staff, perform peace officer duties and in-depth investigation of crimes, and prepare cases for prosecution.

**LEVEL OF SUPERVISION REQUIRED:** Moderate to limited

**SUPERVISORY RESPONSIBILITIES:** Occasionally to Police Officers.

**ESSENTIAL DUTIES AND RESPOSIBILITIES:**

(NOTE: All duties are considered essential because there limited persons in this position)

- 1) Occasionally, plan, organize, schedule, assign, and direct the work of the Police Officers.
- 2) Conduct police investigations in all areas of law enforcement.
- 3) Interview and interrogate suspects, victims, witnesses and officers.
- 4) Prepare and execute search warrants, write reports of investigations, file cases with the District Attorney's office, and testify in court.
- 5) Conduct surveillance and searches, develop contacts and sources, and follow up on same.
- 6) Direct officers in and personally perform complex case investigations.
- 7) Coordinate with other law enforcement agencies on crime activity and incidents of mutual concern.
- 8) Act as shift supervisor in absence of higher ranking officer.
- 9) Respond to and resolve citizen complaints regarding police activities, within established guidelines and authority.
- 10) Review submitted reports and records and direct corrections as needed.
- 11) Perform a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, suspect pursuit and apprehending, case preparation and testimony, and provide information and assistance to the public.

- 12) Testify as subpoenaed to court.
- 13) Prepare reports and statistical data and maintain a variety of records.
- 14) Think and act quickly in stressful situations and emergencies, and judge situations and people accurately.
- 15) Establish and maintain cooperative working relationships with those contacted in the course of duty.
- 16) Other duties as assigned.

#### **MARGINAL JOB DUTIES AND RESPONSIBILITIES:**

1. Answer telephones, provide routine information, and route calls to appropriate persons.
2. Other duties as assigned.
3. Work in stressful situations.
4. Work at all times of day and night as necessitated.

#### **MARGINAL POSITION REQUIREMENTS:**

1. Possession of Basic Certificate as issued by the State Commission on Peace Officer Standards and Training (P.O.S.T.). Possession of a P.O.S.T. intermediate certificate is desirable.
2. Three years of law enforcement experience as a Police Officer or above. Completion of college level course work in criminology, law enforcement, social sciences, public administration, or a closely related field may be substituted for experience on a year for year basis to a maximum of one year.
3. Possession of valid Class C Driver's license and a good driving record.
4. High school diploma or GED equivalent.
5. Ability to pass an intensive background investigation and psychological evaluation and physical exam.

#### **MINIMUM QUALIFICATIONS:**

1. Knowledge of principles, practices, techniques, and equipment used in police service including law enforcement, patrol, crime investigation and prevention, pursuit and apprehension of suspects, and arrest and custody of prisoners.
2. Knowledge of applicable state, county, and local codes and ordinances.
3. Knowledge of local geography.
4. Knowledge of laws, codes, regulations, and court rulings governing suspect and prisoner rights, search and seizure, and rules of evidence.
5. Knowledge of safety practices and precautions pertaining to law enforcement.
6. Knowledge of use and care of firearms.
7. Knowledge of functions, authorities, and organization of other departments and agencies involved in investigation and prosecution of criminal cases.
8. Knowledge of public safety dispatch and police records functions.

9. Ability to analyze complex criminal investigation problems, develop alternatives, and adopt effective courses of action.
10. Ability to plan and assign the work of others.
11. Ability to assess emergency circumstances and develop, implement, and direct appropriate response strategies.
12. Ability to read, interpret, and apply complex laws, procedures and policies.
13. Ability to prepare clear and concise reports, records, correspondence, and other written materials.
14. Ability to maintain firearms qualification.
15. Ability to observe and accurately recall places, names, descriptive characteristics and facts of incidents.
16. Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
17. Ability to deal with people beyond giving and receiving instructions.
18. Ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations, or situations in which speed and sustained attention are critical.

**ESSENTIAL POSITION REQUIREMENTS:**

1. Initiative and good judgment within established guidelines.
2. Tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
3. Research, compile, summarize information and materials.
4. Read and interpret complex written material and including manuals, memos, letters, minutes, ordinances, and resolutions.
5. Communicate and work effectively with public and employees.
6. Work effectively under pressure.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

Strength: Medium to heavy. See attached CA RU-91

Ability to: Stand, walk, stoop/bend, lift, push/pull, reach, turn, climb, crouch/crawl, kneel, run, kick, move from one location to another.

Speak clearly and correctly, sit, hear, handle, climb.

Visual acuity (near-under 20 inches, far-over 20 feet), ability to adjust focus.

**MARGINAL PHYSICAL REQUIREMENTS:**

Ability to stand, walk, kneel, crouch, stoop.

**ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:**

Noise Intensity level: Moderate to high; vibration caused by police car, police radio, police sirens, and gun fire.

Temperature/weather: Exposure to all types of weather conditions, from extreme heat to extreme cold. May be exposed to violent acts of nature, such as heavy rain and flooding, snow, blowing sand, high wind, wind chill.

**Hazards:**

Mechanical: Danger of being struck by an automobile while stopping or directing traffic, malfunctioning of weapons, automobile accident during high speed chase, shot during performance of job.

Electrical: Exposure to downed power lines.

Burns: Lighting flares, first arrival search at fire call.

Explosives: First arrival search at bomb threat scene.

Radiant Energy: R.A.D.A.R. guns during speed enforcement.

Bio Chemical: First responders to bio chemical/bio terrorism threats.

Other: Exposure to unknown drugs which may enter the system by inhalation or through skin pores, exposure to contagious diseases and diseases which may be transmitted by exchange of body fluids.

**Atmospheric Conditions:**

Fumes: Automotive exhaust, fumes from suspected drugs while processing a crime scene.

Gases: Gasoline at accident scene, refueling patrol car, tear gas.

**ADA/EEOC Job Description**

Approved by City Council December 17, 2002

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Police Officer**

**Revised 2025**

Position Control No. 57-2002

**EMPLOYMENT**

**CLASSIFICATION:** Classified

**DEPARTMENT:** Police Department

**REPORTS TO:** Police Sergeant or Police Lieutenant

**PURPOSE/OBJECTIVE OF JOB:** To assure law and order within City limits through enforcement of laws and ordinances, protect life and property, prevent and investigate crime, and control traffic.

All California City Police Department peace officers, including Police Officer Trainees, will adopt community-based policing practices, have familiarization in the collaborative efforts between law enforcement and community residents, and embrace collaborative problem solving in the community. (California Code, Penal Code - PEN § 13651).

**LEVEL OF SUPERVISION REQUIRED:** Moderate to limited.

**SUPERVISORY RESPONSIBILITIES:** None

**ESSENTIAL DUTIES AND RESPOSIBILITIES:**

(NOTE: All duties are considered essential because their limited persons in this position)

- 1) Patrol assigned areas to ensure security of life and property, observe situations, and deter crime by providing high visibility.
- 2) Provide general patrol, investigation, and related law enforcement duties typical of a municipal law enforcement agency.
- 3) Respond to suspicious activities and answer emergency calls for service, including burglary reports, domestic disputes, robbery reports and crimes in progress.
- 4) Conduct preliminary investigations of disturbances, prowlers, burglaries, thefts, robbery, vehicle accidents, deaths and suicides, suspicious persons and circumstances.
- 5) Render first aid.
- 6) Report hazards and disperse unruly crowds at gatherings.
- 7) Detain, arrest, and transport to appropriate facilities persons involved in crimes or misconduct when laws and ordinances have been violated.

- 8) Control and direct traffic.
- 9) Issue traffic citations.
- 10) Respond to radio calls for service.
- 11) Pursue and apprehend suspects, request assistance as necessary.
- 12) Investigate juvenile and designated adult criminal activity and incidents.
- 13) Coordinate crime scene control and investigation, including interviews and interrogations, identification of witnesses.
- 14) Exercise discretion and judgment in determining appropriate and legal course of action in difficult and emergency situations, with or without immediate supervision or assistance.
- 15) Oversee collection and preservation of physical evidence.
- 16) Restore order, protect life and property, and maintain the peace at public gatherings and in conflict situations.
- 17) Prepare and document cases, complete reports and records, prepare and maintain other logs and records.
- 18) Prepare a variety of written reports and records including notes, field interrogation reports, Department of Motor Vehicles forms and reports, citations, written warnings, incident reports, and crime reports.
- 19) Supervise juveniles on probation.
- 20) Retrieve, identify, and return found property and/or evidence to owners.
- 21) Provide emergency aid and assistance to incapacitated persons and request additional assistance.
- 22) Provide information, directions, and other services and assistance to the public.
- 23) Testify in court, as subpoenaed.
- 24) Conduct background investigations of prospective police applicants as assigned.
- 25) Cooperate with other law enforcement agencies in matters relating to investigation of crimes and apprehension of offenders.
- 26) Respond to fire aid calls and assist in crowd and traffic control.
- 27) Serve warrants and subpoenas.
- 28) Other duties as assigned.

**MARGINAL JOB DUTIES AND RESPONSIBILITIES:**

1. Answer telephones, provide routine information, and route calls to appropriate persons.
2. Other duties as assigned.

**MARGINAL POSITION REQUIREMENTS:**

1. Possession of Basic Certificate as issued by the State Commission on Peace Officer Standards and Training (P.O.S.T.)
2. Possession of valid Class C Driver's license and a good driving record.
3. Minimum age-21 years by time of appointment.
4. High school diploma or GED equivalent.
5. Ability to pass an intensive background investigation and psychological evaluation and physical exam.

## **MINIMUM QUALIFICATIONS:**

1. Knowledge of law enforcement procedures, techniques, and equipment.
2. Knowledge of applicable state, county, and local codes and ordinances.
3. Knowledge of local geography.
4. Knowledge of criminal law.
5. Knowledge of criminal investigation techniques and procedures.
6. Knowledge of juvenile law, disposition policies, and court procedures.
7. Knowledge of safety practices and precautions pertaining to police work.
8. Ability to observe and accurately recall places, names, descriptive characteristics and facts of incidents.
9. Ability to remain calm and take appropriate action in tense situations.
10. Ability to establish and maintain effective working relationships with those contacted in the course of work.
11. Ability to read, interpret and apply complex laws, procedures and policies.
12. Ability to make rapid, sound independent judgments within legal and procedural guidelines.
13. Ability to prepare clear and concise reports, records and other written materials.
14. Ability to understand and follow oral and written directions.
15. Ability to maintain firearms qualifications.
16. Ability to move quickly in response to life threatening calls.
17. Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
18. Ability to deal with people beyond giving and receiving instructions.
19. Ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations or situations in which speed and sustained attention are make-or-break aspects of the job.

## **ESSENTIAL POSITION REQUIREMENTS:**

1. Initiative and good judgment within established guidelines.
2. Tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
3. Research, compile, summarize information and materials.
4. Read and interpret complex written material and including manuals, memos, letters, minutes, ordinances, and resolutions.
5. Communicate and work effectively with public and employees.
6. Work effectively under pressure.

## **ESSENTIAL PHYSICAL REQUIREMENTS:**

Strength: Moderate to heavy. See attached CA RU-91.

Ability to: Stand, walk, stoop/bend, lift, push/pull, reach, turn, climb, crouch/crawl, kneel, run, kick, move from one location to another.

Speak clearly and correctly, sit, hear, handle, climb.

Visual acuity (near-under 20 inches, far-over 20 feet), ability to adjust focus.

**MARGINAL PHYSICAL REQUIREMENTS:**

Ability to stand, walk, kneel, crouch, stoop.

**ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:**

Noise Intensity level: Moderate to high; vibration caused by police car, police radio, police sirens, and gun fire.

Temperature/weather: Exposure to all types of weather conditions, from extreme heat to extreme cold. May be exposed to violent acts of nature, such as heavy rain and flooding, snow, blowing sand, high wind, wind chill.

**Hazards:**

Mechanical: Danger of being struck by an automobile while stopping or directing traffic, malfunctioning of weapons, automobile accident during high speed chase, shot during performance of job.

Electrical: Exposure to downed power lines.

Burns: Lighting flares, first arrival search at fire call.

Explosives: First arrival search at bomb threat scene.

Radiant Energy: R.A.D.A.R. guns during speed enforcement.

Bio Chemical: First responders to bio chemical/bio terrorism threats.

Other: Exposure to unknown drugs which may enter the system by inhalation or through skin pores, exposure to contagious diseases and diseases which may be transmitted by exchange of body fluids.

**Atmospheric Conditions:**

Fumes: Automotive exhaust, fumes from suspected drugs while processing a crime scene.

Gases: Gasoline at accident scene, refueling patrol car, tear gas.

The successful candidate must successfully complete a pre-employment physical, drug screen, polygraph test, live scan with an extensive background check.

ADA/EEOC Job Descriptions

Approved by City Council December 17, 2002



CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Police Officer**

**2002**

Position Control No. 57-2002

**EMPLOYMENT**

**CLASSIFICATION:** Classified

**DEPARTMENT:** Police Department

**REPORTS TO:** Police Sergeant or Police Lieutenant

**PURPOSE/OBJECTIVE OF JOB:** To assure law and order within City limits through enforcement of laws and ordinances, protect life and property, prevent and investigate crime, and control traffic.

**LEVEL OF SUPERVISION REQUIRED:** Moderate to limited

**SUPERVISORY RESPONSIBILITIES:** None

**ESSENTIAL DUTIES AND RESPOSIBILITIES:**

(NOTE: All duties are considered essential because their limited persons in this position)

- 1) Patrol assigned areas to ensure security of life and property, observe situations, and deter crime by providing high visibility.
- 2) Provide general patrol, investigation, and related law enforcement duties typical of a municipal law enforcement agency.
- 3) Respond to suspicious activities and answer emergency calls for service, including burglary reports, domestic disputes, robbery reports and crimes in progress.
- 4) Conduct preliminary investigations of disturbances, prowlers, burglaries, thefts, robbery, vehicle accidents, deaths and suicides, suspicious persons and circumstances.
- 5) Render first aid.
- 6) Report hazards and disperse unruly crowds at gatherings.
- 7) Detain, arrest, and transport to appropriate facilities persons involved in crimes or misconduct when laws and ordinances have been violated.
- 8) Control and direct traffic.
- 9) Issue traffic citations.
- 10) Respond to radio calls for service.
- 11) Pursue and apprehend suspects, request assistance as necessary.
- 12) Investigate juvenile and designated adult criminal activity and incidents.

- 13) Coordinate crime scene control and investigation, including interviews and interrogations, identification of witnesses.
- 14) Exercise discretion and judgment in determining appropriate and legal course of action in difficult and emergency situations, with or without immediate supervision or assistance.
- 15) Oversee collection and preservation of physical evidence.
- 16) Restore order, protect life and property, and maintain the peace at public gatherings and in conflict situations.
- 17) Prepare and document cases, complete reports and records, prepare and maintain other logs and records.
- 18) Prepare a variety of written reports and records including notes, field interrogation reports, Department of Motor Vehicles forms and reports, citations, written warnings, incident reports, and crime reports.
- 19) Supervise juveniles on probation.
- 20) Retrieve, identify, and return found property and/or evidence to owners.
- 21) Provide emergency aid and assistance to incapacitated persons and request additional assistance.
- 22) Provide information, directions, and other services and assistance to the public.
- 23) Testify in court, as subpoenaed.
- 24) Conduct background investigations of prospective police applicants as assigned.
- 25) Cooperate with other law enforcement agencies in matters relating to investigation of crimes and apprehension of offenders.
- 26) Respond to fire aid calls and assist in crowd and traffic control.
- 27) Serve warrants and subpoenas.
- 28) Other duties as assigned.

**MARGINAL JOB DUTIES AND RESPONSIBILITIES:**

1. Answer telephones, provide routine information, and route calls to appropriate persons.
2. Other duties as assigned.

**MARGINAL POSITION REQUIREMENTS:**

1. Possession of Basic Certificate as issued by the State Commission on Peace Officer Standards and Training (P.O.S.T.)
2. Possession of valid Class C Driver's license and a good driving record.
3. Minimum age-21 years by time of appointment.
4. High school diploma or GED equivalent.
5. Ability to pass an intensive background investigation and psychological evaluation and physical exam.

**MINIMUM QUALIFICATIONS:**

1. Knowledge of law enforcement procedures, techniques, and equipment.
2. Knowledge of applicable state, county, and local codes and ordinances.
3. Knowledge of local geography.

4. Knowledge of criminal law.
5. Knowledge of criminal investigation techniques and procedures.
6. Knowledge of juvenile law, disposition policies, and court procedures.
7. Knowledge of safety practices and precautions pertaining to police work.
8. Ability to observe and accurately recall places, names, descriptive characteristics and facts of incidents.
9. Ability to remain calm and take appropriate action in tense situations.
10. Ability to establish and maintain effective working relationships with those contacted in the course of work.
11. Ability to read, interpret and apply complex laws, procedures and policies.
12. Ability to make rapid, sound independent judgments within legal and procedural guidelines.
13. Ability to prepare clear and concise reports, records and other written materials.
14. Ability to understand and follow oral and written directions.
15. Ability to maintain firearms qualifications.
16. Ability to move quickly in response to life threatening calls.
17. Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
18. Ability to deal with people beyond giving and receiving instructions.
19. Ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations or situations in which speed and sustained attention are make-or-break aspects of the job.

**ESSENTIAL POSITION REQUIREMENTS:**

1. Initiative and good judgment within established guidelines.
2. Tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
3. Research, compile, summarize information and materials.
4. Read and interpret complex written material and including manuals, memos, letters, minutes, ordinances, and resolutions.
5. Communicate and work effectively with public and employees.
6. Work effectively under pressure.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

Strength: Moderate to heavy. See attached CA RU-91.

Ability to: Stand, walk, stoop/bend, lift, push/pull, reach, turn, climb, crouch/crawl, kneel, run, kick, move from one location to another.

Speak clearly and correctly, sit, hear, handle, climb.

Visual acuity (near-under 20 inches, far-over 20 feet), ability to adjust focus.

**MARGINAL PHYSICAL REQUIREMENTS:**

Ability to stand, walk, kneel, crouch, stoop.

**ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:**

Noise Intensity level: Moderate to high; vibration caused by police car, police radio, police sirens, and gun fire.

Temperature/weather: Exposure to all types of weather conditions, from extreme heat to extreme cold. May be exposed to violent acts of nature, such as heavy rain and flooding, snow, blowing sand, high wind, wind chill.

**Hazards:**

Mechanical: Danger of being struck by an automobile while stopping or directing traffic, malfunctioning of weapons, automobile accident during high speed chase, shot during performance of job.

Electrical: Exposure to downed power lines.

Burns: Lighting flares, first arrival search at fire call.

Explosives: First arrival search at bomb threat scene.

Radiant Energy: R.A.D.A.R. guns during speed enforcement.

Bio Chemical: First responders to bio chemical/bio terrorism threats.

Other: Exposure to unknown drugs which may enter the system by inhalation or through skin pores, exposure to contagious diseases and diseases which may be transmitted by exchange of body fluids.

**Atmospheric Conditions:**

Fumes: Automotive exhaust, fumes from suspected drugs while processing a crime scene.

Gases: Gasoline at accident scene, refueling patrol car, tear gas.

The successful candidate must successfully complete a pre-employment physical, drug screen, polygraph test, live scan with an extensive background check.

**ADA/EEOC Job Descriptions**

Approved by City Council December 17, 2002



CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Police Officer II/Corporal 2002**

**Revised 2025**

Position Control No. 58-2002

**EMPLOYMENT**

**CLASSIFICATION:** Classified

**DEPARTMENT:** Police Department

**REPORTS TO:** Police Sergeant or Police Lieutenant

**PURPOSE/OBJECTIVE OF JOB:** To provide lead direction of the Department's patrol function in the absence of the sergeant, perform peace officer duties as related in the Police Officer I job description, and direct and perform specified staff assignments.

All California City Police Department peace officers, including Police Officer Trainees, will adopt community-based policing practices, have familiarization in the collaborative efforts between law enforcement and community residents, and embrace collaborative problem solving in the community. (California Code, Penal Code - PEN § 13651)

**LEVEL OF SUPERVISION REQUIRED:** Moderate to limited.

**SUPERVISORY RESPONSIBILITIES:** Occasionally to Police Officers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(NOTE: All duties are considered essential because their limited persons in this position)

- 1) Patrol assigned areas to ensure security of life and property, observe situations, and deter crime by providing high visibility.
- 2) Respond to suspicious activities and answer emergency calls for service, including burglary reports, domestic disputes, robbery reports and crimes in progress.
- 3) Conduct preliminary investigations of disturbances, prowlers, burglaries, thefts, robbery, vehicle accidents, deaths and suicide, suspicious persons and circumstances.
- 4) Render first aid.
- 5) Report hazards and disperse unruly crowds at gatherings.
- 6) Make arrests when laws and ordinances have been violated.
- 7) Control and direct traffic.
- 8) Issue traffic citations.
- 9) Respond to radio calls for service.
- I 0) Pursue and apprehend suspects, request assistance as necessary.
- I D) Investigate juvenile and designated adult criminal activity and incidents.
- 12) Coordinate crime scene control and investigation, including interrogation interviews and, identification of witnesses.
- 13) Oversee collection and preservation of physical evidence.

- 14) Restore order, protect life and property, and maintain the peace at public gatherings and in conflict situations.
- 15) Prepare and document cases, complete reports and records, prepare and maintain other logs and records.
- 16) Supervise juveniles on probation.
- 17) Retrieve, identify, and return found property and/or evidence to owners.
- 18) Provide emergency aid and assistance to incapacitated persons and request additional assistance.
- 19) Provide information, directions, and other services and assistance to the public.
- 20) Testify in court, as subpoenaed.
- 21) Conduct background investigations of prospective police applicants as assigned.
- 22) Cooperate with other law enforcement agencies in matters relating to investigation of crimes and apprehension of offenders.
- 23) Respond to fire aid calls and assist in crowd and traffic control.
- 24) Serve warrants and subpoenas.
- 25) Occasionally plan, organize, schedule, assign, and direct the work of the police officers and other assigned staff.
- 26) In the absence of the sergeant or investigator, supervise and coordinate crime scene activities, guide and direct officers, and ensure crowd control and protection of evidence at the scene.
- 27) In the absence of the sergeant, provide lead direction of the Department's patrol function.
- 28) Assist or provide direction to police officers with unusual, complex or emergency situations, in the absence of a ranking officer.
- 29) As directed, review submitted reports and records and direct corrections as needed.
- 30) Other duties as assigned.

**MARGINAL JOB DUTIES AND RESPONSIBILITIES:**

1. Answer telephones, provide routine information, and route calls to appropriate persons.
2. Other duties as assigned.
3. Work in stressful situations.
4. Work at all times of day and night as necessitated.

**MARGINAL POSITION REQUIREMENTS:**

1. Possession of Basic Certificate as issued by the State Commission on Peace Officer Standards and Training (P.O.S.T.)
2. Possession of valid Class C Driver's license and a good driving record.
3. Minimum age-21 years by time of appointment.
4. High school diploma or GED equivalent.
5. Ability to pass an intensive background investigation and psychological evaluation and physical exam.

## **MINIMUM QUALIFICATIONS:**

1. Knowledge of law enforcement procedures, techniques, and equipment.
2. Knowledge of applicable state, county, and local codes and ordinances.
3. Knowledge of local geography.
4. Knowledge of criminal law.
5. Knowledge of criminal investigation techniques and procedures.
6. Knowledge of juvenile law, disposition policies, and court procedures.
7. Knowledge of safety practices and precautions pertaining to police work.
8. Ability to observe and accurately recall places, names, descriptive characteristics and facts of incidents.
9. Ability to remain calm and take appropriate action in tense situations.
10. Ability to establish and maintain effective working relationships with those contacted in the course of work.
11. Ability to read, interpret and apply complex laws, procedures and policies.
12. Ability to make rapid, sound independent judgments within legal and procedural guidelines.
13. Ability to prepare clear and concise reports, records and other written materials.
14. Ability to understand and follow oral and written directions.
15. Ability to maintain firearms qualifications.
16. Ability to move quickly in response to life threatening calls.
17. Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
18. Ability to deal with people beyond giving and receiving instructions.
19. Ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations or situations in which speed and sustained attention are make-or-break aspects of the job.

## **ESSENTIAL POSITION REQUIREMENTS:**

1. Initiative and good judgment within established guidelines.
2. Tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
3. Research, compile, summarize information and materials.
4. Read and interpret complex written material and including manuals, memos, letters, minutes, ordinances, and resolutions.
5. Communicate and work effectively with public and employees.
6. Work effectively under pressure.

## **ESSENTIAL PHYSICAL REQUIREMENTS:**

Strength: Medium to heavy. See attached CA RU-91.

Ability to: Stand, walk, stoop/bend, lift, push/pull, reach, tum, climb, crouch/crawl, kneel, run, kick. move from one location to another.

Speak clearly and correctly, sit, hear, handle, climb.  
Visual acuity (near-under 20 inches, far-over 20 feet), ability to adjust focus.

**MARGINAL PHYSICAL REQUIREMENTS:**

Ability to stand, walk, kneel, crouch, stoop.

**ENVIRONMENT AL CONDITIONS TO WHICH EXPOSED:**

Noise Intensity level: Moderate to high; vibration caused by police car, police radio, police sirens, and gun fire.

Temperature/weather: Exposure to all types of weather conditions, from extreme heat to extreme cold. May be exposed to violent acts of nature, such as heavy rain and flooding, snow, blowing sand, high wind, wind chill.

Hazards:

Mechanical: Danger of being struck by an automobile while stopping or directing traffic, malfunctioning of weapons, automobile accident during high-speed chase, shot during performance of job.

Electrical: Exposure to downed power lines.

Burns: Lighting flares, first arrival search at fire call.

Explosives: First arrival search at bomb threat scene.

Radiant Energy: R.A.D.A.R. guns during speed enforcement.

Biochemical: First responders to bio chemical/bio terrorism threats.

Other: Exposure to unknown drugs which may enter the system by inhalation or through skin pores, exposure to contagious diseases and diseases which may be transmitted by exchange of body fluids.

Atmospheric Conditions:

Fumes: Automotive exhaust, fumes from suspected drugs while processing a crime scene.

Gases: Gasoline at accident scene, refueling patrol car, tear gas.

ADA/EEOC Job Descriptions

Approved by City Council December 17, 2002

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Police Officer II/Corporal 2002**

Position Control No. 58-2002

**EMPLOYMENT**

**CLASSIFICATION:** Classified

**DEPARTMENT:** Police Department

**REPORTS TO:** Police Sergeant or Police Lieutenant

**PURPOSE/OBJECTIVE OF JOB:** To provide lead direction of the Department's patrol function in the absence of the sergeant, perform peace officer duties as related in the Police Officer I job description, and direct and perform specified staff assignments.

**LEVEL OF SUPERVISION REQUIRED:** Moderate to limited.

**SUPERVISORY RESPONSIBILITIES:** Occasionally to Police Officers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(NOTE: All duties are considered essential because their limited persons in this position)

- 1) Patrol assigned areas to ensure security of life and property, observe situations, and deter crime by providing high visibility.
- 2) Respond to suspicious activities and answer emergency calls for service, including burglary reports, domestic disputes, robbery reports and crimes in progress.
- 3) Conduct preliminary investigations of disturbances, prowlers, burglaries, thefts, robbery, vehicle accidents, deaths and suicide, suspicious persons and circumstances.
- 4) Render first aid.
- 5) Report hazards and disperse unruly crowds at gatherings.
- 6) Make arrests when laws and ordinances have been violated.
- 7) Control and direct traffic.
- 8) Issue traffic citations.
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- I 0) Pursue and apprehend suspects, request assistance as necessary.
- I I) Investigate juvenile and designated adult criminal activity and incidents.
- 12) Coordinate crime scene control and investigation, including interrogation interviews and, identification of witnesses.
- 13) Oversee collection and preservation of physical evidence.

- 14) Restore order, protect life and property, and maintain the peace at public gatherings and in conflict situations.
- 15) Prepare and document cases, complete reports and records, prepare and maintain other logs and records.
- 16) Supervise juveniles on probation.
- 17) Retrieve, identify, and return found property and/or evidence to owners.
- 18) Provide emergency aid and assistance to incapacitated persons and request additional assistance.
- 19) Provide information, directions, and other services and assistance to the public.
- 20) Testify in court, as subpoenaed.
- 21) Conduct background investigations of prospective police applicants as assigned.
- 22) Cooperate with other law enforcement agencies in matters relating to investigation of crimes and apprehension of offenders.
- 23) Respond to fire aid calls and assist in crowd and traffic control.
- 24) Serve warrants and subpoenas.
- 25) Occasionally plan, organize, schedule, assign, and direct the work of the police officers and other assigned staff.
- 26) In the absence of the sergeant or investigator, supervise and coordinate crime scene activities, guide and direct officers, and ensure crowd control and protection of evidence at the scene.
- 27) In the absence of the sergeant, provide lead direction of the Department's patrol function.
- 28) Assist or provide direction to police officers with unusual, complex or emergency situations, in the absence of a ranking officer.
- 29) As directed, review submitted reports and records and direct corrections as needed.
- 30) Other duties as assigned.

#### **MARGINAL JOB DUTIES AND RESPONSIBILITIES:**

1. Answer telephones, provide routine information, and route calls to appropriate persons.
2. Other duties as assigned.
3. Work in stressful situations.
4. Work at all times of day and night as necessitated.

#### **MARGINAL POSITION REQUIREMENTS:**

1. Possession of Basic Certificate as issued by the State Commission on Peace Officer Standards and Training (P.O.S.T.)
2. Possession of valid Class C Driver's license and a good driving record.
3. Minimum age-21 years by time of appointment.
4. High school diploma or GED equivalent.
5. Ability to pass an intensive background investigation and psychological evaluation and physical exam.

## **MINIMUM QUALIFICATIONS:**

1. Knowledge of law enforcement procedures, techniques, and equipment.
2. Knowledge of applicable state, county, and local codes and ordinances.
3. Knowledge of local geography.
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5. Knowledge of criminal investigation techniques and procedures.
6. Knowledge of juvenile law, disposition policies, and court procedures.
7. Knowledge of safety practices and precautions pertaining to police work.
8. Ability to observe and accurately recall places, names, descriptive characteristics and facts of incidents.
9. Ability to remain calm and take appropriate action in tense situations.
10. Ability to establish and maintain effective working relationships with those contacted in the course of work.
11. Ability to read, interpret and apply complex laws, procedures and policies.
12. Ability to make rapid, sound independent judgments within legal and procedural guidelines.
13. Ability to prepare clear and concise reports, records and other written materials.
14. Ability to understand and follow oral and written directions.
15. Ability to maintain firearms qualifications.
16. Ability to move quickly in response to life threatening calls.
17. Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
18. Ability to deal with people beyond giving and receiving instructions.
19. Ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations or situations in which speed and sustained attention are make-or-break aspects of the job.

## **ESSENTIAL POSITION REQUIREMENTS:**

1. Initiative and good judgment within established guidelines.
2. Tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
3. Research, compile, summarize information and materials.
4. Read and interpret complex written material and including manuals, memos, letters, minutes, ordinances, and resolutions.
5. Communicate and work effectively with public and employees.
6. Work effectively under pressure.

## **ESSENTIAL PHYSICAL REQUIREMENTS:**

Strength: Medium to heavy. See attached CA RU-91.

Ability to: Stand, walk, stoop/bend, lift, push/pull, reach, tum, climb, crouch/crawl, kneel, run, kick. move from one location to another.

Speak clearly and correctly, sit, hear, handle, climb.  
Visual acuity (near-under 20 inches, far-over 20 feet), ability to adjust focus.

**MARGINAL PHYSICAL REQUIREMENTS:**

Ability to stand, walk, kneel, crouch, stoop.

**ENVIRONMENT AL CONDITIONS TO WHICH EXPOSED:**

Noise Intensity level: Moderate to high; vibration caused by police car, police radio, police sirens, and gun fire.

Temperature/weather: Exposure to all types of weather conditions, from extreme heat to extreme cold. May be exposed to violent acts of nature, such as heavy rain and flooding, snow, blowing sand, high wind, wind chill.

**Hazards:**

Mechanical: Danger of being struck by an automobile while stopping or directing traffic, malfunctioning of weapons, automobile accident during high speed chase, shot during performance of job.

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Burns: Lighting flares, first arrival search at fire call.

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Bio Chemical: First responders to bio chemical/bio terrorism threats.

Other: Exposure to unknown drugs which may enter the system by inhalation or through skin pores, exposure to contagious diseases and diseases which may be transmitted by exchange of body fluids.

**Atmospheric Conditions:**

Fumes: Automotive exhaust, fumes from suspected drugs while processing a crime scene.

Gases: Gasoline at accident scene, refueling patrol car, tear gas.

ADA/EEOC Job Descriptions

Approved by City Council December 17, 2002

**RESOLUTION NO. 25-3141**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY APPROVING THE CREATION OF JOB DESCRIPTIONS FOR POLICE OFFICER TRAINEE AND POLICE RESERVE AND AMENDING THE JOB DESCRIPTIONS FOR POLICE OFFICER, POLICE OFFICER II/CORPORAL, POLICE SERGEANT, POLICE LIEUTENANT, POLICE COMMANDER, AND POLICE SPECIAL INVESTIGATOR/DETECTIVE WITHIN THE CALIFORNIA CITY POLICE DEPARTMENT**

The City Council of the City of California City (hereafter referred to as the “City Council”) does resolve as follows:

**WHEREAS**, the City of California City is committed to maintaining a professional, effective, and community-oriented Police Department; and

**WHEREAS**, the City staff met and conferred in good faith with the appropriate Police Union personnel on May 6, 2025, regarding the proposed revisions and recreated job descriptions; and

**WHEREAS**, accurate and up-to-date job descriptions are essential for ensuring clarity in roles and responsibilities, effective recruitment and hiring practices, and compliance with applicable laws and regulations; and

**WHEREAS**, the City’s Human Resources Department, in collaboration with the Police Department and the union, undertook a comprehensive review and revision of all Police Department job descriptions to ensure consistency, accuracy, and alignment with department goals city policies and the current law.

**WHEREAS**, the City’s Human Resources Department is unable to find records of approved job descriptions for the positions of Police Officer Trainee and Police Reserve; and;

**WHEREAS**, the following job titles within the Police Department have been identified for revision:

- Police Officer
- Police Officer II/ Corporal
- Police Sergeant
- Police Lieutenant
- Police Commander
- Police Special Investigator/Detective

**NOW, THEREFORE BE IT RESOLVED, DETERMINED, AND ORDERED BY THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY, CALIFORNIA, AS FOLLOWS:**

SECTION 1: The City Council hereby approves the classification of Police Officer Trainee and Police Reserve within the California City Police Department as attached.

SECTION 2: The City Council hereby approves the revised job descriptions for Police Officer, Police Officer II/Corporal, Police Sergeant, Police Lieutenant, Police Commander, and Police Special Investigator/Detective as attached.

SECTION 3: That the City Manager and/or designee is directed to take all actions necessary to effectuate the changes.

SECTION 4: This resolution shall take effect immediately upon its adoption.

SECTION 5: City Clerk shall certify to the passage and adoption of this Resolution and the minutes of this meeting shall so reflect the presentation of the Report.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of California City, this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Marquette Hawkins,  
Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Leandrea Weible  
City Clerk

\_\_\_\_\_  
Victor M. Ponto,  
City Attorney

**CERTIFICATION**

I, Leandrea Weible, City Clerk of the City of California City, California, hereby certify that the foregoing resolution was duly adopted at a meeting of the City Council of said City at its meeting held on the \_\_\_\_ of \_\_\_\_\_ 2025, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the official seal of the City of California City, California, this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Leandrea Weible  
City Clerk



## COUNCIL AGENDA ITEM

June 10, 2025

**TO:** Mayor and City Council

**FROM:** Christopher Lopez, City Manager  
Joe Barragan, Public Works Director

**SUBJECT:** RESOLUTION of the City Council of the City of California City. Authorization to submit a Regional Surface Transportation (RSTP) application to Kern COG for the North Loop Blvd. Rehabilitation from Poppy Blvd. to 90<sup>th</sup> St.

### **BACKGROUND/ DISCUSSION:**

Kern COG has announced a call for projects for federal Regional Surface Transportation (RSTP) grant funds. RSTP funds may be used to enhance federally classified streets, including major roads such as collectors and arterial streets. Kern COG allocates fair share funding to each local agency based on population. California City's allocation for this call for projects is \$448,000, with a required local match of 11.47% of the total project cost.

City Staff recommends North Loop Blvd. from Poppy Blvd. to 90th St. for grant funding. The project involves grinding three inches of the roadway, removing excess material, repaving three inches of hot mix asphalt, striping, and adjusting utilities to the new grade.

The project's total estimated cost is \$506,961, including \$448,000 in federal RSTP program funds and a local match of \$58,961.

Kern COG policy requires that local agencies adopt a resolution assuring that the agency is willing and able to provide the local match and that the project will be delivered. The plan would be to request preliminary engineering funds in the fiscal year 25/26 and construction funds in fiscal year 26/27.

### **FISCAL IMPACT:**

The federal contribution is \$448,000, with an expected local contribution of \$58,961 from the Roads Fund.

### **RECOMMENDATION:**

Motion to pass a resolution authorizing the City Manager to execute and file an application with Kern COG for Regional Surface Transportation (RSTP) funding for the North Loop Blvd. from Poppy Blvd. to 90th St.

**ATTACHMENTS:**

- 1 - Resolution No 25-3140
- 2 - Cost Estimate
- 3 - Project Area Map

**RESOLUTION NO. 25-3140**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIFORNIA CITY AUTHORIZING THE FILING OF AN APPLICATION FOR REGIONAL SURFACE TRANSPORTATION PROGRAM (RSTP) PROGRAM FUNDING AND COMMITTING THE NECESSARY LOCAL MATCH AND STATING THE ASSURANCE TO COMPLETE THE PROJECT**

**WHEREAS**, the City of California City is a municipal corporation duly created and existing pursuant to the Constitution and laws of the State of California; and

**WHEREAS**, the City of California City is applying to the Kern Council of Governments (Kern COG) for \$448,000 in funding from the RSTP Program for the North Loop Blvd. Rehabilitation from Poppy Blvd. to 90th Street herein referred to as (PROJECT); and

**WHEREAS**, the APPLICANT has the financial capacity to complete, operate, and maintain the project; and

**WHEREAS**, the APPLICANT will ensure that funds required from other sources will be reasonably expected to be available at the time frame needed to carry out the project; and

**WHEREAS**, the APPLICANT is authorized to execute and file an application for funding the PROJECT under the Regional Surface Transportation Program (RSTP); and

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of California City by adopting this resolution does hereby state that:

**SECTION 1.** APPLICANT will provide **(\$58,961 minimum match amount)** in local matching funds; and

**SECTION 2.** APPLICANT understands that the RSTP Program funding for the project is fixed at the approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be funded with additional RSTP Program funding; and

**SECTION 3.** APPLICANT understands the funding deadlines associated with these funds and will comply with the program implementation procedures described in Chapter 2 of the Kern COG Project Delivery Policies and Procedures manual; and

**SECTION 4.** PROJECT will be implemented as described in the complete application and in this resolution and, if approved, for the amount programmed in the FTIP; and

**SECTION 5.** APPLICANT and the PROJECT will comply with the requirements as set forth in the program; and

**SECTION 6.** APPLICANT authorizes the City Manager to execute and file an application with Kern COG for Regional Surface Transportation Program (RSTP) funding for the PROJECT as referred in this resolution.

**PASSED, APPROVED, AND ADOPTED** on this 10<sup>th</sup> day of June 2025 by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Marquette E. Hawkins, Mayor

ATTEST:

\_\_\_\_\_  
Leandrea Weible, Acting City Clerk

STATE OF CALIFORNIA    }  
COUNTY OF KERN        } SS  
CITY OF CALIFORNIA CITY }

I, Leandrea Weible, City Clerk of the City of California City, do hereby certify that the foregoing Resolution was duly and regularly adopted by the City Council of the City of California City on the 10<sup>th</sup> day of June 2025, by the following vote:

\_\_\_\_\_  
Leandrea Weible, Acting City Clerk

**CITY OF CALIFORNIA CITY**  
**2025 RSTP CALL FOR PROJECTS**  
**NORTH LOOP REHABILITATION FROM POPPY BLVD. TO 90TH STREET**  
**PRELIMINARY ENGINEER'S ESTIMATE**

ITEM NO.	ITEM CODE	UNIT OF MEASURE	ESTIMATED QUANTITY	PRICE PER UNIT	TOTAL PRICE
1	SITE DEMOLITION, CUT & HAUL EXCESS MATERIAL	L.S.	1	\$ 40,000.00	\$ 40,000.00
2	COLD PLANE 3-INCH EXISTING AC SURFACE, HAUL-OFF	S.F.	56100	\$ 1.30	\$ 72,930.00
3	TYPE "A" HOT MIX ASPHALT	TON	1130	\$ 160.00	\$ 180,800.00
4	INSTALL 12" SOLID LIMIT/CROSSWALK LINE - THERMOPLASTIC	L.F.	800	\$ 5.00	\$ 4,000.00
5	INSTALL 24" SOLID CROSSWALK LINE - THERMOPLASTIC	L.F.	650	\$ 7.00	\$ 4,550.00
6	INSTALL 6" SOLID WHITE LANE LINE - THERMOPLASTIC	L.F.	1650	\$ 3.00	\$ 4,950.00
7	INSTALL 6" BIKE LANE LINE - THERMOPLASTIC - DETAIL 39 & 39A	L.F.	3300	\$ 2.00	\$ 6,600.00
8	INSTALL 8" WHITE CHANNELIZING STRIPE - THERMOPLASTIC - DETAIL 38	L.F.	150	\$ 4.00	\$ 600.00
9	INSTALL WHITE THERMOPLASTIC PAVEMENT MARKINGS	S.F.	87	\$ 20.00	\$ 1,740.00
10	FURNISH AND INSTALL R2-1 SIGN - (24"x30") (45 MPH)	EA.	1	\$ 750.00	\$ 750.00
11	FURNISH AND INSTALL R7-9 SIGN - (12"x18")	EA.	4	\$ 500.00	\$ 2,000.00
12	ADJUST COVERS TO GRADE	EA.	3	\$ 960.00	\$ 2,880.00
13	QUALITY CONTROL PROGRAM	L.S.	1	\$ 13,000.00	\$ 13,000.00
14	PREPARE AND IMPLEMENT TEMPORARY TRAFFIC CONTROL PLAN	L.S.	1	\$ 20,000.00	\$ 20,000.00

Construction Subtotal: \$ **354,800.00**

Contingency (10%): \$ 35,480.00

Advertisement: \$ 3,500.00

**Construction Engineering: \$ 58,542.00**

**CONSTRUCTION TOTAL: \$ 452,322.00**

**Preliminary Engineering & Environmental: \$ 54,639.00**

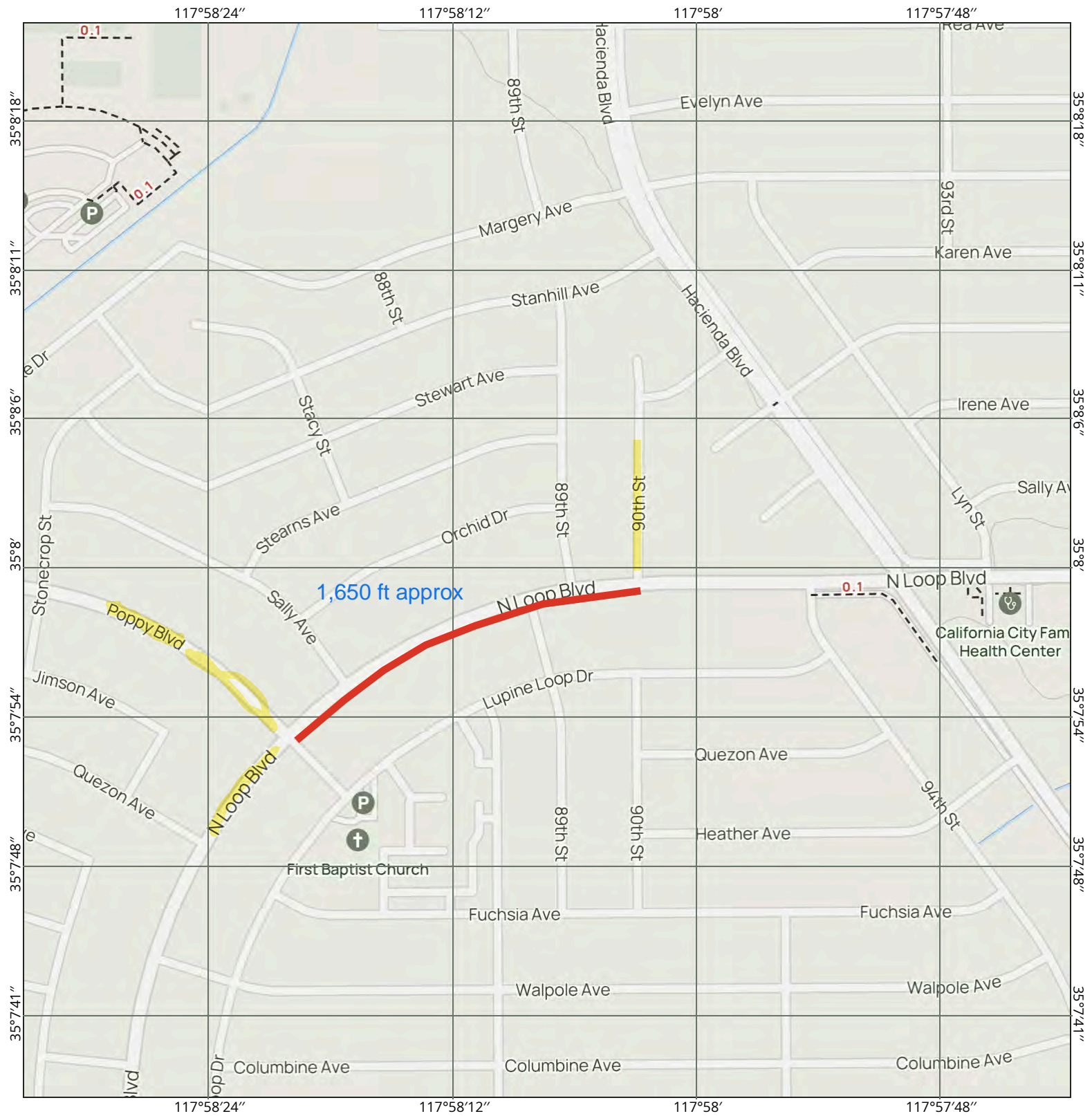
**Project Total Cost: \$ 506,961.00**

Date: 05/31/2025

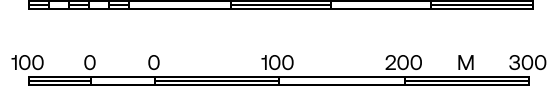
By: RHP

**2025 CALL FOR PROJECTS - FUNDING**

	PE + Enviro	CONST	TOTAL
<b>Total Funds- NEEDED:</b>	\$ 54,639.00	\$ 452,322.00	\$ 506,961.00
<b>Federal Match - 2025 RSTP:</b>	\$ 48,284.00	\$ 399,716.00	\$ 448,000.00
<b>Local Match:</b>	\$ 6,355.00	\$ 52,606.00	\$ 58,961.00



0.05 0.1 0.15 0.2 MI



Scale 1: 6520 Datum WGS84



## COUNCIL AGENDA ITEM

June 10, 2025

**TO:** Mayor and City Council

**FROM:** Christopher Lopez, City Manager

**SUBJECT:** Discussion Regarding the Fiscal Year 25/26 Budget

### **BACKGROUND/ DISCUSSION:**

The City's Operating Budget is a flexible spending plan that serves as the legal authority for City operations to commit financial resources for the city's operations. The City of California City provides a wide variety of services including police, fire, public works, general administrative services, and other services to its residents. The operating budget is typically adopted prior to the beginning of a new fiscal year, which begins on July 1 and California City has faced challenges for several years with respect to the adoption of a balanced budget delivered on time. In the current fiscal year (FY) the FY 24/25 Budget was adopted on March 25, 2025. As a result of the significant loss of the City's parcel tax to fund police and fire services, the City required the use of fund balance to fund its operations for FY 24/25.

Over the last year, the City has asked voters to approve an extension of Measure C, which generated approximately \$6M in revenues to fund public safety in the city, which expired on June 30, 2024 to help alleviate the City's budget situation. Voters have not approved these initiatives, resulting in a lack of ongoing revenues to support city operations.

While various adjustments have been made to the budget, with the most notable one resulting in the elimination of 19 positions and saving \$1.3M, there remains significant budget and service delivery issues in the community. Numerous residents have noticed these impacts, including the lack of maintenance at City facilities, and staff only responding to items on an emergency basis due to lack of staffing and funding.

### **General Fund Overview**

The general fund is the primary operating fund for the City. The general fund pays for many of the services offered to the City's residents including city personnel for Planning, Public Works Administration, Clerk's Office, a portion of Police and Fire Department costs, and Recreation programming. While many cities fund public safety primarily through the general fund, California City has funded the bulk of its public safety departments through a special tax for public safety. This Measure generated over \$6M annually and expired in 2024. It is not uncommon for communities to fund public safety through special means outside of the general fund including parcel taxes. San Bernardino County, which is a neighbor to Kern County,

utilizes a Fire Parcel Tax to cover fire costs for communities that receive services via San Bernardino County Fire.

Relying on a special tax measure with an expiration date for such a critical function has the effect of funding a primary function of local government with a temporary funding stream. Funding a core element of local government with a temporary revenue is not a best practice as it locks the city into a guaranteed crises every few years if there is no funding mechanism to take over the finite revenue stream. With the expiration of Measure C, this created a significant hole in the City’s budget since it relied on a temporary measure to fund public safety.

The pattern of temporarily funding such core functions of government has locked the City into a pattern of instability and resulted in many issues for the California City community.

**FY 24/25 Budget**

On February 25, 2025, staff provided an overview of the City’s budget situation, and staff presented the FY 24/25 Budget to the City Council on March 25, 2025 for approval. The Mayor and City Council adopted the FY 24/25 Budget that same evening.

The FY 24/25 Budget did not call for more reductions in service, maintained a level of service below what is recommended for a community, and utilized fund balance to cover the difference in revenues and expenditures.

**Historical Review of Special Tax Revenues and Expenditures: Budget Problem**

While Measure C covered a significant portion of the City’s public safety costs, the City ran deficits in these operations for many years. This means that even with the allocation of Measure C, or other special tax revenues, the city was unable to contain its expenditures within the revenues generated for public safety. The table below lists the total revenues, and the respective expenditures over the last ten years. The numbers included below are taken from the city’s audited financial statements, which can be viewed on the Finance Department website.

<b>Fiscal Year Ended</b>	<b>Public Safety Revenues</b>	<b>Expenditures</b>	<b>Excess (deficiency) of revenues over (under) expenditures</b>
<b>2015</b>	\$ 6,753,885	\$ 7,307,711	\$ (553,826)
<b>2016</b>	\$ 6,794,075	\$ 8,153,345	\$ (1,359,270)
<b>2017</b>	\$ 6,658,706	\$ 8,632,413	\$ (1,973,707)
<b>2018</b>	\$ 6,934,156	\$ 6,884,488	\$ 49,668
<b>2019</b>	\$ 7,787,816	\$ 8,043,685	\$ (255,869)
<b>2020</b>	\$ 7,283,017	\$ 8,857,956	\$ (1,574,939)
<b>2021</b>	\$ 7,704,425	\$ 7,330,376	\$ 374,049
<b>2022</b>	\$ 7,583,090	\$ 8,414,445	\$ (831,355)
<b>2023</b>	\$ 7,229,442	\$ 7,593,986	\$ (364,544)
<b>2024</b>	\$ 6,621,949	\$ 8,588,388	\$ (1,966,439)

In the last ten years, and based on the City's audited financial statements, the city exceeded its public safety expenditures in eight of the last ten years. This means that the city's special tax for public safety was only covering a portion of the City's public safety costs. The additional funding necessary to cover this expense was covered through the general fund.

It should be noted that any potential future allocation of special tax revenues would only cover a portion of public safety costs assuming the same conditions were applied including the rate and the collection of that revenue; any additional expenditures allocated against a potential special tax would require additional funding sources to cover those costs. Said in a different way, any potential future special parcel tax would not be enough to cover existing public safety costs unless a larger amount of revenue was generated from said special tax.

### **FY 25/26 Budget**

The Budget calendar for the FY 25/26 Budget was provided to the community on April 4, 2025, and the detailed instructions and processes were reviewed with the Management Team shortly thereafter. Completing two budgets within a span of three months is extremely rare and is not normal nor is it considered a best practice.

The core themes that shaped the proposed FY 25/26 Budget include the following:

1. Maintaining existing levels of staffing
2. Deletion of minimal vacant position(s)
3. Zero reductions in filled positions
4. 15% reduction in expenditures in operational departments; some were unachievable due to little to non-existent allocations in maintenance and operations costs
5. Aligning budget line items with historical trends; four- and five-year averages were utilized to align proposed expenses with past expenses
6. Mandatory increases in personnel costs

This staff report focuses primarily on the general fund as that is of critical importance at this moment in time.

As a result of the loss of Measure C, and with no proposed reductions in public safety or other positions, staff is recommending the use of fund balance from the general fund to continue funding operations in the general fund for FY 25/26. The total recommended use of fund balance is **approximately \$1.2M.**

### **General Fund Revenues**

The local economic conditions for the community reflect the following items:

1. Anywhere from 3%-6% growth in the local economy
2. Updates to sales tax due to the 1% increase approved by voters in 2024
  - a. Staff is verifying the additional revenue estimates for this and will need to refine this based on year-to-date revenues collected
3. Continued growth in the development sector due to local economic activity

Total general fund revenues for FY 25/26 are projected at **\$9,947,700**.

### **General Fund Expenses**

The overall general fund expenses are shown in the table below and include various increases to include required merit increases for employees, and the associated increase in costs for any premium pays associated with those increases. Total general fund expenditures are estimated at **\$11.2M**.

The Proposed FY 25/26 Budget proposes numerous reductions in maintenance and operations line items and proposes the reduction in the subsidy to the Chamber of Commerce in the amount of \$15,000. Some of the reductions include aligning expenditures with historical trends, and the deletion of one vacant Code Compliance Officer.

### **Use of Fund Balance to Balance the Budget**

The use of fund balance to cover ongoing expenditures is not a recommended practice. Given the city's accrual of fund balance in the general fund, the City is able to utilize this funding in order to balance the city's budget. This structural deficit should be remedied, and a long-term solution is necessary to remove the City's reliance on one time funding.

Based on the FY 23/24 financial statements, the city has an unassigned fund balance of **\$13,188,560**. Approximately \$1.2M of fund balance will be utilized to help balance the City's FY 25/26 Budget.

**Utilizing fund balance is not a viable long-term strategy and will eventually lead to fiscal insolvency.**

Additionally, the elimination of personnel in 2024 had the effect of lessening total general fund expenditures and thereby lessening the deficit for the fiscal year. Those reductions in personnel did come at a service cost since there is currently no maintenance staff to perform duties at the parks, city hall, senior center, and other core functions of the City. Reductions in maintenance and operations expenditures have also provided significant savings to the community, but the City is grappling with conditions related to service insolvency, as its unable to meet basic demands for service.

The City is currently facing service solvency challenges, which are a direct result of the City's budget issues.

### **Council Direction and Policy Issues**

Given the loss of Measure C, the City Manager's Office is recommending the use of fund balance to cover the loss of revenues, and to keep some city services intact. Any additional reductions in operations will cause even more damage to the City, and will further erode the level of service provided to the community. As a long term strategy, the City needs a revenue source to cover the city's services. Currently, the City is not providing a level of service that is

considered baseline or minimal; the level of service in many of our operations is below a minimum level.

The City Manager's Office is recommending the following expenditures be included in the FY 25/26 Budget, which will need to be reflected in a final budget document to the Mayor and City Council:

1. Finance Director position
2. Cannabis Program Manager (largely offset by existing budget)

In the airport, a preliminary expenditure of roughly \$300,000 is included in the preliminary document. Council may choose to forego this expenditure, and hold off for a future year, which will lessen the fund balance needed to balance the FY 25/26 Budget.

Additionally, with the loss of Measure C, the Council may want to provide direction on the following:

1. Special Election costs for a ballot measure to cover the loss of Measure C
  - a. Estimated costs of \$50,000—\$70,000
2. Educational Program for any ballot measure being considered by the City Council
  - a. Estimated costs of \$15,000—\$25,000

### **Additional Information**

Through the City Manager's Office, staff will continue to evaluate vacancies and the respective recruitments for positions outside of public safety, and to scrutinize expenditures necessary for essential services. Additionally, Council directed that staff issue a Request for Proposals (RFP) to update its master fee schedule and ensure that the Mayor and Council has information in order to make policy decisions for the community. This may have an impact on future revenues for the City's general fund depending on action by the Mayor and City Council.

The expiration of the City's MOUs with its bargaining groups has resulted in no cost-of-living adjustments (COLAs) into this budget document. The city will soon begin negotiating new MOUs, but any future costs for any future MOUs have not been factored into this proposed budget document.

### **Direction from Council**

The City Manager's Office respectfully requests direction from the Mayor and City Council on the following items:

1. Does the Council prefer **not to** utilize fund balance to balance the FY 25/26 Budget?
2. Does the Council wish to direct costs for a special election be included in the FY 25/26 Budget?
  - a. Estimated costs for a special election are between \$50,000--\$70,000.
  - b. If so, does the Council wish to include an educational component for said ballot measure? Estimated costs are between \$15,000—\$25,000.
3. Does the Council wish to remove or include the following items in the FY 25/26 Budget?
  - a. Finance Director (recommended by the City Manager)

- b. Cannabis Program Manager
  - c. Repair/replacement of AC at the Airport
4. Does the Council wish to include programming for the pool, including expenses for lifeguard training and necessary staffing?
  5. The city has not included costs for insurance; however, the city is currently providing data to pools that may be able to provide coverage. The cost is likely to exceed \$1M. Does the council wish to include this expenditure now, or await formal proposals and make a budget amendment then?

**RECOMMENDATION:**

Staff recommends the City Council discuss and provide direction regarding the FY 25/26 Budget.

**ATTACHMENTS:**

1. FY 2025/2026 Budget Worksheet

# FY25-26 Proposed Budget - Revenues

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 YTD Actual	FY2025 Adopted Budget	FY2026 Proposed Budget
<b>General Government</b>					
General Fund	7,123,711.02	7,085,055.45	7,745,995.30	11,117,800.00	8,503,000.00
PS Police Services (Prev Fund 18)					649,700.00
PS Fire Services (Prev Fund 19)					795,000.00
<b>Total General Government:</b>	<b>7,123,711.02</b>	<b>7,085,055.45</b>	<b>7,745,995.30</b>	<b>11,117,800.00</b>	<b>9,947,700.00</b>
<b>Special Revenue Funds</b>					
OHV Grants	37,786.00	16,403.00	1,095,186.00	1,744,500.00	1,055,650.00
OHV Permit Program Fund	165,887.00	144,973.00	151,445.00	178,900.00	167,300.00
Measure L	1,226.00	5,492.00	1,703.00	-	-
PS Police Services (Moved to GF)	3,799,671.00	3,454,485.00	3,316,452.00	1,032,900.00	-
PS Fire Services (Moved to GF)	3,783,411.00	3,774,861.00	3,305,036.00	4,473,100.00	-
Supplemental Law (COPS)	161,285.00	165,271.00	194,159.00	150,000.00	183,000.00
Public Safety (1/2 Cent Sales)	220,307.00	268,971.00	270,427.00	270,000.00	270,000.00
AB 109 Fund	1,558.00	1,610.00	2,724.00	-	-
Prop 64 Cannabis Enforcement	-	-	272,838.00	564,844.00	293,000.00
TDS Golf Course	174,243.00	145,426.00	137,349.00	137,100.00	112,100.00
Restricted Funding	3,440,281.00	185,279.00	141,965.00	3,058,500.00	375,000.00
AMMDA Fund	42,298.00	44,327.00	31,738.00	32,300.00	32,300.00
SDI Fund	(5,130,884.00)	(543,968.00)	3,037,892.00	-	-
Housing Corporation Fund	714,071.00	498,949.00	478,925.00	508,800.00	516,000.00
Successor Agency Trust Fund	-	-	-	-	-
RDA Successor Agency	1,040,766.00	1,029,658.00	889,487.00	-	-
Street Fund	631,764.00	910,964.00	1,290,342.00	4,759,200.00	2,394,200.00
Street Capital Projects Fund	132,060.00	446,674.00	2,995,601.00	2,400,100.00	4,880,100.00
<b>Total Special Revenue Funds:</b>	<b>9,215,730.00</b>	<b>10,549,375.00</b>	<b>17,613,269.00</b>	<b>19,310,244.00</b>	<b>10,278,650.00</b>
<b>Enterprise Funds</b>					
Water Fund	4,399,642.00	4,140,021.00	3,795,803.00	4,138,000.00	4,390,000.00
Sewer Fund	1,722,624.00	1,668,426.00	1,528,233.00	962,000.00	1,169,000.00
Airport Fund	213,705.00	162,679.00	99,880.00	79,200.00	39,400.00
Dial-A-Ride Fund	205,431.00	229,102.00	263,714.00	1,336,900.00	413,400.00
Airport Capital Projects Fund	169,387.00	-	-	-	-
Water Capital Improvements	758,792.00	132,564.00	1,024,227.00	600,000.00	3,298,000.00
<b>Total Enterprise Funds:</b>	<b>7,469,581.00</b>	<b>6,332,792.00</b>	<b>6,711,857.00</b>	<b>7,116,100.00</b>	<b>9,309,800.00</b>
<b>Capital Funds</b>					
General Fund Capital Projects	-	-	125,631.00	468,000.00	99,000.00
<b>Total Capital Funds:</b>	<b>-</b>	<b>-</b>	<b>125,631.00</b>	<b>468,000.00</b>	<b>99,000.00</b>
<b>Total All Funds:</b>	<b>23,809,022.02</b>	<b>23,967,222.45</b>	<b>32,196,752.30</b>	<b>38,012,144.00</b>	<b>29,635,150.00</b>

# FY25-26 Proposed Budget - Expenses

Name	FY2022 YTD Actual	FY2023 YTD Actual	FY2024 YTD Actual	FY2025 Adopted Budget	FY2026 Proposed Budget	Comment
<b>General Government</b>						
General Fund	5,581,905.02	5,019,808.66	6,836,687.08	4,845,850.00	2,987,300.00	
GF Transfer to TDS for Services					298,700.00	
GF Transfer to Airport for Services					441,200.00	
PS Police Services (Prev Fund 18)					4,087,200.00	Code Enf Included
PS Fire Services (Prev Fund 19)					3,342,900.00	Code Enf moved to PD
<b>Total General Government:</b>	<b>5,581,905.02</b>	<b>5,019,808.66</b>	<b>6,836,687.08</b>	<b>4,845,850.00</b>	<b>11,157,300.00</b>	
<b>Special Revenue Funds</b>						
OHV Grants	499,620.00	600,053.00	629,036.00	1,421,550.00	1,409,100.00	
OHV Permit Program Fund	360,079.00	160,081.00	141,580.00	168,409.00	154,800.00	
PS Police Services (Moved to GF)	4,159,880.00	4,352,587.00	3,580,180.00	4,032,610.00	-	
PS Fire Services (Moved to GF)	3,333,115.00	3,241,399.00	3,826,873.00	7,110,805.00	-	
Supplemental Law (COPS)	512,850.00	-	186,159.00	150,000.00	183,000.00	
Public Safety (1/2 Cent Sales)	352,361.00	64,995.00	263,644.00	270,000.00	270,000.00	
AB 109 Fund	106,850.00	544.00	8,857.00	-	-	
Prop 64 Cannabis Enforcement	-	-	261,838.00	555,000.00	293,000.00	
TDS Golf Course	461,358.00	449,343.00	134,118.00	483,000.00	410,800.00	
Restricted Funding	43,818.00	985,279.00	141,965.00	6,010,536.00	4,312,100.00	
AMMDA Fund	30,498.00	185,264.00	52,344.00	31,250.00	31,250.00	
SDI Fund	19,786.00	32,971.00	30,940.00	32,800.00	32,800.00	
Successor Agency	22,366.00	22,940.00	24,674.00	32,777.00	25,000.00	
Housing Corporation Fund	392,371.00	484,888.00	422,775.00	473,165.00	484,900.00	
RDA Successor Agency	282,955.00	317,225.00	292,350.00	-	-	
Street Fund	828,532.00	1,124,888.00	725,511.00	483,314.00	132,500.00	
Street Capital Projects Fund	625,212.00	685,806.00	4,285,088.00	3,393,700.00	4,217,900.00	
<b>Total Special Revenue Funds:</b>	<b>12,031,651.00</b>	<b>12,708,263.00</b>	<b>15,007,932.00</b>	<b>24,648,916.00</b>	<b>11,957,150.00</b>	
<b>Enterprise Funds</b>						
Water Fund	4,610,278.00	5,021,215.00	4,886,441.00	4,216,632.00	4,288,000.00	
Sewer Fund	1,224,635.00	1,293,281.00	1,313,297.00	1,133,662.00	1,168,400.00	
Airport Fund	554,069.00	510,794.00	281,157.00	147,600.00	480,600.00	
Dial-A-Ride Fund	94,811.00	317,947.00	321,798.00	307,715.00	320,100.00	
Airport Capital Projects Fund	171,097.00	1,763.00	-	-	-	
Water Capital Improvements	18,975.00	2,706,961.00	1,175,797.00	1,000,000.00	2,907,000.00	
<b>Total Enterprise Funds:</b>	<b>6,673,865.00</b>	<b>9,851,961.00</b>	<b>7,978,490.00</b>	<b>6,805,609.00</b>	<b>9,164,100.00</b>	
<b>Capital Funds</b>						
General Fund Capital Projects	-	50,015.00	68,720.00	383,000.00	21,700.00	
<b>Total Capital Funds:</b>	<b>-</b>	<b>50,015.00</b>	<b>68,720.00</b>	<b>383,000.00</b>	<b>21,700.00</b>	
<b>Total All Funds:</b>	<b>24,287,421.02</b>	<b>27,630,047.66</b>	<b>29,891,829.08</b>	<b>36,683,375.00</b>	<b>32,300,250.00</b>	