



## AGENDA

### Regular City Council Meeting,

Successor Agency to the  
Former Redevelopment Agency and the  
Wasco Public Finance Authority

**Tuesday, September 19, 2023 – 6:00 pm.**

**Council Chambers**

**746 8<sup>th</sup> Street, Wasco, CA 93280**

[www.cityofwasco.org](http://www.cityofwasco.org)

Public advisory: Face masks are recommended. The City Council chamber is open and accessible to the public.

**View the meeting Live** on the city's website

<https://www.cityofwasco.org/306/city-council-meeting-videos> subject to technical limitations.

**ACCESSIBILITY:** In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in the City Council meeting, please contact the City Clerk Department at 661-758-7215 or via email at [cityclerk@cityofwasco.org](mailto:cityclerk@cityofwasco.org) within 48 hours of the meeting or sooner.

The following is provided to assist with public participation:

**AGENDA AVAILABILITY:** The City Council Agenda is posted on the bulletin board at the entry of City Hall 746 8<sup>th</sup> Street, Wasco, at the entrance of 764 E Street, Wasco, and at the entry of the Sheriff's Office 748 F Street, Wasco. The agenda packet, meeting minutes, and archived City Council meetings are available on the City's website at [www.cityofwasco.org](http://www.cityofwasco.org).

**Agenda Materials:** City Council agenda materials are released no later than 72 hours prior to a meeting and are available to the public at the City Clerk's Office, 746 8<sup>th</sup> Street, Wasco, CA, in a public binder at each City Council meeting, and on the City's website at <https://www.cityofwasco.org/AgendaCenter>

**PUBLIC COMMENTS:** **All public comments are subject to a 2-minute limit, and a maximum of Thirty (30) minutes will be allowed for any subject.** To provide your comments to the City Councilmembers regarding matters, not on the agenda or a specific item on the agenda, you may address your comments IN PERSON. Before making your presentation, you will be asked to state your name for the record. If you would like to submit a written public comment, please email the City Clerk at [cityclerk@cityofwasco.org](mailto:cityclerk@cityofwasco.org) no later than **4:00 p.m. September 19, 2023**. Please clearly indicate which agenda item number your comments pertain to. Every effort will be made to read your comment into the record; If a comment is received after the specific time mentioned above but before the meeting is adjourned, the comment will

still be included as a part of the record of the meeting. Still, it will not be read into the record.

Please be advised that communications directed to the City Council are public records and are subject to disclosure pursuant to the California Public Records Act and Brown Act unless exempt from disclosure under the applicable law. Communications will NOT be edited for redactions and will be printed/posted as submitted.

**SPANISH INTERPRETATION:** If you need an interpretation of your communications to the City Council from Spanish into English, please contact the City Clerk Department at 661-758-7215 or via email at [cityclerk@cityofwasco.org](mailto:cityclerk@cityofwasco.org). **Subject to availability**, notifying at least 48 hours before will usually enable the City to make arrangements.

**INTERPRETACIÓN EN ESPAÑOL:** Si necesita una interpretación de sus comunicaciones al Concejo Municipal del español al inglés, comuníquese con el Departamento del Secretario de la Ciudad al 661-758-7215 o por correo electrónico a [cityclerk@cityofwasco.org](mailto:cityclerk@cityofwasco.org). La notificación de al menos 48 horas generalmente permitirá a la Ciudad hacer arreglos. **Sujeto a disponibilidad.**

## GETTING TO KNOW YOUR AGENDA

### **Agenda Sections:**

**CONSENT CALENDAR** Items are routine items that are not expected to prompt discussion. All items are considered for approval at the same time with one vote. Councilmembers, staff, and the public may request items be removed, and members of the public may comment on an item. Items removed from the Consent Calendar are discussed after the vote on the remaining Consent Calendar items.

**PUBLIC COMMENT** allows the public to address the Council on any matter not listed on the agenda that is within the jurisdiction of the Council. In compliance with the Brown Act, the Council cannot take action on matters not listed on the agenda.

**PUBLIC HEARINGS** are held on matters specifically required by law. The Mayor will ask for presentations from the staff, the proponent, or the applicant involved (if applicable) in the matter under discussion. Following the Mayor will open the public hearing and ask for public comments. Following the questions from the Councilmembers. The Mayor closes the hearing, and the City Council may discuss and take action.

**DEFERRED ITEMS:** these are items that were postponed or delayed for specific reasons and are brought back to the Council for consideration. These items are expected to cause discussion and/or action by the Council. Staff may make a presentation, and Councilmembers may ask questions of staff and involved parties before the Mayor invites the public to provide input.

**NEW BUSINESS:** these are items that are expected to cause discussion and/or action by the council but do not legally require a Public Hearing. Staff may make a presentation,

and Council members may ask questions of staff and the involved parties before the Mayor invites the public to provide input.

**CLOSED SESSION:** may only be attended by members of the Council, support staff, and/or legal counsel. The most common purpose of a Closed Session is to avoid revealing confidential information that may prejudice the City's legal or negotiation position or compromise the employees' privacy interests. Closed sessions may be held only as explicitly authorized by law.

**Council Actions:**

**RESOLUTIONS** are formal expressions of opinion or intention of the Council and are usually effective immediately.

**ORDINANCES** are laws adopted by the Council. Ordinances usually amend, repeal, or supplement the Municipal Code; provide zoning specifications; or appropriate money for specific purposes. Most ordinances require two hearings; an introductory hearing, generally followed by a second hearing at the next regular meeting. Most ordinances go into effect 30 days after the final approval.

**CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FINDINGS:** CEQA is intended to inform government decision-makers and the public about proposed activities' potential environmental effects and prevent significant, avoidable environmental damage.

**PROCLAMATIONS** and **RECOGNITIONS** are issued by the City to honor significant achievements by community members, highlight an event, promote awareness of community issues, and recognize City employees.

**REGULAR MEETING – 6:00 pm**

1) **CALL TO ORDER:** Mayor Martinez

2) **ROLL CALL:** Mayor Martinez, Mayor Pro Tem Garcia, Council Members: Medina, Reyna, Saldaña

3) **FLAG SALUTE:** led by Mayor

4) **INVOCATION:** by Paul Hernandez, Freewill Baptist Church

5) **PRESENTATIONS:**

6) **PUBLIC COMMENTS:**

This portion of the meeting is reserved for persons desiring to address the Council and including the Council acting as the Governing Board for the Successor Agency on any matter not on this agenda and over which the Council and Successor Agency have jurisdiction. Speakers are limited to two (2) minutes. A maximum of Thirty (30) minutes will be allowed for any one subject. Please state your name for the record before making your presentation.

**BROWN ACT REQUIREMENTS:** The Brown Act does not allow action or Discussion on items not on the agenda (subject to narrow exceptions). This will limit a Councilmember's response to questions and requests made during this comment period.

**7) SUCCESSOR AGENCY BUSINESS: None**

**8) WASCO PUBLIC FINANCE AUTHORITY BUSINESS: None**

**CITY COUNCIL BUSINESS:**

**9) CONSENT CALENDAR:**

The Consent Calendar consists of items that, in the staff's opinion, are routine and non-controversial. These items are approved in one motion unless a Council Member or member of the public requests the removal of a particular item.

- a. Receive and File department payments totaling \$59,574.61
- b. Approval of City Council Minutes for:
  - 1. June 15, 2023, Special Meeting
  - 2. June 20, 2023, Regular Meeting
  - 3. July 18, 2023, Regular Meeting
  - 4. September 5, 2023, Regular Meeting
- c. Approval of Travel Expenses Exceeding \$500.00 for the Police Records Administrator to attend the CLEARs (CA Law Enforcement Association of Records Supervisors) Training Seminar on November 6-11, 2023, in Ventura, California., and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.
- d. Approval of Travel Expenses Exceeding \$500.00 per trip for the Human Resources Manager to attend the Community Emergency Response Team (CERT) Training-the-Trainer Training Course on September 25 - 27, 2023 at Orange Coast College in Costa Mesa, California, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.
- e. Adopt a Resolution Approving the 2023 Title VI Compliance Plan for the City of Wasco Dial-a-Ride, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.
- f. Adopt a Resolution Authorizing the City Manager or Designee to approve a Budget Amendment to the Adopted FY 2023-2024 Operating Budget of \$19,000.00 for the Granicus Annual Billing, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**10) PUBLIC HEARINGS: None**

**11) DEFERRED BUSINESS: None**



**12) NEW BUSINESS:**

- a. Adopt a Resolution Authorizing the City Manager or Designee to Finalize and Execute a Purchase Agreement with Axon Enterprises, Inc. for body camera and Taser equipment for the Wasco Police Department, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.
- b. Adopt a Resolution Approving the Amended Salary Schedule for the Fiscal Year 2023-2024 in Compliance with the California Public Employees' Retirement System (CalPERS) Requirement for Publicly Available Pay Schedules, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**13) REPORTS FROM COMMISSIONS AND COMMITTEES:**

- a. Kern Economic Development Corporation (Garcia)
- b. Kern Council of Government (Reyna)
- c. Wasco Task Force (Reyna & Medina)

**14) REPORTS FROM KC FIRE AND SHERIFF:**

- a. Kern County Fire Department (Appleton)
- b. Kern County Sheriff's Department (Stacy)

**15) REPORTS FROM THE CITY MANAGER:****16) REPORTS FROM THE CITY COUNCIL:****17) CLOSED SESSION: None****18) CLOSED SESSION ACTION: None****19) ADJOURNMENT:**

This is to certify that this agenda was posted at Wasco City Hall on September 14, 2023, on/or before 6:00 p.m. The agenda is also available on the City website at [www.cityofwasco.org](http://www.cityofwasco.org).



Maria O. Martinez, City Clerk

*All agenda item supporting documentation is available for public review on the city website [www.cityofwasco.org](http://www.cityofwasco.org) and the office of the City Clerk of the City of Wasco, 746 8<sup>th</sup> Street, Wasco, CA 93280, during regular business hours, 8:00 am – 4:30 pm Monday through Thursday and 8:30 am – 4:30 pm Friday (closed alternate Friday's), following the posting of the agenda. Any supporting documentation related to an agenda item for an open session of any regular meeting that is distributed after the agenda is posted and prior to the*

meeting will also be available for review at the same location and available at the meeting. **Please remember to turn off all cell phones, pagers, or electronic devices during Council meetings.**

*The City of Wasco does not discriminate on the basis of disability in the access to, provision of, or employment in its programs and activities pursuant to 29 United States Code Section 12132 and California Civil Code Section 54. Information regarding the rights provided under the Americans with Disabilities Act (ADA) may be obtained from the City Clerk's Office.*

*If you need special assistance to participate in this meeting, please get in touch with the City Clerk's Office at (661) 758-7215 to make reasonable arrangements to ensure accessibility to this meeting. Telephone (661) 758-7215. Requests for assistance should be made at least two (2) days in advance whenever possible.*



## Bill Pay

As of: September 13, 2023

WARRANTS	AMOUNTS
G090623	35,335.14
G2090423	11,162.09
R090623	141.01
G1090423	4,600.00
A1090123	6,847.59
A2090123	1,488.78
<b>Grand Total</b>	<b>59,574.61</b>

Verified By:  
Finance Director

Isarel  
Perez-  
Hernandez  
Z

Digitally signed by:  
Isarel Perez-  
Hernandez  
DN: CN = Isarel Perez-  
Hernandez email =  
isperez@cityofwasco.  
org C = US  
Date: 2023.09.13 13:  
22:21 -08'00'

WARRANT	VENDOR NAME	VENDOR No.	INVOICE No.	CHECK No	DESCRIPTION	AMOUNTS
G090623	ADVANTAGE ANSWERING PLUS	2564	000030-147-601	26115	ANSWERING SERVICE	771.56
G090623	AMAZON CAPITAL SERVICES, INC	4968	11FX-DGP6-CWKL	26116	CENTRAL PARK & ROSE FESTIVAL SUPPL	348.85
G090623	BANK UP CORPORATION	4259	5803	26117	AUG 2023: LOCKBOX PROCESSING	669.75
G090623	BERCHTOLD EQUIPMENT COMPANY	4880	E00909	26118	22023: CLAW CRAPPLE	7,368.58
G090623	CHARTER COMMUNICATIONS	68	167736001082223	26119	SEPT 2023: INTERNET SRVCS FOR CITY H	228.76
G090623	CLARK PEST CONTROL	117	33774829	26120	AUG 2023: 746 8TH ST & 14445 12TH ST PE	235.00
G090623	CLEAN STRIDE LLC	5289	9175	26121	AUG 2023: JANITORIAL SERVICES	4,897.00
G090623	CORE & MAIN LP	4704	T342463	26122	WATER MAIN REPAIR ON POSO & 43	2,729.95
G090623	FED EX	123	8-242-82861	26123	EXPRESS SERVICES 083123	23.35
G090623	GRANICUS LLC	5919	170508	26124	AUG 2023: STREAMING SRVCS COUNCIL C	1,435.00
G090623	PG & E COMPANY	85	0751114029-0 082923	26125	UB COW VEHICLE PARKING 1400 JST	303.68
G090623	PG & E COMPANY	85	4675436856-4 082523	26125	UB NE COR CENTRAL & MARGALO	221.49
G090623	PHOENIX GROUP INFORMATION SYSTEMS	4913	072023239	26126	JULY 2023: CITATION FEES & SRVCS	310.85
G090623	ROBERT HALF	4814	62433489	26127	TEMP X.NIETO WE 081123	1,448.00
G090623	ROBERT HALF	4814	62463475	26127	TEMP X.NIETO WE 081823	1,488.73
G090623	SCHROETER, THOMAS F.	2732	09012023	26128	AUGUST 2023: LEGAL SERVICES	6,180.00
G090623	THE BAKERSFIELD CALIFORNIAN	206	082389224	26129	ADS: WWT, MECH, PD CLERK	1,391.90
G090623	THE GAS COMPANY	246	08207136329 081623	26130	MULTIPLE ADDRESSES 0712-0810	151.66
G090623	UNIVERSAL URGENT CARE & OCCUPATIONAL MEDI	5268	EM015587	26131	PHYSICAL POST-OFFER	45.00
G090623	VERIZON WIRELESS SERVICE LLC	4237	9940537875	26132	AUG:CELL PHONES & IPADS	1,378.74
G090623	VULCAN MATERIALS COMPANY	2312	73756321	26133	PATCHING MATERIAL FOR ST AND WTR D	3,707.29
<b>G090623 Total</b>						<b>35,335.14</b>

WARRANT	VENDOR NAME	VENDOR No.	INVOICE No.	CHECK No	DESCRIPTION	AMOUNTS
G2090423	AMAZON CAPITAL SERVICES, INC	4968	1C61-DNK3-9Y4P	26110	LAPTOP REPLACEMENT BATTERY	41.70
G2090423	AMAZON CAPITAL SERVICES, INC	4968	16JT-VPVL-RM91	26110	CHARGER FOR IPHONES	55.17
G2090423	BHT ENGINEERING, INC	5134	23-300	26111	BHT JOB#23800.06 WALMART FUEL STATION	1,337.50
G2090423	BRENDA EMRICK	5963	000157	26112	24026: CERT TRAINING CLASS	2,608.00
G2090423	CHAD FITZGERALD	5962	2023-01	26113	24026: CERT TRAINING CLASS	2,525.97
G2090423	SCHROETER, THOMAS F.	2732	07312023	26114	JULY 2023: LEGAL SERVICES	4,593.75
G2090423 Total						11,162.09
R090623	INTERSTATE MANAGEMENT GROUP	5891	17773--0181015810	26134	DEPST RFND 1581 DAISY ST	57.20
R090623	INTERSTATE MANAGEMENT GROUP	5891	17773-0181015020	26135	DEPST 1502 DAISY ST	55.11
R090623	LAVONNA ROBERTS	5974	5333-0230018710	26136	DEPST RFND 1871 GASTON ST	28.70
R090623 Total						141.01
G1090423	MARTIN, PARIS, AND MULLINS LLC	5976	2320-010-697	26109	EXECUTIVE BACKGROUND INVESTIGATION	4,600.00
G1090423 Total						4,600.00
A1090123	NAVIA BENEFIT SOLUTIONS	5664	082123	5360	MEDICAL WEEKLY RUN 082123	6,847.59
A1090123 Total						6,847.59
A2090123	NAVIA BENEFIT SOLUTIONS	5664	082823	5359	MEDICAL CHECK RUN 082823	1,488.78
A2090123 Total						1,488.78
Grand Total						59,574.61

**MINUTES**  
**WASCO CITY COUNCIL**  
and Successor Agency to the  
Former Redevelopment Agency  
**Thursday, June 15, 2023**  
Special Meeting – 6:00 p.m.  
**City Council Chambers**  
**746 8<sup>th</sup> Street, Wasco, CA 93280**

**SPECIAL MEETING – 7:30 a.m.**

**1) CALL TO ORDER:**

Mayor Martinez called the meeting to order at 7:30 a.m.

**2) ROLL CALL:** Mayor Martinez, Mayor Pro Tem Garcia, Council Members: Medina, Reyna, Saldaña

**PRESENT:** Mayor Martinez, Mayor Pro Tem Garcia, Council Members: Medina, Reyna Saldaña

**LATE:** Council Member Reyna arrived at 7:32 a.m.

**STAFF PRESENT:** City Manager Hurlbert, Deputy City Clerk Flores, Public Works Director Luis Villa

**3) FLAG SALUTE:** led by Mayor Martinez

**4) NEW BUSINESS:**

- a.** Adopt a Resolution Authorizing the City Manager or Designee to Finalize, Sign and Execute a Non-Hazardous Garbage Collection and Removal Services Agreement No. C5611481 with the State of California Department of Corrections and Rehabilitation for the servicing of wet/dry refuse collection, removal, and disposal at the Wasco State Prison-Reception Center located at 701 Scofield Ave. Wasco Ca. 93280, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required

Oral presentation by City Manager Hurlbert.

No public comments.

**Motion** was made by Council Member Reyna, **seconded** by Mayor Pro Tem Garcia, to adopt the Resolution by the following roll call vote:

AYES:	MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

**5) ADJOURNMENT:**

Mayor Martinez adjourned the meeting at 7:38 a.m.

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Monica Flores, Deputy City Clerk

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Vincent Martinez, Mayor



**MINUTES**  
**WASCO CITY COUNCIL**  
and Successor Agency to the  
Former Redevelopment Agency  
**Tuesday, June 20, 2023**  
Regular Meeting – 6:00 p.m.  
**City Council Chambers**  
**746 8<sup>th</sup> Street, Wasco, CA 93280**

**REGULAR MEETING – 6:00 pm**

**1) CALL TO ORDER:**

Mayor Martinez called the meeting to order at 6:02 p.m.

**2) ROLL CALL:**

**PRESENT:** Mayor Martinez, Mayor Pro Tem Garcia, Council Members: Medina, Reyna, Saldaña

**STAFF PRESENT:** City Manager Hurlbert, City Attorney Schroeter, Deputy City Clerk Flores, Communications Marketing Specialist Perez, Public Works Director Villa, Finance Director Perez-Hernandez, Community Development Director Cobb, Chief of Police Fivecoat, Kern County Sergeant Stacey, Kern County Fire Chief Appleton

**3) FLAG SALUTE:** led by Mayor Martinez

**4) INVOCATION:** by Paul Hernandez

**5) PRESENTATIONS:**

**a.** Proclamation for Juneteenth

The proclamation was not presented due to a scheduling conflict with the persons accepting and will be brought back to a future meeting.

**b.** Proclamation for Pride Month

Mayor Martinez presented the proclamation to the audience.

**6) PUBLIC COMMENTS:**

- Steven Kemp
- Julie Houser

**7) SUCCESSOR AGENCY BUSINESS: None**

**8) WASCO PUBLIC FINANCE AUTHORITY BUSINESS: None**

**CITY COUNCIL BUSINESS:**

**9) CONSENT CALENDAR:**

The Consent Calendar consists of items that, in the staff's opinion, are routine and non-controversial. These items are approved in one motion unless a Council Member or member of the public requests the removal of a particular item.

- a.** Receive and File department payments totaling \$529,527.06.

- b. Approval of City Council Meeting Minutes for:
1. March 4, 2023, Special Meeting
  2. June 6, 2023, Regular Meeting
- c. Adopt a Resolution Declaring its Intention to Review the Improvements and Assessments for Wasco Maintenance District No. 1, Wasco Landscape and Lighting Maintenance Districts No. 01-01, No. 06-1, and 2017-1 for Tax Year 2023-24 and Authorizing the City Clerk to Publish the Resolution setting the Public Hearing, and Find that this Project is classified as categorically exempt pursuant to CEQA Section 15332, no environmental review is required.

**Reso#2023-3899**

- d. Adopt a Resolution Authorizing the City Manager or Designee to Approve the SB1 State of Good Repair Project List for FY 2023-24 and Execute the Certifications and Assurances forms required to participate in the FY 2023-2024 California State of Good Repair Program (SGR), and Find that the proposed project is exempt from the provisions of CEQA pursuant to Guidelines Section 15301 (d) (Existing Facilities), no environmental review is required.

**Reso#2023-3900**

- e. Adopt a Resolution Authorizing the City Manager or Designee to Execute and File an Application for Funding and Execute a Grant Agreement and any Amendments thereto for FY 2024-2025 for the Regional Surface Transportation Program (RSTP) Funding, Committing the Necessary Local Match, and Stating the Assurance to Complete the Project, and Find the subject activity is not a project within the meaning of CEQA Guidelines Section 15378 and is therefore not subject to review under CEQA, no environmental review is required.

**Pulled for separate consideration**

- f. Adopt a Resolution Authorizing the City Manager or Designee to Execute and File an Application for Funding and to Execute a Grant Agreement and any Amendments thereto for FY 2024-2025 Congestion Mitigation and Air Quality Program and/or Carbon Reduction Program (CMAQ) funding, and committing the necessary local match, and stating the assurance to complete the project, and Find the subject activity is not a project within the meaning of CEQA Guidelines Section 15378 and is therefore not subject to review under CEQA, no environmental review is required.

**Pulled for separate consideration**

- g. Adopt a Resolution Authorizing the City Manager or Designee to Approve a Purchase Order with Wiley D. Hughes Surveying, Inc. Approving the Preparation of Documentation for a LAFCO Annexation & Right of Way Legal Descriptions for the amount of \$18,500.00, and Find the Project is categorically exempt pursuant to CEQA Section 15332 as it is characterized as in-fill development meeting the conditions described in this section, no environmental review is required.

**Reso#2023-3903**

- h. Accept all bids, and Adopt a Resolution Authorizing The City Manager or designee to Enter into an Agreement with Reliable Monitoring Services, Inc. for the CEC Charging Station Project in the amount of \$55,130.00 and allowing the City Manager or designee to execute Contract Change Orders in an amount not to exceed an aggregate of \$5,000, and Find that this Project is classified as categorically exempt pursuant to CEQA Section 15332 as it is characterized as in-fill development meeting the conditions described in this section, no environmental review is required.

**Reso#2023-3904**

**Agmt#2023-036**

- i. Approval of Travel and Training Expenses Exceeding \$500.00 per trip for the Human Resources Manager to attend the California Public Employers Labor Relations Association (CALPELRA) 2023 Annual Training Conference on November 14th - November 17th, 2023 in Monterey, CA, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

- j. Adopt a Resolution Authorizing the City Manager or Designee to Enter into a Special Services Agreement with Liebert Cassidy Whitmore for Participation in their Central Valley Employment Relations Consortium for Fiscal Year 2023 – 2024 and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3905**

**Agmt#2023-037**

- k. Adopt a Resolution Authorizing the City Manager or Designee to Sign a Letter Authorizing the County of Kern as the Lead Agency to Submit to the California Department of Resources Recycling and Recovery (CalRecycle) a Regional Application for the Used Oil Payment Program (OPP) Fiscal Year 2023-24 on its behalf, and Find that this Project is classified as categorically exempt pursuant to CEQA Section 15332, no environmental review is required.

**Reso#2023-3906**

- l. Adopt A Resolution Authorizing the City Manager or Designee to Sign and Execute the Second Amendment of the Professional Services Agreement No. 2017-020 with Attorney Thomas F. Schroeter, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3907**

**Agmt#2017-020(2)**

- m. Adopt a Resolution authorizing the City Manager or Designee to enter into a three-year professional services agreement with AlertMedia, Inc to purchase its mass/emergency communication software and services in an amount of \$9,999 + tax/First-Year, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3908**

**Agmt#2023-038**

- n. Adopt a Resolution Authorizing the City Manager or Designee to Sign and Execute the Second Amendment to Lease Agreement No. 2021-029 with I&M Sheep Company to Permit Continued Grazing on the City's Municipal Ag Land, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3909**

**Agmt#2021-025(2)**

- o. Adopt a Resolution Authorizing the City Manager or Designee to Sign and Execute an Amendment to the Lease Agreement No. 2022-029 with Marlow Ag Logistics, Inc. to Permit an Agricultural Green Waste Mulching Operation on 160 Acres of the City's Municipal Ag Land, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3910**

**Agmt#2022-029(1)**

No public comments.

No Conflict of Interest on the consent calendar for any of the Council members.

Council Member Reyna requested to pull items 9e and 9f for further discussion.

**Motion** was made by Mayor Martinez, **seconded** by Council Member Reyna, to approve the Consent Calendar with separate consideration on items 9fe and 9f by the following roll call vote:

AYES: MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE

- e. Adopt a Resolution Authorizing the City Manager or Designee to Execute and File an Application for Funding and Execute a Grant Agreement and any Amendments thereto for FY 2024-2025 for the Regional Surface Transportation Program (RSTP) Funding, Committing the Necessary Local Match, and Stating the Assurance to Complete the Project, and Find the subject activity is not a project within the meaning of CEQA Guidelines Section 15378 and is therefore not subject to review under CEQA, no environmental review is required.

**Reso#2023-3901**

- f. Adopt a Resolution Authorizing the City Manager or Designee to Execute and File an Application for Funding and to Execute a Grant Agreement and any Amendments thereto for FY 2024-2025 Congestion Mitigation and Air Quality Program and/or Carbon Reduction Program (CMAQ) funding, and committing the necessary local match, and stating the assurance to complete the project, and Find the subject activity is not a project within the meaning of CEQA Guidelines Section 15378 and is therefore not subject to review under CEQA, no environmental review is required.

**Reso#2023-3902**

**Agmt#2023-035**

Council Member Reyna asked questions regarding 9e and 9f; the RSTP project for the Rehabilitation of Filburn Avenue; there is no mention of striping for bike lanes as we rehabilitate the existing asphalt on Filburn Avenue. City Manager Hurlbert mentioned there will be bike lane striping where there is sufficient right of way for the travel lanes and bike lane striping.

**Motion** was made by Council Member Reyna, **seconded** by Council Member Garcia, to approve items 9e and 9f by the following roll call vote:

AYES:	MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

#### **10) PUBLIC HEARINGS:**

- a. Conduct a Public Hearing to Adopt a Resolution Amending the Traffic Impact Fee Rate Schedule Pursuant To Chapter 13.24 of The Wasco Municipal Code (Ord. 02-469), and find that this Project is classified as categorically exempt under the California Environmental Quality Act (CEQA), therefore, pursuant to State Guidelines Section 15332, no environmental review is required.

**Reso#2023-3911**

Oral presentation by Community Development Director Cobb.

Mayor Martinez opened the public hearing at 6:16 p.m.

No public comments.

Mayor Martinez closed the public hearing at 6:16 p.m.

**Motion** was made by Mayor Pro Tem Garcia, **seconded** by Council Member Medina, to adopt the Resolution by the following roll call vote:

AYES:	MARTINEZ, GARCIA, MEDINA, REYNA, SALDANA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

#### **11) DEFERRED BUSINESS: None**

## 12) NEW BUSINESS:

- a. Adopt a Resolution Approving the Cost Report for Outstanding Fines, Assessing the Cost Thereof, and Imposing Liens Pursuant to City of Wasco Municipal Code 1.20, 8.24, and 17.80, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

### **Reso#2023-3912**

Oral presentation by Community Development Director Cobb.  
No public comments.

**Motion** was made by Mayor Pro Tem Garcia, **seconded** by Council Member Medina, to adopt the Resolution by the following roll call vote:

AYES:	MARTINEZ, GARCIA, MEDINA, REYNA, SALDANA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

- b. Adopt a Resolution Approving the Salary Schedule for the Fiscal Year 2023-2024 in Compliance with the California Public Employees' Retirement System (CalPERS) Requirement for Publicly Available Pay Schedules, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

### **Reso#2023-3913**

Oral presentation by City Manager Hurlbert.  
No public comments.

**Motion** was made by Council Member Reyna, **seconded** by Council Member Medina, to adopt the Resolution by the following roll call vote:

AYES:	MARTINEZ, GARCIA, MEDINA, REYNA, SALDANA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

- c. Adopt A Resolution Authorizing the City Manager or Designee to Finalize and Execute a Professional Services Agreement with Continental Labor and Staff Resources, Inc., a California Corporation, doing business as "Continental Labor and Staffing Resources", for temporary staffing services, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

### **Reso#2023-3914**

### **Agmt#2023-039**



Oral presentation by City Manager Hurlbert.  
No public comments.

**Motion** was made by Mayor Martinez, **seconded** by Council Member Medina, to adopt the Resolution by the following roll call vote:

AYES:	MARTINEZ, GARCIA, MEDINA, REYNA, SALDANA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

- d. Discuss and provide guidance to Staff regarding a request for a letter supporting Governor Newsom's proposed permitting reform and streamlining initiative, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

Oral presentation by City Manager Hurlbert.

No public comments.

**No action was taken.**

- e. Adopt a Resolution approving the City's Appropriations Limit for the Fiscal Year 2023-2024, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3915**

PowerPoint presentation by Finance Director Perez-Hernandez

- Appropriations Limit

No public comments.

**Motion** was made by Mayor Pro Tem Garcia, **seconded** by Council Member Medina, to adopt the Resolution by the following roll call vote:

AYES:	MARTINEZ, GARCIA, MEDINA, REYNA, SALDANA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

- f. Approve a Resolution Adopting the Annual Statement of Investment Policy, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3916**

PowerPoint presentation by Finance Director Perez-Hernandez

- Appropriations Limit

No public comments.

**Motion** was made by Council Member Reyna, **seconded** by Mayor Pro Tem Garcia, to adopt the Resolution by the following roll call vote:

AYES:	MARTINEZ, GARCIA, MEDINA, REYNA, SALDANA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

- g.** Adopt a Resolution approving the City's Fiscal Year 2023-2024 Annual Operating Budget and 2023-2028 Capital Improvement Program, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3917**

PowerPoint presentation by Finance Director Perez-Hernandez  
No public comments.

**Motion** was made by Council Member Reyna, **seconded** by Council Member Medina, to adopt the Resolution by the following roll call vote:

AYES:	MARTINEZ, GARCIA, MEDINA, REYNA, SALDANA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

### **13) REPORTS FROM COMMISSIONS AND COMMITTEES:**

- a.** Kern Economic Development Corporation (Garcia)  
**Mayor Pro Tem Garcia** - The next meeting will be Thursday at the Kern Superintendent of Schools.
- b.** Kern Council of Government (Reyna)  
**Council Member Reyna** – Discussion regarding a State of California streets survey for SB1 funding.
- c.** Wasco Task Force (Reyna & Medina)  
Council Member Medina – Met last week and discussed having an outdoor event in March 2024. The next meeting will be in August.

### **14) REPORTS FROM KC FIRE AND SHERIFF:**

- a.** Kern County Fire Department (Appleton)  
**Fire Chief Appleton gave a report on recent incidents.**
- b.** Kern County Sheriff's Department (Stacy)  
**Sergeant Stacy gave an oral report of recent crimes.**

**15) REPORTS FROM THE CITY MANAGER:**

**City Manager Hurlbert updated the council on the following:**

- Housing Element Workshop on July 10, 2023, at 6:00 p.m. in the council chambers
- SNIP event on June 26, 2023, and July 21, 2023, from 8:00 a.m. to 4:00 p.m.
- Wasco Parks and Recreation event on July 1, 2023.
- Bike rodeo for July 14, 2023, from 8:30 a.m. to 12:00 p.m. – looking for volunteers.

**16) REPORTS FROM THE CITY COUNCIL:**

**Mayor Pro Tem Garcia:**

- Tomorrow night, on June 21, 2023, at 6:00 p.m., they will partner with the Building Health Communities for an energy resilience workshop.
- Would like to see joint foot patrols or bike patrols with law enforcement.

**Council Member Reyna:**

- COVID-19 vaccination clinic will be on Sunday, June 25, 2023, from 10:00 a.m. to 2:00 p.m.
- The San Joaquin Air Pollution Control District SJAVPD has made accessible a one-room air purifier free of charge for all Kern County residents for free. During the last meeting, \$1 million in additional funding had been approved for the program.

**17) CLOSED SESSION: None**

**18) CLOSED SESSION ACTION: None**

**19) ADJOURNMENT:**

Mayor Martinez adjourned the meeting at 7:35 p.m.

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Monica Flores, Deputy City Clerk

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Vincent Martinez, Mayor

**MINUTES**  
**WASCO CITY COUNCIL**  
and Successor Agency to the  
Former Redevelopment Agency  
**Tuesday, July 18, 2023**  
Regular Meeting – 6:00 p.m.  
**City Council Chambers**  
**746 8<sup>th</sup> Street, Wasco, CA 93280**

**REGULAR MEETING – 6:00 pm**

**1) CALL TO ORDER:** Mayor Martinez

Mayor Martinez called the meeting to order at 6:02 p.m.

**2) ROLL CALL:** Mayor Martinez, Mayor Pro Tem Garcia, Council Members: Medina, Reyna, Saldaña

**PRESENT:** Mayor Martinez, Mayor Pro Tem Garcia, Council Members: Medina, Reyna, Saldaña

**STAFF PRESENT:** City Attorney Schroeter, City Manager Hurlbert, Deputy City Clerk Flores, Deputy City Clerk Tinajero, Administrative Assistant Castro, Assistant City Manager Lara, Public Works Director Villa, Community Development Director Cobb, Finance Director Perz-Hernandez, Police Chief Fivecoat

**3) FLAG SALUTE:** led by Mayor Martinez

**4) INVOCATION:** by Michael Navarrete

**5) PRESENTATIONS:**

**a.** Proclamation for Juneteenth

Mayor Martinez presented the proclamation to Billy Coleman.

**6) PUBLIC COMMENTS:** None

**7) SUCCESSOR AGENCY BUSINESS:** None

**8) WASCO PUBLIC FINANCE AUTHORITY BUSINESS:** None

**CITY COUNCIL BUSINESS:**

**9) CONSENT CALENDAR:**

The Consent Calendar consists of items that, in the staff's opinion, are routine and non-controversial. These items are approved in one motion unless a Council Member or member of the public requests the removal of a particular item.

**a.** Receive and File department payments totaling \$2,403,622.25

**b.** Adopt a Resolution Authorizing the County of Kern to levy and collect a special tax on properties within City of Wasco Community Facilities District No. 2017-01, and

find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3918**

- c. Adopt a Resolution Confirming the Assessment for the Levy and Collection of Assessments within Sewer Lift Station District 2008-01 for Fiscal Year 2023/24, and find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Pulled for separate consideration**

- d. Adopt a Resolution Confirming the Assessment for the Levy and Collection of Assessments within Special Tax Area Zone 2006-1, 2006-2, and 2006-3 within the Wasco Special Police Tax Area Subdivision for Fiscal Year 2023/24, and find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3920**

**Reso#2023-3921**

**Reso#2023-3922**

- e. Adopt a Resolution Confirming the Assessment for the Levy and Collection of Assessments within Special Tax Area Zone 2005-1 within the Wasco Special Police Tax Area Subdivision for Fiscal Year 2023/24, and find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3923**

- f. Adopt a Resolution Approving the 2023 City of Wasco Dial A Ride Zero-Emission Bus Rollout Plan, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3924**

- g. Adopt a Resolution Authorizing the City Manager or Designee to approve a purchase order with Berchtold Equipment in an amount not to exceed \$133,000.00 to purchase a Backhoe, and Find that this Project is classified as categorically exempt pursuant to CEQA Section 15332, no environmental review required.

**Reso#2023-3925**

- h. Acceptance of Sludge Drying Bed Rehabilitation Project and Authorization for the City Clerk to file the Notice of Completion, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Rec#2023-002**

- i. Adopt a Resolution Authorizing the City Manager or Designee to approve a purchase order with Bakersfield Well & Pump Co. in the amount not to exceed

\$45,000.00 to purchase a Well Pump Spare Motor, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required

**Reso#2023-3926**

- j. Adopt a Resolution Authorizing the City Manager to approve a purchase order with Carlson Software in the amount not to exceed \$45,000.00 to purchase surveying equipment and software, approve transfer of remaining CIP # 24006 funds to cover the purchase; and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required

**Reso#2023-3927**

- k. Adopt a Resolution Authorizing the City Manager or his designee to endorse and execute a purchase order with Bakersfield Well and Pump for performing emergency repairs at Well 14 in an amount of \$93,721.00; and authorize the appropriation and transfer of required funds from the Water Enterprise Reserve fund; and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Pulled for separate consideration**

- l. Adopt a Resolution Authorizing The City Manager or designee to finalize and approve a purchase order in the amount not to exceed \$40,000.00 to purchase one truck for the Public Works Water Department, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3929**

- m. Approval of Travel Expenses Exceeding \$500.00 per trip for three (3) Police Officers to reserve the seating and to attend the Requalification Course from August 14 to September 8, 2023, at Fresno City College in Fresno, CA., and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

- n. Adopt a Resolution Authorizing the City Manager or Designee to Finalize and Execute an easement agreement between Cole Valley Partners and the City of Wasco; and Find that this Project is classified as categorically exempt pursuant to CEQA Section 15332, no environmental review is required.

**Reso#2023-3930**

**Rec#2023-003**

- o. Approval for Travel Expenses Exceeding \$500.00 per trip for City Clerk Maria Martinez and Executive Assistant I/Deputy City Clerk Monica Flores to attend the 2023 CALACT Autumn Conference & Expo on October 30, 2023, through November 3, 2023, in Indian Wells, CA.; and Find that this action is not a project as defined



under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

- p. Approval for Travel Expenses Exceeding \$500.00 for Police Chief Fivecoat to attend the 59<sup>th</sup> FBINNA Federal Bureau of Investigation National Annual Training Conference on July 18, 2023, to August 2, 2023, in Denver, CO., and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

City Manager Hurlbert mentioned there was a typo in the staff report of item 9h, and it will be corrected following the council's approval.

City Manager Hurlbert requested to pull item 9c for separate consideration.

Council Member Reyna requested to pull item 9k for further discussion.

No public comments.

No conflict of interest on the Consent Calendar for any of the council members.

**Motion** by Council Member Reyna, **seconded** by Mayor Pro Tem Garcia, to approve the Consent Calendar with the changes as mentioned and with separate considerations on items 9c and 9k for further discussion by the following roll call vote:

AYES:	MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

- c. Adopt Resolution Confirming Assessment for the Levy and Collection of Assessments within Sewer Lift Station District 2008-01 for Fiscal Year 2023 /24, and find this action is not a project as defined under the California Environmental and Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3919**

City Manager Hurlbert mentioned the table showing the calculations on the Exhibit to the Resolution was missing; however, the scope and the dollar amounts have not changed.

No public comments.

**Motion** by Mayor Martinez, **seconded** by Council Member Reyna, to approve item 9c by the following roll call vote:

AYES:	MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA
NOES:	NONE
ABSTAIN:	NONE

ABSENT: NONE

- k. Adopt a Resolution Authorizing the City Manager or his designee to endorse and execute a purchase order with Bakersfield Well and Pump for performing emergency repairs at Well 14 in an amount of \$93,721.00; and authorize the appropriation and transfer of required funds from the Water Enterprise Reserve fund; and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3928**

Council Member Reyna expressed concern about the failed Well 14 on how the city will find out if the failure was the contractor or the manufacturer, and wanted to make sure the city is doing its due diligence if someone else is at fault, the city does not pay for it. City Manager Hurlbert explained there must be an analysis done on the failed parts to determine if it was a manufacturing defect, whether it was installed improperly, or maintenance failure, to determine who is responsible.

No public comments.

**Motion** by Council Member Reyna, **seconded** by Mayor Martinez, to approve item 9k by the following roll call vote:

AYES: MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE

**10) PUBLIC HEARINGS:**

- a. Conduct a Public Hearing and Adopt a Resolution of the City Council of the City of Wasco Confirming the Diagram and Assessment for the Levy and Collection of Assessments within Maintenance District No. 1, Landscape and Lighting Maintenance District No. 01-01, Landscape and Lighting Maintenance District No. 01-02, Landscape and Lighting Maintenance District No. 06-1, and Landscape and Lighting Maintenance District 2017-1 for Fiscal Year 2023-24, and Find that this Project is classified as categorically exempt pursuant to CEQA Section 15332, no environmental review is required.

**Reso#2023-3931**

**Reso#2023-3932**

**Reso#2023-3933**

**Reso#2023-3934**

**Reso#2023-3935**

Mayor Martinez opened the public hearing at 6:14 p.m.

No public comments.

Mayor Martinez closed the public hearing at 6:14 p.m.

**Motion** was made by Mayor Martinez, **seconded** by Council Member Reyna, to adopt the resolution by the following roll call vote:

AYES: MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE

**11) DEFERRED BUSINESS: None**

**12) NEW BUSINESS:**

- a. Review and Discuss Art Concepts for Clean California Downtown Project, and Find that this project is exempt from the California Environmental Quality Act of 1970 pursuant to Section 15061(b)(3), no environmental review is required.

Art Sherwyn presented the council with art concept designs for the Downtown Project.

No action was taken, informational item only.

- b. Adopt a Resolution Authorizing the City Manager or Designee to Finalize and Execute a Purchase Agreement with Dooley Enterprises, Inc. for Police Department small arms ammunition, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3936**

Oral presentation by City Manager Hurlbert.  
No public comments.

**Motion** was made by Council Member Reyna, **seconded** by Mayor Pro Tem Garcia, to adopt the resolution by the following roll call vote:

AYES: MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE

- c. Adopt a Resolution Authorizing the City Manager or Designee to finalize and approve a purchase order with Phil Long to purchase five (5) new Ford Utility Interceptor, AWD Police vehicles, and a purchase order with American Emergency Product (AEP) to purchase emergency lighting and other police upfitting equipment not to exceed the amount of \$410,000; and Find that this action is not

a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3937**

Oral presentation by City Manager Hurlbert.

Public comment by Augustin Lule.

**Motion** was made by Council Member Medina, **seconded** by Mayor Pro Tem Garcia, to adopt the resolution by the following roll call vote:

AYES:	MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

- d. Adopt a Resolution Authorizing The City Manager or Designee to Finalize and Enter into a Professional Services Agreement with American Business Machines for the City Security System Project in the amount of \$367,385.89 and allowing the City Manager or Designee to Execute Contract Change Orders in an Amount Not to Exceed an Aggregate of \$37,000; and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3938**

Oral presentation by City Manager Hurlbert.

No public comments.

**Motion** was made by Mayor Martinez, **seconded** by Council Member Reyna, to adopt the resolution by the following roll call vote:

AYES:	MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	NONE

- e. Adopt a Resolution Authorizing the City Manager or Designee to finalize and execute construction agreements with Crosswhite Construction, Inc. as the general contractor and NGA 911 Electrical for the Wasco PD reconfiguration project; procure and install necessary HVAC equipment; and authorization to execute change orders related to this project not to exceed an aggregate amount of \$14,000; and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3939**

Oral presentation by City Manager Hurlbert.  
No public comments.

**Motion** was made by Council Member Reyna, **seconded** by Mayor Pro Tem Garcia, to adopt the resolution by the following roll call vote:

AYES: MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE

- f. Adopt a Resolution Authorizing the City Manager or Designee to finalize and approve a purchase order with Total Security Solutions for Wasco Police Department Security Materials in an amount of \$12,233.00; and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Reso#2023-3940**

Oral presentation by City Manager Hurlbert.  
No public comments.

**Motion** was made by Council Member Saldaña, **seconded** by Mayor Martinez, to adopt the resolution by the following roll call vote:

AYES: MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE

### **13) REPORTS FROM COMMISSIONS AND COMMITTEES:**

- a. Kern Economic Development Corporation (Garcia)  
**No reports.**
- b. Kern Council of Government (Reyna)  
**No reports.**
- c. Wasco Task Force (Reyna & Medina)  
**No reports.**

### **14) REPORTS FROM KC FIRE AND SHERIFF:**

- a. Kern County Fire Department (Appleton)  
**No reports - Fire Chief Appleton absent.**
- b. Kern County Sheriff's Department (Stacy)  
**No reports - Sergeant Stacy absent.**

### **15) REPORTS FROM THE CITY MANAGER:**

**City Manager Hurlbert updated the council on the following:**

- The Housing Element public review portion has been completed, and will take it back to the council once the state review is completed.

- SNIP event on July 21, 2023, from 8:00 a.m. to 4:00 p.m. at the Old Courthouse. There will be two shorter-duration events scheduled for August that will be announced soon.
- Working on a possible location on Annin Avenue for the recycle bins for those who live outside of the city limits
- A cooling center was opened last Saturday, Sunday, and Monday, and there were a total of six persons who utilized the center.
- Finance Director Perez-Hernandez gave a PowerPoint presentation on a summary of Senate Bill 998.

## **16) REPORTS FROM THE CITY COUNCIL:**

### **Council Member Reyna:**

- Reported that Assemblywoman Jasmeet Baines and Senator Hurtado have secured \$5 million to construct the City of Wasco Police Station, and Assemblywoman Baine's office estimates the city to receive the money in either March or April 2024 due to the extended deadline for the federal and state taxes.
- At the vaccination clinic on June 25, 2023, 60 people were vaccinated, and 26 visa gift cards were given. The next vaccination clinic will be September 10, 2023.
- Congratulated code enforcement staff for a successful Bike Rodeo; 16 bikes were given away.
- Requested staff to look into the US Department of Agriculture for funding to purchase police vehicles.
- He sent a letter of support for the Governor's infrastructure package to Build faster on a Bipartisan vote.

Mayor Martinez read the closed session items.

No public comments.

Mayor Martinez adjourned into closed session at 8:34 p.m.

Mayor Martinez adjourned out of closed session at 9:42 p.m.

## **17) CLOSED SESSION:**

- a. Approval of April 18, 2023, Closed Session Minutes.
- b. **CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**  
(Paragraph (1) of Subdivision (d) of Section 54956.9)  
Worker's compensation claim of Stanley Madron, Claim No. FR090651
- c. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** – City Manager per Government Code Section 54947

## **18) CLOSED SESSION ACTION:**

**City Attorney Tom Schroeter reported out.**

- a. Approval of April 18, 2023, Closed Session Minutes.

**Motion** was made by Mayor Martinez, **seconded** by Council Member Saldaña, to approve the closed session minutes by the following roll call vote:



AYES: MARTINEZ, GARCIA, MEDINA, REYNA, SALDAÑA  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE

**b. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**

(Paragraph (1) of Subdivision (d) of Section 54956.9)

Worker's compensation claim of Stanley Madron, Claim No. FR090651

**No reportable action.**

**c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – City Manager per Government**

Code Section 54947

**No reportable action.**

**19) ADJOURNMENT:**

Mayor Martinez adjourned the meeting at 9:44 p.m.

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Monica Flores, Deputy City Clerk

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Vincent Martinez, Mayor

**MINUTES**  
**WASCO CITY COUNCIL**  
and Successor Agency to the  
Former Redevelopment Agency  
**Tuesday, September 5, 2023**  
Regular Meeting – 6:00 p.m.  
**City Council Chambers**  
**746 8<sup>th</sup> Street, Wasco, CA 93280**

**REGULAR MEETING – 6:00 pm**

**1) CALL TO ORDER:**

Mayor Martinez called the meeting to order at 6:02 pm

**2) ROLL CALL:** Mayor Martinez, Mayor Pro Tem Garcia, Council Members: Medina, Reyna, Saldaña

**PRESENT:** Mayor Martinez, Council Members: Medina, Reyna, Saldaña

**ABSENT:** Mayor Pro Tem Garcia

**STAFF PRESENT:** City Manager Hurlbert, City Attorney Schroeter, Assistant City Manager Lara, City Clerk Martinez, Deputy City Clerk Flores, Community Development Director Cobb, Public Works Director Villa, Chief of Police Fivecoat, Human Resource Manager Vera, Finance Director Perez-Hernandez, Kern County Sergeant Corey, Kern County Fire Chief Appleton

**3) FLAG SALUTE:** led by Mayor Martinez

**4) INVOCATION:** by Mike Lynch

**5) PRESENTATIONS:** None

**6) PUBLIC COMMENTS:**

City Clerk Martinez read an email comment from Fabian Moreno.

**7) SUCCESSOR AGENCY BUSINESS:** None

**8) WASCO PUBLIC FINANCE AUTHORITY BUSINESS:** None

**CITY COUNCIL BUSINESS:**

**9) CONSENT CALENDAR:**

The Consent Calendar consists of items that, in the staff's opinion, are routine and non-controversial. These items are approved in one motion unless a Council Member or member of the public requests the removal of a particular item.

- a.** Receive and File department payments totaling \$565,808.71

- b. Approval of City Council Minutes for:
1. April 18, 2023, Regular Meeting
  2. May 2, 2023, Regular Meeting
  3. August 15, 2023, Regular Meeting
  4. August 15, 2023, Special Meeting
- c. Approval of Travel and Training Expenses Exceeding \$500.00 per trip for the Billing and Collections Specialist II and Accounts Payable/Payroll Specialists to attend the California Public Employers Labor Relations Association (CALPELRA) 2023 Annual Training Conference on November 14th - November 17th, 2023 in Monterey, CA, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.
- d. Approval for Travel Expenses Exceeding \$500.00 for Code Compliance Officers to attend the 2023 California Association of Code Enforcement Officers Conference from November 6, 2023, to November 9, 2023, in Monterey, CA, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.
- e. Adopt a Resolution Authorizing the City Manager or Designee to Execute an Easement to the Pacific Gas & Electric Company and Find that this Project is classified as categorically exempt pursuant to CEQA Section 15332.  
**Reso#2023-3957**
- f. Approval of the Acceptance of the TDA Article 3 – Pedestrian Improvements Project and Authorization for the City Clerk to file the Notice of Completion, Find that this Project is classified as categorically exempt pursuant to CEQA Section 15332; no environmental review is required.  
**Rec#2023-007**
- g. Approval of the acceptance of the Vacuum Truck Storage Building project and Authorize the City Clerk to file the Notice of Completion, and Find the proposed Project for compliance with the California Environmental Quality Act (CEQA), and determine that the Project is categorically exempt pursuant to CEQA Section 15332 as it is characterized as in-fill development meeting the conditions described in this section. Thus, no environmental review is required.  
**Rec#2023-008**
- h. Adopt a Resolution Authorizing the City Manager or designee to Sign and Execute an Agreement with Con Fab, a subdivision of Wastequip in the amount not to exceed \$12,000.00 to purchase 10, 3 cubic yard metal refuse bins via Sourcewell Contract #040621-WQI, and Find the proposed Project for compliance with the California Environmental Quality Act (CEQA) and has determined that the Project is categorically exempt pursuant to CEQA Section 15332, no environmental review is required.  
**Reso#2023-3958**  
**Agmt#2023-045**

- i. Approval of the Travel Expenses Exceeding \$573.35 for Police Chief Fivecoat for attending the 59<sup>th</sup> FBI/INNA Federal Bureau of Investigation National Annual Training Conference from July 29, 2023, to August 1, 2023, in Denver, CO., and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.
- j. Approval of the acceptance of the CDBG 16<sup>th</sup> Street Rehabilitation Project and Authorize the City Clerk to file the Notice of Completion, and Find the Project is categorically exempt pursuant to CEQA Section 15332 as it is characterized as in-fill development meeting the conditions described in this section, no environmental review is required.

**Pulled for separate consideration**

- k. Adopt and Waive the Second Reading of an Ordinance of the City Council of the City of Wasco Replacing Ordinance No. 18-698 And Amending Wasco Municipal Code Chapter 2.14 Relating to The Appointment of the City Clerk and City Treasurer, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Ord#2023-725**

No Conflict of Interest on the consent calendar for any of the Council members.  
No public comments.

John Pallares pulled item 9j for further discussion.

**Motion** was made by Council Member Saldaña, **seconded** by Mayor Martinez, to approve the Consent Calendar with separate consideration on items 9j by the following roll call vote:

AYES:	MARTINEZ, MEDINA, REYNA, SALDAÑA
NOES:	NONE
ABSTAIN:	NONE
ABSENT:	GARCIA

- j. Approval of the acceptance of the CDBG 16<sup>th</sup> Street Rehabilitation Project and Authorize the City Clerk to file the Notice of Completion, and Find the Project is categorically exempt pursuant to CEQA Section 15332 as it is characterized as in-fill development meeting the conditions described in this section, no environmental review is required.

**Rec#2023-009**

John Pallares requested an explanation of the procedure for installing speed humps on any of the city streets. City Manager Hurlbert mentioned there was a speed street safety study that was done previously.

**Motion** was made by Mayor Martinez, **seconded** by Council Member Reyna, to approve item 9j by the following roll call vote:

AYES: MARTINEZ, MEDINA, REYNA, SALDAÑA  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: GARCIA

Council Member Reyna requested to agendize a Traffic Calming devices discussion item.

City Manager Hurlbert said that he would discuss with staff and would come back to Council with options for the Council

**10) PUBLIC HEARINGS: None**

**11) DEFERRED BUSINESS: None**

**12) NEW BUSINESS:**

- a. Adopt a Resolution Approving the Amended Employment Agreement Terms Between City Manager, M. Scott Hurlbert and the City of Wasco, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required. (Vera)

**Reso#2023-3959**

**Agmt#2021-024 (1)**

Oral presentation by Human Resource Manager Vera.  
No public comments.

**Motion** was made by Mayor Martinez, **seconded** by Council Member Reyna, to adopt the Resolution by the following roll call vote:

AYES: MARTINEZ, MEDINA, REYNA, SALDAÑA  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: GARCIA

- b. Adopt a Resolution Approving the Amended Salary Schedule for the Fiscal Year 2023-2024 in Compliance with the California Public Employees' Retirement System (CalPERS) Requirement for Publicly Available Pay Schedules, and Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3), no environmental review is required. (Vera)

**Reso#2023-3960**

Oral presentation by Human Resource Manager Vera.  
No public comments.

**Motion** was made by Council Member Reyna, **seconded** by Council Member Medina, to adopt the Resolution by the following roll call vote:

AYES: MARTINEZ, MEDINA, REYNA, SALDAÑA  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: GARCIA

- c. Adopt A Resolution Approving A New Capital Improvement Project (11<sup>th</sup> Street Pedestrian Improvements); Amending the City Of Wasco Adopted Operating Budget And Capital Improvement Program Fiscal Year 2023/2024; the Establishment Of A New Project Fund Appropriation of \$451,000.00 And Corresponding Revenue Budget To Allow For Reimbursement of Eligible Project Expenditures Through Grant Program; Authorizing the City Manager Or Designee to Procure Services And Execute Contracts Including, But Not Limited To Environmental, Architect/Engineering Services And Other Items Related to the 11<sup>th</sup> Street Pedestrian Improvement Project, Up to the Reimbursable Amount Of \$451,000.00, and Find that the subject activity is not a project within the meaning of CEQA Guidelines Section 15378 and is, therefore, not subject to review under CEQA. (Lara)

**Reso#2023-3961**

Oral presentation by Assistant City Manager Lara.  
No public comments.

**Motion** was made by Council Member Reyna, **seconded** by Mayor Martinez, to adopt the Resolution by the following roll call vote:

AYES: MARTINEZ, MEDINA, REYNA, SALDAÑA  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: GARCIA

- d. Adopt A Resolution Approving A New Capital Improvement Project (Police Firing Range Restoration); Amending the City Of Wasco Adopted Operating Budget And Capital Improvement Program Fiscal Year 2023/2024; the Establishment Of A New Police Firing Range Restoration Fund Appropriation of \$50,000; Authorizing the City Manager Or Designee to Procure Services And Execute Contracts Including, But Not Limited To Construction Services, Portable Office Relocation, And Other Items Related to the Firing Range Restoration Project, Find that the subject activity is not a project within the meaning of CEQA Guidelines Section 15378 and is, therefore, not subject to review under CEQA. (Hurlbert)

**Reso#2023-3962**

Oral presentation by City Manager Hurlbert.  
No public comments.

**Motion** was made by Council Member Medina, **seconded** by Council Member Saldaña, to adopt the Resolution by the following roll call vote:

AYES: MARTINEZ, MEDINA, REYNA, SALDAÑA  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: GARCIA

- e. Adopt a Resolution Authorizing the City Manager or Designee to Finalize and Execute a Professional Services Agreement with Flock Group Inc. for the installation of ten (10) Flock Safety Falcon cameras and associated software and licensing, and Find that the subject activity is not a project within the meaning of CEQA Guidelines Section 15378 and is, therefore, not subject to review under CEQA. (Hurlbert)

**Reso#2023-3963**

**Agmt#2023-046**

Oral presentation by City Manager Hurlbert.

Public comment by John Pallares.

**Motion** was made by Council Member Reyna, **seconded** by Mayor Martinez, to adopt the Resolution by the following roll call vote:

AYES: MARTINEZ, MEDINA, REYNA, SALDAÑA  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: GARCIA

- f. Adopt a Resolution Authorizing the City Manager or Designee to Finalize and Execute a Purchase Agreement with Capture Technologies, Inc. for a Police Department dispatch voice recording system, and Find that the subject activity is not a project within the meaning of CEQA Guidelines Section 15378 and is, therefore, not subject to review under CEQA. (Hurlbert)

**Reso#2023-3964**

Oral presentation by City Manager Hurlbert.

No public comments.

**Motion** was made by Mayor Martinez, **seconded** by Council Member Saldaña, to adopt the Resolution by the following roll call vote:

AYES: MARTINEZ, MEDINA, REYNA, SALDAÑA  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: GARCIA

### **13) REPORTS FROM COMMISSIONS AND COMMITTEES:**

- a. Kern Economic Development Corporation (Garcia)  
**No reports – Mayor Pro Tem Garcia absent**
- b. Kern Council of Government (Reyna)  
**Council Member Reyna – will give a report at the next meeting**
- c. Wasco Task Force (Reyna & Medina)  
**No reports**

**14) REPORTS FROM KC FIRE AND SHERIFF:**

- a. Kern County Fire Department (Appleton)  
**Chief Appleton gave a recent fire report.**
- b. Kern County Sheriff's Department (Stacy)  
**Sergeant Stacy reported on recent crimes.**

**15) REPORTS FROM THE CITY MANAGER:**

**City Manager Hurlbert updated the council on the following:**

- Community Breakfast will be on September 6, 2023, at 7:00 a.m. at the Wasco State Prison
- Wine & Roses Event at the Elks Lodge on September 8, 2023, at 6:00 p.m.
- Wasco Rose Parade on September 7-9, 2023. Parade at 10:00 a.m.
- Toy donations for the Wasco Rose Festival City's Booth deadline September 7, 2023, by 5:00 p.m. at Wasco City Hall.
- Community Emergency Response Team CERT Training – September 5-7, 2023, all-day at the Old Courthouse
- Kern County Fair Senior Day Friday, September 22, 2023 – Wasco Dial A Ride will transport our local seniors in collaboration with Wasco Parks and Recreation and will provide a sack lunch.
- Community Action Partnership CAPK Utility Assistance Workshop – 3:00 p.m. to 7:00 p.m. on September 14, 2023, at the Old Courthouse

**16) REPORTS FROM THE CITY COUNCIL:**

**Council Member Reyna:**

- Requested staff to share the Kern County Sheriff's Awareness Flyers with council members.
- On September 2, 2023, attended the Labor Day bicycle fun ride at Barker Park, 12 riders signed up, and two (2) helmets were given away.
- On September 2, 2023, also attended the Gilbert Garland bench dedication.
- Attended the Community Emergency Response Team CERT training today.
- Welcomed Kern County Sergeant Stout.

**Mayor Martinez:**

- Will not be in attendance for the Wasco Rose Festival and will be out of town.

**17) CLOSED SESSION: None**

**18) CLOSED SESSION ACTION: None**



**19) ADJOURNMENT:**

Mayor Martinez adjourned the meeting at 6:52 pm.

---

Monica Flores, Deputy City Clerk

---

Vincent Martinez, Mayor



## STAFF REPORT City of Wasco

**TO:** Honorable Mayor and Council Members

**FROM:** M. Scott Hurlbert, City Manager  
Charlie Fivecoat, Chief of Police

**DATE:** September 19, 2023

**SUBJECT:** Approval of Travel Expenses Exceeding \$500.00 for the Police Records Administrator to attend the CLEARS (CA Law Enforcement Association of Records Supervisors) Training Seminar on November 6-11, 2023, in Ventura, California.

---

### **Recommendation:**

Staff recommends the City Council:

- 1) Approve Travel Expenses Exceeding \$500.00 for Shelia McCaleb, the Police Records Administrator, to attend the CLEARS Training Seminar in Ventura, California, on November 6-11, 2023, and
- 2) Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

### **Environmental Review:**

The staff has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA guidelines because the proposed activity consists of a governmental fiscal/administrative activity which does not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

### **Discussion:**

The California Law Enforcement Association of Records Supervisors (CLEARS) Training & Technology Seminar is sponsored by Sun Ridge Systems, Inc. RIMS, Full Circle Training Solutions, TRACNET, Corodata and CommSys. (See attached brochure) CLEARS offers an annual training seminar for records supervisors which provides research and skills in records keeping, records management & issues relevant to criminal justice records. The imminent opening of the Wasco Police Department makes this training timely and critical to the start-up effort.

The cost of the training, hotel fees, and food per diems will exceed the Expense and Use of Public Resources Policy Limits established by City of Wasco Resolution No. 2006-2327, limiting expenses to \$500.00 per trip.

**Fiscal Impact:**

It is estimated that the cost of travel and training for the CLEARs Training Seminar course will not exceed \$1,000. The adopted FY 2022-2023 Operating Budget contains sufficient funding to cover this expense, no budget action is required.

**Attachments:**

1. Conference information

# MEMO

## WASCO POLICE DEPARTMENT

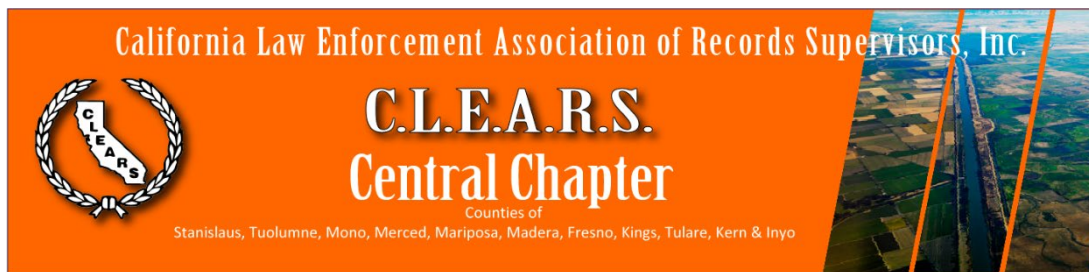
**To:** Chief Fivecoat

**From** Shelia McCaleb  
:

**Date:** 09/12/2023

**Re:** Training

Please consider my request to attend the upcoming CLEARs Annual Training & Technology Seminar. This course will provide valuable training on RAP sheets, Firearm entries, Stolen Vehicles, NCIC Validations, Public Records Act, Subpoenas, NIBRS, & Performance Evals.



CLEARs Training  
Seminar.pdf

# CLEAR'S 50TH ANNUAL TRAINING & TECHNOLOGY SEMINAR

November 6-10, 2023



*Celebrating  
50 Years  
of CLEAR'S!*

## TRAINING TOPICS TO INCLUDE

RAP Sheet • Firearm Entry • Stolen Vehicles • Validations  
Driver's License & Registration • Public Records Act  
Performance Evaluations & Discipline • Subpoenas  
Advanced NIBRS & so much more!

**> REGISTER NOW**



VENUE: CROWNE PLAZA VENTURA BEACH  
BOOK YOUR RESERVATION NOW

\*All fees are non-refundable and non-transferable. Seats are limited.



## STAFF REPORT City of Wasco

**TO:** Honorable Mayor and Council Members

**FROM:** M. Scott Hurlbert, City Manager  
Nancy Vera, Human Resources Manager

**DATE:** September 19, 2023

**SUBJECT:** Approval of Travel Expenses Exceeding \$500.00 per trip for the Human Resources Manager to attend the Community Emergency Response Team (CERT) Training-the-Trainer Training Course on September 25 - 27, 2023 at Orange Coast College in Costa Mesa, California.

---

### Recommendation:

Staff recommends the City Council:

- 1) Approval of the travel expenses exceeding \$500.00 per trip for the Human Resources Manager to attend the Community Emergency Response Team (CERT) Training-the-Trainer Training Course on September 25<sup>th</sup> - September 27<sup>th</sup>, 2023 at Orange Coast College in Costa Mesa, California.
- 2) Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

### Environmental Review:

The staff has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA guidelines because the proposed activity consists of a governmental fiscal/administrative activity which does not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

### Discussion:

This request is for the approval of the Human Resources Manager, Nancy Vera, to attend the Community Emergency Response Team (CERT) Training-the-Trainer Training Course on September 25<sup>th</sup> - September 27<sup>th</sup>, 2023, at Orange Coast College in Costa Mesa, California.

The CERT Train-the-Trainer Course is a state-approved three-day 23-hour course designed to prepare participants to deliver Basic Community Emergency Response Team (CERT) training. The registration form identifying training dates and time is attached. The cost of

the training course materials, hotel fees, and food per diems will exceed the Expense and Use of Public Resources Policy limits established by City of Wasco Resolution No. 2006-2327, limiting expenses to \$500.00 per trip. As a result, the City Council must approve the travel request as the expenses for the cost of this trip will exceed \$500.00.

**Fiscal Impact:**

It is estimated that the cost of this training will not exceed \$1,250, including the training course materials and travel expenses. The training cost is accounted for in the adopted FY 2023 – 2024 Budget; no budget action is required.

**Attachments:**

1. Training Course Registration Form



# CERT Train the Trainer Course

**Sponsored by Orange County CERT Mutual Aid Program (CMAP)**  
**Hosted by City of Costa Mesa Fire & Rescue and Orange Coast College**



**September 25, 26 & 27, 2023 8:00 a.m. to 5:00 p.m.**

**LOCATION: Orange Coast College- 2701 Fairview – Classroom – Ronnenberg Center (see map)**

This is a state-approved 3-day Train the Trainer Course utilizing the 2019 Federal Emergency Management Agency (FEMA) materials for teaching the Basic Community Emergency Response Team (CERT) course.

Upon completion, attendees will be able to:

- Navigate the NEW CERT 2019-20 Instructor Manual
- Utilize best practice instructor techniques and concepts to deliver the updated 2019-20 CERT course
- Tailor CERT lessons to the local community
- Prepare written and visual training aids

**AGENCY INFORMATION – APPROVAL FROM LOCAL PROGRAM COORDINATOR / LEAD (Fire, Police or Emergency Manager) IS REQUIRED FOR ALL PARTICIPANTS.\***

Supervisor or CERT Program Lead: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Telephone (    ) \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**PARTICIPANT INFORMATION – Complete an application for each person attending.**

Name: \_\_\_\_\_

E-mail \_\_\_\_\_ Phone: \_\_\_\_\_

**Participants must be directly affiliated with a law, fire or emergency management agency CERT program. Volunteer participants must include a completion certificate from a Basic CERT course. Participants from fire, law or emergency management are highly encouraged to complete a Basic CERT class and have a significant training background in fire, law or emergency management before attending a TTT. \*Supervisor or program manager approval required.**

**ADDITIONAL REGISTRATION INSTRUCTIONS**

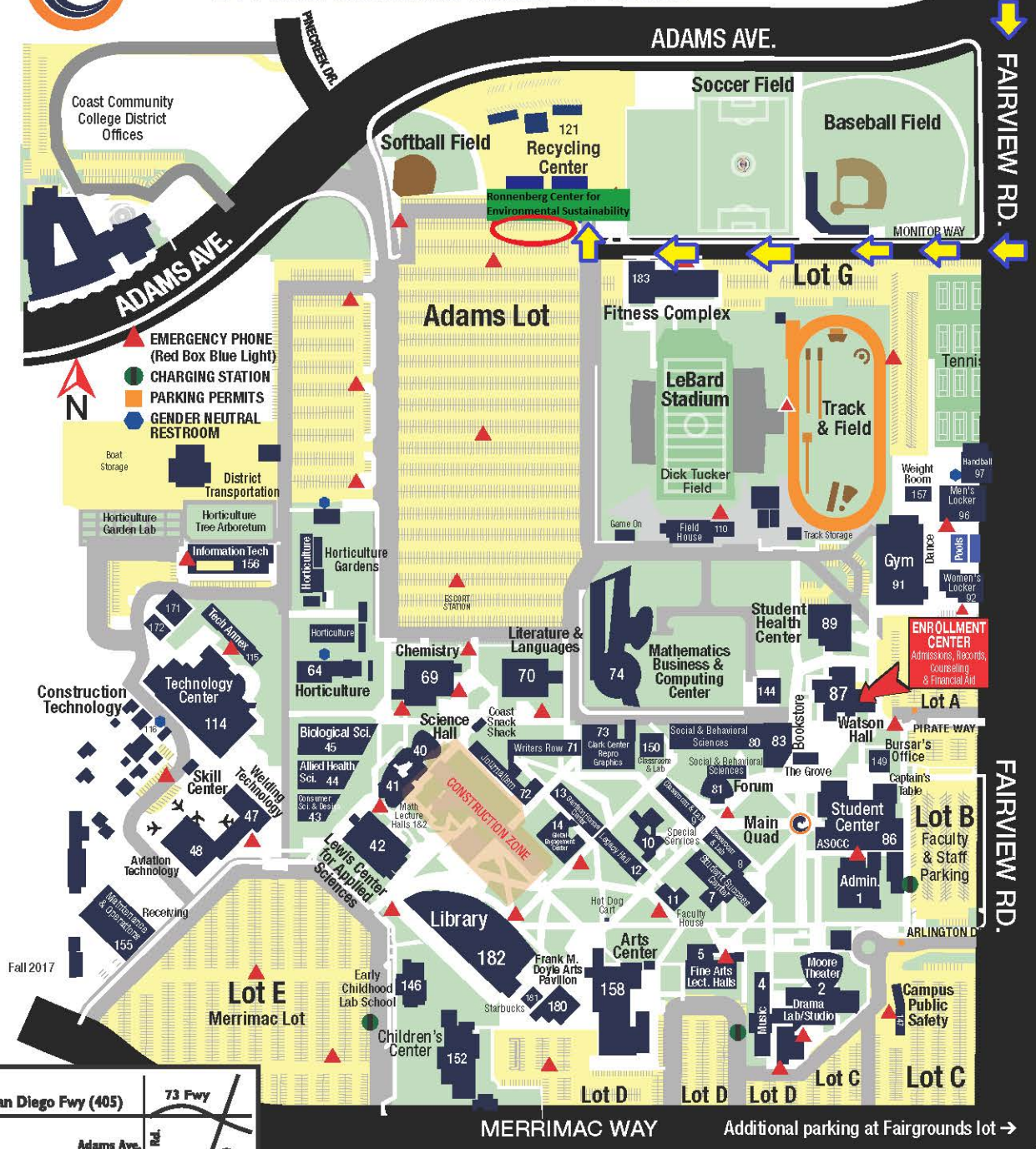
- Complete this registration form and return with the required certification to Brenda Emrick, City of Costa Mesa by pdf: [brenda.emrick@costamesaca.gov](mailto:brenda.emrick@costamesaca.gov) or fax: 714.327.7408 or mail to 77 Fair Drive, Costa Mesa, CA 92626 no later than 5:00 p.m. on September 15. For questions about the course, contact the email above or 714.327.7406.
- **Registration is accepted on a first-come-first-serve basis. See approval requirement above\* Class size is limited.**
- Cancellation requested, please contact Brenda Emrick as there may be a waitlist for this course.





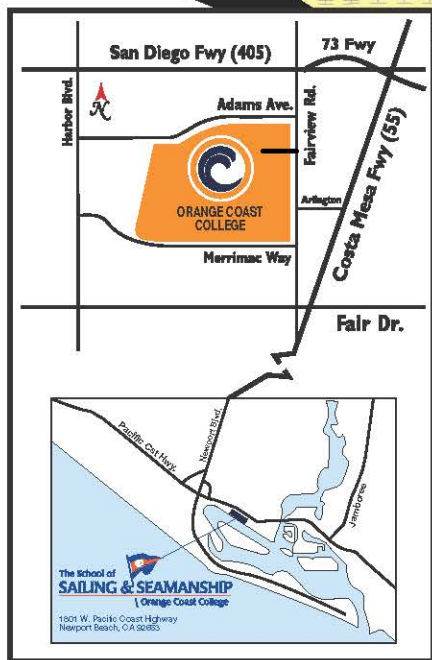
# ORANGE COAST COLLEGE CAMPUS MAP

2701 Fairview Rd. Costa Mesa CA 92626 • 714-432-0202



## Directions from I-405:

- Exit Fairview Rd. in Costa Mesa
- Head South for approximately 1 mile
- Turn Right on Monitor Way (onto OCC Campus)
- In approximately 1000 feet, turn right to enter Adams Lot
- Ronnenberg Center for Environmental Sustainability will be on your right.
- The closest parking is marked with the **red oval** directly in front of the Ronnenberg Center.





## STAFF REPORT City of Wasco

**TO:** Honorable Mayor and Council Members

**FROM:** M. Scott Hurlbert, City Manager  
Maria O. Martinez, Administrative Manager

**DATE:** September 19, 2023

**SUBJECT:** Adopt a Resolution Approving the 2023 Title VI Compliance Plan for the City of Wasco Dial-a-Ride.

---

**Recommendation:**

Staff recommends the City Council:

1. Adopt a Resolution Approving the 2023 Title VI Compliance Plan for the City of Wasco Dial-a-Ride.
2. Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Environmental Review:**

The staff has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA guidelines because the proposed activity consists of a governmental fiscal/administrative activity which does not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

**Discussion:**

The City is required to update its Title VI Compliance Plan every three years and submit the revision to the State. The plan was last updated in July 2020 (Attachment 1).

The updated information has been highlighted in red in the attached 2023 Title VI Plan (Attachment 3).

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs and activities receiving federal assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or

national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. 2000d).

Wasco Dial-A-Ride is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services based on race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.

This plan was developed to guide Wasco Dial-A-Ride in its administration and management of Title VI-related activities.

The staff has sent the draft Title VI Plan to the Office of Civil Rights for a preliminary review. The Office of Civil Rights contacted staff on September 5, 2023, indicating that the preliminary review was completed, and the plan met all the requirements.

**Fiscal Impact:**

None

**Attachments:**

1. 2020 Title VI Plan
2. Resolution
3. Draft 2023 Title VI Plan



RESOLUTION NO. 2020 - 3502

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO  
AUTHORIZING THE TITLE VI COMPLIANCE PLAN FOR WASCO DIAL-A-RIDE**

**WHEREAS**, the City of Wasco desires to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in the US Department of Transportation's FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients;" and

**WHEREAS**, the FTA established three-year cycles for the submittal of Title VI Civil Rights Programs; and

**WHEREAS**, the City Council wishes to authorize approval of the updated Compliance Plan developed by staff to comply with necessary provisions of the Civil Rights Act of 1964; and

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

**SECTION 1:** The City Council approves the updated Title VI Compliance Plan in order to comply with the Title VI federal requirements.

**SECTION 2:** The City Manager, in his/her capacity, will serve as the Title VI Coordinator, authorized to implement components of the plan in order to meet federal requirements and policies that may be necessary to comply with subsequent revisions or interpretations to the Civil Rights Act.

**SECTION 3:** This Resolution shall become effective upon its adoption.

-o0o-

I **HEREBY CERTIFY** that the foregoing Resolution No. 2020- 3502 was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on July 21, 2020, by the following vote:

COUNCIL MEMBERS: CORTEZ, ESPITIA, GARCIA, PALLARES, REYNA

AYES: ✓ ✓ ✓ ✓ ✓

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE

DocuSigned by:

*Teofilo Cortez, Jr.*

5A483C88234645B

**TEOFILO CORTEZ JR.,**

**MAYOR** of the City of Wasco

**Attest:** 8/6/2020

DocuSigned by:

*Maria O. Martinez*

290AD08E6EDD40F...

**MARIA O. MARTINEZ**

**CITY CLERK** and Ex Officio Clerk of  
the Council of the City of Wasco

**CITY OF WASCO  
DIAL-A-RIDE  
(DAR)**

**TITLE VI PLAN**



**Adopted June 2014**

**Updated July 2020**

**Title VI Coordinator**

**Daniel Ortiz-Hernandez, City Manager**

**746 8th Street**

**Wasco, CA 93280**

**(661) 758-7214**

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## **I. Plan Statement**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal assistance. Specifically, Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance” (42 U.S.C. 2000d).

Wasco Dial-A-Ride is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.

This plan was developed to guide Wasco Dial-A-Ride in its administration and management of Title VI–related activities.

### **Title VI Coordinator Contact Information**

Mr. Daniel Ortiz-Hernandez, City Manager  
City of Wasco Dial-A-Ride  
746 8th Street  
Wasco, CA 93280  
Phone: (661) 758-7214  
Email: [daortiz@cityofwasco.org](mailto:daortiz@cityofwasco.org)



## **II. Title VI Information Dissemination**

Title VI information notices shall be prominently and publicly displayed in the City of Wasco's facilities and on Dial-A-Ride vehicles (see Appendix A). The name of the Title VI Coordinator is available on the City's website at <http://www.cityofwasco.org>. Additional information relating to non-discrimination obligations can be obtained from the Dial-A-Ride Title VI Coordinator.

Title VI information shall be disseminated to the City of Wasco Dial-A-Ride employees annually via internal memorandum. This memo will remind employees of the City of Wasco's Dial-A-Ride policy statement and their Title VI responsibilities in their daily work and duties.

During New Employee Orientation, new employees shall be informed of the provision of Title VI and of the City of Wasco's expectations that employees will perform their duties accordingly.

All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (see Appendix B).

## **III. Subcontractors and Vendors**

All subcontractors and vendors who receive payments from the City of Wasco, where funding originates from any federal assistance, are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package, which becomes an associated component of the contract.

## **IV. Title VI Equity Analysis**

The City of Wasco has not undertaken construction of any facilities, such as a vehicle storage facility, maintenance facility, or operation center, and therefore did not conduct an equity analysis. In the event the City plans and constructs facilities related to its transit program, an equity analysis shall be conducted.

## **V. Record Keeping**

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgments of receipt from the employees indicating the receipt of the Title VI Plan, copies of Title VI complaints or lawsuits and related documentation (see Appendix G), tracking of minority representation on City committees and councils (see Appendix I), and records of correspondence to and from complainants, and Title VI investigations.

## **VI. Title VI Complaint Procedures**

A complainant may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

- Contact information including name, mailing address, telephone number, cell phone number, and email address
- Description of the incident including how, when, where, and why the complainant believes he or she was discriminated against
- Names and contact information for all witnesses
- Other relevant information

A complainant may use the Complaint Form in Appendix C for this purpose.

Title VI complaints are to be submitted in writing to the Title VI Coordinator at the following address:

Mr. Daniel Ortiz-Hernandez, City Manager  
City of Wasco Dial-A-Ride  
746 8th Street  
Wasco, CA 93280

It is the responsibility of the complainant to certify all mail sent through the US Postal Service and/or ensure that all written correspondence can be tracked. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

The City of Wasco will directly address all complaints alleging discrimination based on race, color, or national origin in a service or benefit profited by the City of Wasco. The City shall provide appropriate assistance to complainants, including those persons with disabilities or who are limited in their ability to communicate in English. Additionally, the City of Wasco shall make every effort to address all complaints expeditiously and thoroughly.

The City of Wasco will, within seven (7) working days of receipt of a complaint, mail a letter to the address provided by the complainant, which letter will acknowledge receipt of the complaint (see Appendix D). In the event, the City of Wasco requests additional information from a complainant, and the complainant fails to provide the required information, the City of Wasco shall reserve the right to close the complaint administratively.

All complaints will be thoroughly investigated. The investigation will be conducted in a full, fair, and impartial manner by the Title VI Coordinator. Every effort will be made to respond to Title VI complaints within sixty (60) working days of receipt of such complaints. Complaints will be



determined to be substantiated, not substantiated, or inconclusive (see Appendices E and F). Once the City of Wasco receives sufficient information for investigating the complaint, a written response will be drafted subject to review by the City Attorney. If appropriate, the City Attorney may administratively close the complaint. In this case, the City of Wasco will notify the complainant of the action as soon as possible.

Following the investigation, the City of Wasco will send a final written response letter to the complainant identifying the final determination. In the letter notifying the complainant of the City's determination, the complainant will be advised of his or her right to:

1. Appeal within seven (7) calendar days of receipt of the final written decision from the City of Wasco; and/or
2. File a complaint externally with the US Department of Transportation (USDOT) and/or the Federal Transit Administration (FTA).

In addition to the complaint process described above, a complainant may file a Title VI complaint or an appeal with the following office:

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor – TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590

## **VII. Limited English Proficiency (LEP) Plan**

The City of Wasco has developed this Limited English Proficiency (LEP) Plan to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to the City of Wasco Dial-A-Ride transit services as required by Executive Order 13166 (see Appendix J). A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that assistance is available, and information for plan updates. In developing the plan, the City of Wasco Dial-A-Ride undertook a US Department of Transportation four-factor LEP analysis that considered the following:

1. The number or proportion of LEP persons in the service area who may be served by or are likely to require Wasco Dial-A-Ride services.
2. The frequency with which LEP persons come in contact with Wasco Dial-A-Ride services.
3. The nature and importance of services provided by Wasco Dial-A-Ride to the LEP population.

- 
4. The resources available to Wasco Dial-A-Ride and the overall cost to provide LEP assistance.
  5. Wasco Dial-A-Ride will comply with the Safe Harbor Provision, which outlines circumstances that can provide a “safe harbor” for recipients regarding the translation of written materials for LEP populations. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient’s written translation obligations. These safe harbor provisions apply to the translation of written documents only.

See Appendix J for a copy of the LEP Plan.

## **VIII. Community Outreach**

As an agency that may from time to time receive federal financial assistance, the City has made or will be making the following community outreach efforts to engage the public in planning and decision-making processes, as well as its marketing and outreach activities:

- The public will be invited to participate in the process, whether through public meetings or surveys.
- When a change to an existing service or addition of new service is proposed, the City of Wasco may convene a public meeting to discuss feasibility and to welcome suggestions.
- Citizens and passengers may call the City of Wasco at (661) 758-7214 to lodge a complaint or comment. All complaints/comments are input into a database and then distributed to a designated City of Wasco employee to research and respond to the complaint.

More detailed community outreach strategies are presented in the Public Participation Plan in Appendix H.



## Appendix A

### Notice to the Public of Compliance

#### Notifying the Public of Rights Under Title VI

## THE CITY OF WASCO

- The City of Wasco operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Wasco.
- For more information on the City of Wasco's civil rights program and the procedures to file a complaint, contact 661-758-7214 or visit our administrative office at 746 8th Street, Wasco, CA 93280. For more information, visit <http://www.cityofwasco.org>
- A complainant may file a complaint directly with the Federal Transit Administration by submitting a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590
- If information is needed in another language, contact 661-758-7214.

#### Título VI – Sepa Sus Derechos

## LA CIUDAD DE WASCO

- No se le negarán los beneficios de ningún programa o servicio de la Ciudad de Wasco por causa de su raza, color de piel o nacionalidad de acuerdo con el Título VI y otros estatutos de los derechos civiles. Toda persona que crea haber sido discriminado bajo el Título VI de la Ley o algún otro estatuto de derechos civiles puede presentar una queja a la Ciudad de Wasco.
- Para pedir más información acerca de las obligaciones antidiscriminatorias de la Ciudad de Wasco o presentar una queja, lláme al 661-758-7214, o visite nuestra oficina administrativa ubicada en 746 8th Street, Wasco, CA 93280. Para más información, visite en el Web Mundial <http://www.cityofwasco.org>
- Se aceptarán quejas directamente a la Administración Federal de Tránsito (Federal Transit Administration) con la Oficina del Derechos Civiles (Office of Civil Rights), Atención: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590
- Si se necesita información en otros idiomas, lláme al 661-758-7214.

**Wasco Dial-A-Ride’s Title VI notice to the public shall be posted at the following locations:**

<b>Location Name</b>	<b>Address</b>	<b>City</b>
City of Wasco Finance Department	764 E Street	Wasco, CA 93280
Wasco City Hall	746 8th Street	Wasco, CA 93280
Wasco Dial-A-Ride Vehicles		
Dial-A-Ride Brochure		
City of Wasco Website	<a href="http://www.cityofwasco.org">http://www.cityofwasco.org</a>	

## Appendix B

### Acknowledgement of Receipt

I am an employee of the City of Wasco and have received and read the City of Wasco Dial-A-Ride Title VI Plan. I understand this policy may be amended from time to time to address new concerns or legal issues. I understand I may contact my supervisor or the Title VI Coordinator with any questions or concerns.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## Appendix C

### Title VI Complaint Form

Section 601 under Title VI of the Civil Rights Act of 1964 states, "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." **If you feel you have been discriminated against, please provide the following information in order to assist the City in processing your complaint.**

#### **SECTION 1** (Please print clearly)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)  
Accessible format requirements? Large print \_\_\_\_\_ Audiotape \_\_\_\_\_ TDD \_\_\_\_\_ Other \_\_\_\_\_

#### **SECTION 2**

Are you filing this complaint on your own behalf? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes to this question, go to Section 3.

If not, please supply the name and relationship of the person for whom you are complaining:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Please explain why you have filed for a third party: \_\_\_\_\_

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of the third party. Yes \_\_\_\_\_ No \_\_\_\_\_

#### **SECTION 3**

I believe the discrimination I experienced was based on (check all that apply):

Race \_\_\_\_\_ Color \_\_\_\_\_ National Origin \_\_\_\_\_

Date and Place of Occurrence: \_\_\_\_\_

Name (s) and title(s) of the person(s) who I believe discriminated against me:

\_\_\_\_\_

The action or decision which caused me to believe I was discriminated against is as follows:

*(Please include a description of what happened and how your benefits were denied, delayed, or affected.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Please list any and all witnesses' names and phone numbers:

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---

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What type of corrective action would you like to see taken?

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**SECTION 4**

Have you previously filed a Title VI complaint with this agency? Yes \_\_\_\_ No \_\_\_\_

**SECTION 5**

Have you filed this complaint with any other federal, state, or local agency, or with any federal or state court? Yes \_\_\_\_ No \_\_\_\_

If yes, check all that apply:

Federal Agency \_\_\_\_ Federal Court \_\_\_\_ State Agency \_\_\_\_ State Court \_\_\_\_ Local Agency \_\_\_\_

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

You may attach any written materials or other information that you think is relevant to your complaint.

I believe the above information is true and correct to the best of my knowledge. Signature and date required below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Please submit this form in person at the address below or mail this form to:**

City of Wasco Dial-A-Ride  
Title VI Coordinator  
746 8th Street  
Wasco, CA 93280

## Appendix D

### Letter Acknowledging Receipt of Title VI Compliant

Today's Date

Ms. Jane Doe  
1234 Main Street  
Wasco, CA 93280

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against the City of Wasco alleging \_\_\_\_\_ . An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning (661) 758-7214, or write to:

City of Wasco Dial-A-Ride  
Title VI Coordinator  
746 8th Street  
Wasco, CA 93280

Sincerely,

City of Wasco Title VI Coordinator

## Appendix E

### Letter of Finding (Notifying Complainant that Complaint Is Substantiated)

Today's Date

Ms. Jane Doe  
1234 Main Street  
Wasco, CA 93280

Dear Ms. Doe:

The matter referenced in your letter of \_\_\_\_\_ (date) against the City of Wasco alleging a Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter, (was/were) identified. Efforts are under way to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of this matter. ***(If a hearing is requested, the following sentence may be appropriate.)*** You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

City of Wasco Title VI Coordinator

## Appendix F

### Letter of Finding (Notifying Complainant that Complaint Is Not Substantiated)

Today's Date

Ms. Jane Doe  
1234 Main Street  
Wasco, CA 93280

Dear Ms. Doe:

The matter referenced in your complaint of \_\_\_\_\_ (date) against the City of Wasco alleging \_\_\_\_\_ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964 have in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

The City has analyzed the materials and facts pertaining to your case for evidence of the City's failure to comply with any of the civil rights laws. No evidence was found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated and that I am closing this matter in our files.

You have the right to appeal this decision within thirty (30) calendar days of receipt of this final written decision from the City.

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to contact me.

Sincerely,

City of Wasco Title VI Coordinator

## Appendix G

### List of Transit-Related Title VI Investigations, Complaints, and Lawsuits

Per FTA Circular 4702.1B, “all recipients are required to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin”:

- Active investigations conducted by FTA and entities other than FTA;
- Lawsuits; and
- Complaints naming the recipient.

Thus far, the City of Wasco has not received Title VI Investigations, Complaints, or Lawsuits. Below is the list that will be used for tracking these incidents.

#### Investigations, Lawsuits, and Complaints

	Date (month, day, year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
<b>Investigations</b>				
1.	N/A			
2.	N/A			
<b>Lawsuits</b>				
1.	N/A			
2.	N/A			
<b>Complaints</b>				
1.	N/A			
2.	N/A			



## Appendix H

### Public Participation Plan

#### Guidelines for Changes to Transit Services and Increases in Fares

***A major change in service includes:***

- Reduction in total system vehicle hours of 10% or more.
- Elimination of service in an area with population of 2,000 or more.
- Elimination of service on one or more days of the week.
- Changing the type of transit service in an area with population of 2,000 or more.

***A fare increase includes:***

- Increase in single-ride fare for any transit service including other fare categories.
- Decrease in the discounts offered for fare categories.

#### Process

For any major service change or any fare increase as defined above, the City of Wasco will schedule a public hearing to present the proposed change(s) and obtain public comments. The primary source of service and fare changes will be the Wasco Dial-A-Ride Service Policies & Procedures Manual, and its approval will fulfill these requirements. The public hearing will be scheduled at a time and place accessible and convenient for the general public to attend (see Figure 1 for an example). Legal notice of the public hearing will be published in a local newspaper of general distribution at least thirty (30) calendar days prior to the public hearing. Additional notices will be placed on transit vehicles and on the City's website (<https://www.cityofwasco.org/196/Dial-A-Ride>). Notices will be provided in English and Spanish. Interpretation services will be available for the public hearing.

A staff person will record and prepare formal minutes of the public hearing. In addition, written or verbal comments will be accepted for at least one week following the public hearing.

Comments will be evaluated and incorporated into the recommendation and decision regarding the fare increase or service change.

Legal notices and press releases and/or advertising of the pending changes will be published in a local newspaper of general distribution at least thirty (30) calendar days prior to implementation of the fare increase or service change.

Figure 1

## **PUBLIC NOTICE**

### **Notice of Public Hearing City Council of the City of Wasco February 4, 2020**

**NOTICE IS HEREBY GIVEN** that a public hearing will be held before the City of Wasco City Council on Tuesday, February 4, 2020 at 6:00p.m. or soon thereafter in the City Council Chambers located at 746 8th Street, Wasco, California, to consider the following:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO DECLARING THERE ARE NO UNMET TRANSIT NEEDS THAT CAN REASONABLY BE MET WITHIN THE CITY OF WASCO.**

The supporting documents may be viewed during normal business hours at the Finance Department located at 764 E Street, Wasco, California 93280. Any person wishing to testify on the above resolution or the adoption of the resolution may appear before the City Council at their hearing on February 4, 2020, or may submit written comments on or before February 4, 2020.

If you challenge this resolution, or any aspect of it in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Wasco City Clerk, 746 8th Street, Wasco, California 93280, at or prior to the public hearing.

If you need special assistance to participate in the meeting described in this notice, please contact the City Clerk's Office at (661) 758-7215 (or via California Relay Service) to make reasonable arrangements to ensure accessibility to these meetings. Requests for assistance should be made at least 2 days in advance whenever possible.

If you have any questions you may contact Daniel Briney, Interim Finance Director 661-758-7230

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Maria O. Martinez, City Clerk  
Publish *Wasco Tribune* January 23, 2020



## Appendix I

### Table Depicting Minority Representation on Committees and Councils Selected by the City of Wasco

The City of Wasco Dial-A-Ride system does not have transit-related, non-elected planning boards, advisory councils, committees, or similar bodies, the membership of which is selected by the City of Wasco. Below is a table the City would use in the event that committees and councils were selected and convened by the City of Wasco. The City would strongly encourage the participation of minorities on such committees.

**Membership of Boards, Councils, and Committees Broken Down by Race**

Body	White/Caucasian	Hispanic/Latin o	Black/African American	Asian American	Native American
Population	<i>To be completed when applicable.</i>				
Non-elected Planning Board					
Advisory Council					
Committee					



## Appendix J

### Language Assistance Plan

#### **SECTION 1**

##### **Introduction**

This Language Assistance Plan has been prepared to address Wasco Dial-A-Ride's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies that receive federal funds, including Wasco Dial-A-Ride.

##### **Plan Summary**

The City of Wasco Dial-A-Ride has developed this Language Assistance Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, Wasco Dial-A-Ride used the four-factor LEP analysis, which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served by or are likely to require Wasco Dial-A-Ride services.
2. The frequency with which LEP persons come in contact with Wasco Dial-A-Ride services.
3. The nature and importance of services provided by Wasco Dial-A-Ride to the LEP population.
4. The resources available to Wasco Dial-A-Ride and the overall cost to provide LEP assistance.

The following section summarizes the results of the four-factor analysis.

**SECTION 2****Meaningful Access: Four-Factor Analysis****1. The number or proportion of LEP persons in the service area who may be served by or are likely to require Wasco Dial-A-Ride services.**

In order to understand the proportion of LEP persons eligible to be served or likely to be encountered by Wasco Dial-A-Ride staff, the City reviewed the 2014–2018 American Community Survey 5-Year Estimates: Language Spoken at Home and the 2010 US Census. Based on the 2010 US Census, Wasco's population was 25,545, which grew 20.1 percent since the 2000 US Census. The 2020 population for Wasco is estimated to be 28,884 as reported by the California Department of Finance. The city covers a 9.43-square-mile area.

According to the 2014–2018 American Community Survey 5-Year Estimates, about 71 percent of Wasco residents aged 5 and older speak a language other than English, and nearly 38 percent speak English less than "very well." Spanish is spoken by nearly 69 percent of Wasco residents aged 5 and older, and about 53 percent speak English less than "very well." A summary of the language data is presented in the following table.

**2014–2018 American Community Survey 5-Year Estimates**

LANGUAGE SPOKEN AT HOME	Total		Percent	
	Estimate	Margin of	Estimate	Margin of
Population 5 years and over	24,890	+/-325	(X)	(X)
English only	7,256	+/-723	29.2%	+/-3.0
Language other than English	17,634	+/-865	70.8%	+/-3.0
Speak English less than "very well"	9,356	+/-843	53.1%	+/-3.9
Spanish	17,113	+/-847	68.8%	+/-3.0
Speak English less than "very well"	9,177	+/-852	53.6%	+/-4.0
Other Indo-European languages	186	+/-86	0.7%	+/-0.3
Speak English less than "very well"	71	+/-58	38.2%	+/-19.6
Asian and Pacific Islander languages	152	+/-59	0.6%	+/-0.2
Speak English less than "very well"	54	+/-32	35.5%	+/-16.6
Other languages	183	+/-232	0.7%	+/-0.9
Speak English less than "very well"	54	+/-71	29.5%	+/-7.9

Source: US Census Bureau, 2014–2018 American Community Survey 5-Year Estimates

**2. The frequency with which LEP persons come in contact with Wasco Dial-A-Ride services.**

Wasco Dial-A-Ride staff reviewed the frequency with which office staff and bus drivers have, or could have, contact with LEP persons. The survey included documenting phone inquiries and verbally surveying drivers. Wasco Dial-A-Ride drivers, who are bilingual, have had frequent interactions with Spanish-speaking passengers.



**3. The nature and importance of services provided by Wasco Dial-A-Ride to the LEP population.**

Wasco Dial-A-Ride places a high priority on providing safe, convenient, and reliable service. Service is monitored regularly to allow staff to evaluate Dial-A-Ride performance and to determine the need for service expansion or contraction based on ridership demand and effectiveness. There is a large geographic concentration of LEP individuals in the service area for Wasco Dial-A-Ride. The overwhelming majority of the population, nearly 70 percent, speaks Spanish.

**4. The resources available to Wasco Dial-A-Ride and the overall cost to provide LEP assistance.**

Wasco Dial-A-Ride assessed its available resources that are currently being used and those that could be used to provide language assistance. Notwithstanding the size and scope of the public transit services provided and limited staffing resources, Wasco Dial-A-Ride provides a reasonable degree of services for LEP persons upon request.

Wasco Dial-A-Ride will continue its efforts to collaborate with other local, regional, and state agencies to provide language translation and interpretation services when practical and in consideration of available funding.

**SECTION 3**

**Language Assistance**

A person who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English may be a person with limited English proficiency and may be entitled to language assistance with respect to Wasco Dial-A-Ride services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language, and/or translation, which means the written transfer of a message from one language into another language.

How Wasco Dial-A-Ride staff may identify an LEP person who needs language assistance:

- Staff will post notice of the LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- All Wasco Dial-A-Ride staff will be provided with “I Speak” cards to assist in identifying the language interpretation needed if the occasion arises.
- The Google Translate online translation tool will be available on the City of Wasco website.
- All Wasco Dial-A-Ride staff will be informally surveyed periodically on their experiences concerning any contacts with LEP persons during the previous year.

- When Wasco Dial-A-Ride sponsors an informational meeting or event, an advance public notice of the event should be published including special needs related to offering a translator (LEP) or interpreter (sign language for hearing-impaired individuals). Additionally, a staff person may greet participants as they arrive. By informally engaging participants in conversation, it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be able to be provided at the event, it will help identify the need for future events.
- When an interpreter is needed, in person or on the telephone, and Wasco Dial-A-Ride staff has exhausted the above options, staff will first attempt to determine what language is required. Staff will use the telephone interpreter service—Language Line Services <http://www.language.com/> or the relay services provided by MCI and Sprint.

#### **SECTION 4**

##### **Staff Training**

All City of Wasco staff involved in the administration and operation of Wasco Dial-A-Ride will be provided with the LEP Plan and educated on the following procedures. This information will also be part of the staff orientation process for new hires. The following information will be provided to all staff:

- Information on the Title VI Policy and LEP responsibilities
- Description of the language assistance services the City of Wasco offers to the public
- Use of "I Speak" cards
- How to access the Google Translate online translation tool via the City of Wasco website
- Documentation of language assistance requests
- How to handle a Title VI and/or LEP complaint

#### **SECTION 5**

##### **Translation of Documents**

The City of Wasco website (<https://www.cityofwasco.org/196/Dial-A-Ride>) has a Google Translate application embedded in the lower right-hand corner of the page which can translate content into Spanish. In addition, for further LEP outreach, Wasco Dial-A-Ride will consider the following options:

- When staff prepares a document or schedules a meeting for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in Spanish or any other alternative language based on the known LEP population.
- When running a general public meeting notice, staff will state that a translator will be available in Spanish or in another language as determined to be necessary. The included clause will be similar to: "A (*insert alternative language*) translator will be available." For



example: “Un traductor del idioma español estará disponible” or “A Spanish translator will be available.”

- In addition to the existing Spanish language translations of key print materials, Wasco Dial-A-Ride will translate brochures and notices in languages otherwise determined to be necessary, and will make these available at the Wasco City offices and on board vehicles.

## **SECTION 6**

### **Monitoring and Updating the LEP**

Wasco Dial-A-Ride will update the LEP Plan as required. At a minimum, the plan will be updated according to the Title VI Program update schedule of submission every three years.

Each update of the LEP Plan will include the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP person have been addressed
- Determination of the current LEP population in the service area
- Determination as to whether the need for translation services has changed
- Determination as to whether local language assistance programs have been effective and sufficient to meet the need
- Determination of whether Wasco Dial-A-Ride’s financial resources are sufficient to fund language assistance resources needed
- Determination as to whether Wasco Dial-A-Ride fully complies with the goals of this LEP Plan
- Determination of whether complaints have been received concerning the agency’s failure to meet the needs of LEP individuals
- Maintenance of a Title VI complaint log, including LEP, to determine issues and the basis of complaints

## **SECTION 7**

### **Dissemination of the Wasco Dial-A-Ride LEP Plan**

Wasco Dial-A-Ride will include the LEP Plan along with the Title VI Program on the City of Wasco website (<https://www.cityofwasco.org/196/Dial-A-Ride>). Any person, including social service, nonprofit, and law enforcement agencies and other community partners with internet access, will be able to access the plan. Copies of the LEP Plan will be provided, on request, to any person(s) requesting the document in person, by mail, or by email. LEP persons may obtain copies/translations of the plan upon request.

Any questions regarding this LEP Plan should be directed to the Wasco Dial-A-Ride Title VI Coordinator:

Wasco Dial-A-Ride Title VI Coordinator  
City of Wasco  
745 8th Street  
Wasco, CA 93280  
Phone: (661) 758-7214  
Email: [daortiz@cityofwasco.org](mailto:daortiz@cityofwasco.org)

## City Council Approval of Wasco Dial-A-Ride's Title VI Program

### RESOLUTION NO. 2020 - \_\_\_\_\_

#### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO AUTHORIZING THE TITLE VI COMPLIANCE PLAN FOR WASCO DIAL-A-RIDE

**WHEREAS**, the City of Wasco desires to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in the US Department of Transportation's FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients;" and

**WHEREAS**, the FTA established three-year cycles for the submittal of Title VI Civil Rights Programs; and

**WHEREAS**, the City Council wishes to authorize approval of the updated Compliance Plan developed by staff to comply with necessary provisions of the Civil Rights Act of 1964; and

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

**SECTION 1:** The City Council approves the updated Title VI Compliance Plan in order to comply with the Title VI federal requirements.

**SECTION 2:** The City Manager, in his/her capacity, will serve as the Title VI Coordinator, authorized to implement components of the plan in order to meet federal requirements and policies that may be necessary to comply with subsequent revisions or interpretations to the Civil Rights Act.

**SECTION 3:** This Resolution shall become effective upon its adoption.

-o0o-

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on July \_\_, 2020 by the following vote:

COUNCIL MEMBERS: CORTEZ, ESPITIA, GARCIA PALLARES, REYNA

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
**TEOFILO CORTEZ JR.,**  
**MAYOR** of the City of Wasco

**Attest:**

\_\_\_\_\_  
**MARIA O. MARTINEZ**  
**CITY CLERK** and Ex Officio Clerk of  
the Council of the City of Wasco



# PROOF OF PUBLICATION

(2015.5C.C.P.)  
(GENERAL FORM)

STATE OF CALIFORNIA } ss.  
County of Kern

I, the undersigned, am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a part of or interested in the above entitled matter. I am the chief clerk/publisher of the *Wasco Tribune*, a newspaper of general circulation, published weekly, in the City of Wasco, County of Kern, and which newspaper has been adjudged a newspaper of general circulation and published by the Superior court order number 183950, of the county of Kern; that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and in any supplement thereof on the following dates, to-wit:

**July 30, 2020**

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

*Diane Givens*  
(Signature)

Executed on 7-30-20  
at Shafter, California

*The Wasco Tribune*  
PO Box 789  
Shafter, CA 93263

Phone (661)292-5100

**PUBLIC NOTICE**  
**Notifying the Public of**  
**Rights Under Title VI**  
**THE CITY OF WASCO**

The City of Wasco operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Wasco.

For more information on the City of Wasco's civil rights program, and the procedures to file a complaint, contact 661-758-7214 or visit our administrative office at 746 8th Street, Wasco, CA 93280. For more information, visit <http://www.cityofwasco.org>. A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590.

If information is needed in another language, contact 661-758-7214.

Título VI – Sepa Sus Derechos  
LA CIUDAD DE WASCO

No se le negarán los beneficios de ningún programa o servicio de la Ciudad de Wasco por causa de su raza, color de piel o nacionalidad de acuerdo con el Título VI y otros estatus de los derechos civiles. Toda persona que crea haber sido discriminado bajo el Título VI de la Ley o algún otro estatus de derechos civiles puede presentar una queja a la Ciudad de Wasco.

Para pedir más información acerca de las obligaciones antidiscriminatorias de la Ciudad de Wasco o presentar una queja, lláme al 661-758-7214, o visite nuestra oficina administrativa ubicada en 746 8th Street, Wasco, CA 93280. Para más información, visite en el Web Mundial <http://www.cityofwasco.org>.

Se aceptarán quejas directamente a la Administración Federal de Tránsito (Federal Transit Administration) con la Oficina del Derechos Civiles (Office of Civil Rights), Atención: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590.

Si se necesita información en otros idiomas, lláme al 661-758-7214.

Publish *Wasco Tribune* July 30, 2020



## **RESOLUTION NO. 2023 -**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO APPROVING THE TITLE VI COMPLIANCE PLAN FOR WASCO DIAL-A-RIDE**

**WHEREAS**, the City of Wasco desires to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in the US Department of Transportation's FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients;" and

**WHEREAS**, the FTA established three-year cycles for the submittal of Title VI Civil Rights Programs; and

**WHEREAS**, the City Council wishes to authorize approval of the updated Compliance Plan developed by staff to comply with necessary provisions of the Civil Rights Act of 1964.

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

**SECTION 1:** The City Council approves the updated 2023 Title VI Compliance Plan Attached hereto as Exhibit A in order to comply with the Title VI federal requirements.

**SECTION 2:** The Administrative Manager, in his/her capacity, will serve as the Title VI Coordinator, authorized to implement components of the plan in order to meet federal requirements and policies that may be necessary to comply with subsequent revisions or interpretations to the Civil Rights Act.

**SECTION 3:** This Resolution shall become effective upon its adoption.

-o0o-

**I HEREBY CERTIFY** that the foregoing Resolution No. 2023 - \_\_\_\_\_ was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on September 19, 2023, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
**VINCENT MARTINEZ,**  
**MAYOR** of the City of Wasco

**Attest:**

\_\_\_\_\_  
**MARIA O. MARTINEZ**  
**CITY CLERK** and Ex Officio Clerk of  
the Council of the City of Wasco

# 2023

## City of Wasco Title VI Plan



Adopted June 2014  
Updated July 2017  
Updated July 2020  
Updated September 2023

Maria Martinez, Administrative Manager  
City of Wasco  
Dial-A-Ride (DAR)  
746 8<sup>th</sup> Street  
Wasco, CA 93280

**Reference:** FTA Circular 4702.1B Title VI Requirements and Guidelines for Federal Transit Administration (FTA) Recipients (October 1, 2012).

## **I. Plan Statement**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal assistance. Specifically, Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance” (42 U.S.C. 2000d).

Wasco Dial-A-Ride is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.

This plan was developed to guide Wasco Dial-A-Ride's administration and management of Title VI-related activities.

### **Title VI Coordinator Contact Information:**

Maria O. Martinez, Administrative Manager  
City of Wasco Dial-A-Ride  
746 8th Street  
Wasco, CA 93280  
Phone: (661) 758-7214  
Email: [cityclerk@cityofwasco.org](mailto:cityclerk@cityofwasco.org)

## **II. Title VI Information Dissemination**

Title VI information notices shall be prominently and publicly displayed in the City of Wasco's facilities and on Dial-A-Ride vehicles (**see Appendix A**). The name of the Title VI Coordinator is available on the City's website at <http://www.cityofwasco.org>. The Dial-A-Ride Title VI Coordinator can obtain additional information relating to non-discrimination obligations.

Title VI information shall be disseminated to City of Wasco Dial-A-Ride employees annually via an internal memorandum. This memo will remind employees of the City of Wasco's Dial-A-Ride policy statement and Title VI responsibilities in their daily work and duties.

During New Employee Orientation, new employees shall be informed of the provision of Title VI and the City of Wasco's expectations that employees will perform their duties accordingly.

All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (**see Appendix B**).

## **III. Subcontractors and Vendors**

All subcontractors and vendors who receive payments from the City of Wasco where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package, which becomes an associated component of the contract.

## **IV. Title VI Equity Analysis**

The City of Wasco has yet to undertake the construction of any facilities, such as a vehicle storage facility, maintenance facility, or operation center and therefore did not conduct an equity analysis if the City plans and constructs facilities related to its transit program, an equity analysis shall be conducted.

## **V. Record Keeping**

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgments of receipt from the employees indicating the receipt of the Title VI Plan, copies of Title VI complaints or lawsuits, and related documentation (**see Appendix G**), tracking of minority



representation on City committees and councils **(see Appendix I)**, and records of correspondence to and from complainants, and Title VI investigations.

## **VI. Title VI Complaint Procedures**

A complainant may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

- Contact information including name, mailing address, telephone number, cell phone number, and email address
- Description of the incident, including how, when, where, and why the complainant believes they were discriminated against
- Names and contact information for all witnesses
- Other relevant information

A complainant may use the Complaint Form **(see Appendix C)**. Title VI complaints are to be submitted in writing to the Title VI Coordinator at the following address:

Maria O. Martinez, Administrative Manager  
City of Wasco Dial-A-Ride  
746 8th Street  
Wasco, CA 93280  
Phone: (661) 758-7214  
Email: [cityclerk@cityofwasco.org](mailto:cityclerk@cityofwasco.org)

The complainant is responsible for certifying all mail sent through the US Postal Service and/or ensuring that all written correspondence can be tracked. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible but no later than 180 days from the alleged date of discrimination.

All complaints alleging discrimination based on race, color, or national origin in a service or benefit profited by the City of Wasco will be directly addressed by the City of Wasco. The City shall provide appropriate assistance to complainants, including those persons with disabilities or who are limited in their ability to communicate in English. Additionally, the City of Wasco shall make every effort to address all complaints expeditiously and thoroughly.

The City of Wasco will, within seven (7) working days of receipt of a complaint, mail a letter to the address provided by the complainant, which letter will acknowledge receipt of the complaint **(see Appendix D)**. In the event the

City of Wasco requests additional information from a complainant and the complainant fails to provide the requested information, the City of Wasco shall reserve the right to administratively close the complaint.

All complaints will be thoroughly investigated. The investigation will be conducted in a full, fair, and impartial manner by the Title VI Coordinator. Every effort will be made to respond to Title VI complaints within sixty (60) working days of receipt of such complaints. Complaints will be determined to be substantiated, not substantiated, or inconclusive **(see Appendices E and F)**. Once sufficient information for investigating the complaint is received by the City of Wasco; a written response will be drafted subject to review by the City Attorney. If appropriate, the City Attorney may administratively close the complaint. In this case, the City of Wasco will notify the complainant of the action as soon as possible.

Following the investigation, the City of Wasco will send the complainant a final written response letter identifying the final determination. In the letter notifying the complainant of the City's determination, the complainant will be advised of their right to:

1. Appeal within seven (7) calendar days of receipt of the final written decision from the City of Wasco and/or
2. File a complaint externally with the US Department of Transportation (USDOT) and/or the Federal Transit Administration (FTA).

In addition to the complaint process described above, a complainant may file a Title VI complaint or an appeal with the following office:

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor – TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590

## **VII. Limited English Proficiency (LEP) Plan**

The City of Wasco has developed this Limited English Proficiency (LEP) Plan to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to City of Wasco Dial-A-Ride transit services as required by Executive Order 13166 **(see Appendix J)**. A Limited English Proficiency

person does not speak English as their primary language and is limited to reading, speaking, writing, or understanding English.

This plan details procedures for identifying a person who may need language assistance, how assistance may be provided, training staff, how to notify LEP persons that assistance is available and information for future plan updates. In developing the plan, the City of Wasco Dial-A-Ride undertook a US Department of Transportation four-factor LEP analysis that considered the following:

1. The number or proportion of LEP persons in the service area who may be served by or are likely to require Wasco Dial-A-Ride services.
2. The frequency with which LEP persons come in contact with Wasco Dial-A-Ride services.
3. The nature and importance of services provided by Wasco Dial-A-Ride to the LEP population.
4. The resources available to Wasco Dial-A-Ride and the overall cost to provide LEP assistance.

Wasco Dial-A-Ride will comply with the **Safe Harbor Provision**, as identified in **Appendix J** of the LEP Plan.

## VIII. Community Outreach

As an agency that may, from time to time, receive federal financial assistance, the city has made or will be making the following community outreach efforts to engage the public in planning and decision-making processes, as well as its marketing and outreach activities:

- The public **has been and will continue to be** invited to participate through public meetings or surveys.
- **The city has and will continue participating in community events to promote the Dial a Ride service and has provided marketing materials.**
- When a change to an existing service or the addition of a new service is proposed, the City of Wasco may convene a public meeting to discuss feasibility and welcome suggestions.
- Citizens and passengers may call the City of Wasco at (661) 758-7214 to lodge a complaint or comment. All complaints/comments are input into a database and then distributed to a designated City of Wasco employee to research and respond to the complaint.

More detailed community outreach strategies are presented in the Public Participation Plan **(see Appendix H)**

## APPENDIX A



### Notice to the Public of Compliance Notifying the Public of Rights Under Title VI

## THE CITY OF WASCO

- The City of Wasco operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Wasco.
- For more information on the City of Wasco's civil rights program and the procedures to file a complaint, contact 661-758-7214 or visit our administrative office at 746 8th Street, Wasco, CA 93280. For more information, visit <http://www.cityofwasco.org>
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590.
- If information is needed in another language, contact 661-758-7214.

### Título VI – Sepa Sus Derechos

## LA CIUDAD DE WASCO

- No se le negarán los beneficios de ningún programa o servicio de la Ciudad de Wasco por causa de su raza, color de piel o nacionalidad de acuerdo con el Título VI y otros estatutos de los derechos civiles. Toda persona que crea haber sido discriminado bajo el Título VI de la Ley o algún otro estatuto de derechos civiles puede presentar una queja a la Ciudad de Wasco.
- Para pedir más información acerca de las obligaciones antidiscriminatorias de la Ciudad de Wasco o presentar una queja, lláme al 661-758-7214, o visite nuestra oficina administrativa ubicada en 746 8th Street, Wasco, CA 93280. Para más información, visite en el sitio de web | [www.cityofwasco.org](http://www.cityofwasco.org)
- Se aceptarán quejas directamente a la Administración Federal de Tránsito (Federal Transit Administration) con la Oficina del Derechos Civiles (Office of Civil Rights), Atención: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590.
- Si se necesita información en otros idiomas, lláme al 661-758-7214.

**Wasco Dial-A-Ride's Title VI notice to the public shall be posted at the following locations:**

Location Name	Address	City
City of Wasco Finance Department	764 E Street	Wasco, CA 93280
Wasco City Hall	746 8th Street	Wasco, CA 93280
Wasco Dial-A-Ride Vehicles		Wasco, CA 93280
Dial-A-Ride Brochure		
City of Wasco Website	<a href="http://www.cityofwasco.org">http://www.cityofwasco.org</a>	Wasco, CA 93280

## Appendix B

### Acknowledgment of Receipt

I am an employee of the City of Wasco and have received and read the City of Wasco Dial-A-Ride Title VI Plan. I understand that this policy may be amended from time to time to address new concerns or legal issues. I understand I may contact my supervisor or the Title VI Coordinator with any questions or concerns.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## APPENDIX C

### Title VI Complaint Form

Section 601 under Title VI of the Civil Rights Act of 1964 states, "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." **If you feel you have been discriminated against, please provide the following information in order to assist the City in processing your complaint.**

#### **SECTION 1** (Please print clearly)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)  
Accessible format requirements? Large print \_\_\_\_\_ Audiotape \_\_\_\_\_ TDD \_\_\_\_\_ Other \_\_\_\_\_

#### **SECTION 2**

Are you filing this complaint on your own behalf? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes to this question, go to Section 3.

If not, please supply the name and relationship of the person to whom you are complaining:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Please explain why you have filed for a third party: \_\_\_\_\_

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of the third party. Yes \_\_\_\_\_ No \_\_\_\_\_

#### **SECTION 3**

I believe the discrimination I experienced was based on (Check all that apply):

Race \_\_\_\_\_ Color \_\_\_\_\_ National Origin \_\_\_\_\_

Date and Place of Occurrence: \_\_\_\_\_

Name (s) and title(s) of the person(s) who I believe discriminated against me:

\_\_\_\_\_  
\_\_\_\_\_



The action or decision which caused me to believe I was discriminated against is as follows: *(Please include a description of what happened and how your benefits were denied, delayed, or affected.)*

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Please list any and all witnesses' names and phone. numbers:

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What type of corrective action would you like to see taken?

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#### **SECTION 4**

Have you previously filed a Title VI complaint with this agency? Yes \_\_\_\_ No \_\_\_\_

#### **SECTION 5**

Have you filed this complaint with any other federal, state, or local agency or with any federal or state court? Yes \_\_\_\_ No \_\_\_\_

If yes, check all that apply:

Federal Agency \_\_\_\_ Federal Court \_\_\_\_ State Agency \_\_\_\_ State Court \_\_\_\_  
Local Agency \_\_\_\_

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

You may attach any written materials or other information that you think is relevant to your complaint.

The above information is true and correct to the best of my knowledge. A signature and date are required below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Please submit this form in person at the address below or mail this form to:**

City of Wasco Dial-A-Ride  
Title VI Coordinator  
746 8th Street  
Wasco, CA 93280

DRAFT

## APPENDIX D

### Letter Acknowledging Receipt of Title VI Compliant



---

#### Wasco Dial -A- Ride (DAR)

(661) 758-7214 Fax (661) 758-5411  
746 8<sup>th</sup> Street, Wasco, CA 93280  
[www.cityofwasco.org](http://www.cityofwasco.org)

Today's Date

Ms. Jane Doe  
1234 Main Street  
Wasco, CA 93280

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against the City of Wasco alleging

---

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning (661) 758-7214, or writing to:

City of Wasco Dial-A-Ride  
Title VI Coordinator  
746 8<sup>th</sup> Street  
Wasco, CA 93280

Sincerely,

City of Wasco Title VI Coordinator

## APPENDIX E

### Letter of Finding Notifying Complainant that Complaint is Substantiated



---

#### Wasco Dial -A- Ride (DAR)

(661) 758-7214 Fax (661) 758-5411  
746 8<sup>th</sup> Street, Wasco, CA 93280  
[www.cityofwasco.org](http://www.cityofwasco.org)

Today's Date

Ms. Jane Doe  
1234 Main Street  
Wasco, CA 93280

Dear Ms. Doe:

The matter referenced in your letter of \_\_\_\_\_ (date) against the City of Wasco alleging a Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter, (was/were) identified. Efforts are under way to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of this matter. **(If a hearing is requested, the following sentence may be appropriate.)** You may be hearing from this office or from federal authorities if your services should be needed during the administrative hearing process.

Sincerely,

City of Wasco Title VI Coordinator

## APPENDIX F

### Letter of Finding Notifying Complainant that Complaint is Not Substantiated



---

#### Wasco Dial -A- Ride (DAR)

(661) 758-7214 Fax (661) 758-5411  
746 8<sup>th</sup> Street, Wasco, CA 93280  
[www.cityofwasco.org](http://www.cityofwasco.org)

Today's Date

Ms. Jane Doe  
1234 Main Street  
Wasco, CA 93280

Dear Ms. Doe:

The matter referenced in your complaint of \_\_\_\_ (date) against the City of Wasco alleging \_\_\_\_\_ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964 have in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

The City has analyzed the materials and facts pertaining to your case for evidence of the City's failure to comply with any of the civil rights laws. No evidence was found that any of these laws have been violated.

I, therefore, advise you that your complaint has not been substantiated and that I am closing this matter in our files.

You have the right to appeal this decision within thirty (30) calendar days of receipt of this final written decision from the City.

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to contact me.

Sincerely,

City of Wasco Title VI Coordinator



## APPENDIX G

### List of Transit-Related Title VI Investigations, Complaints, and Lawsuits

Per FTA Circular 4702.1B, "all recipients are required to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin":

- Active investigations conducted by FTA and entities other than FTA;
- Lawsuits; and
- Complaints naming the recipient.

The City of Wasco has not received Title VI Investigations, Complaints, or Lawsuits. Below is the list that will be used for tracking these incidents.

### Investigations, Lawsuits, and Complaints

	Date (month, day, year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
<b>Investigations</b>				
1.	N/A			
2.	N/A			
<b>Lawsuits</b>				
1.	N/A			
2.	N/A			
<b>Complaints</b>				
1.	N/A			
2.	N/A			

## **APPENDIX H**

### **Public Participation Plan**

#### **PLAN:**

The following activities are intended to serve as guidelines for outreach to ensure existing and future Wasco Dial-a-Ride riders are provided with equal access and opportunity to participate in transit and transportation planning.

- Notice for public events may include posters, email push notifications, notices posted to the city website, and published notices to local newspapers as funding allows. Notices will be posted at least one week prior to the public event.
- Notices may be posted at City Hall, onboard Dial a Ride vehicles.
- Whenever possible. Information regarding public participation opportunities will also be posted on the City of Wasco website at least two weeks prior to the event.
- Comments will be accepted at public outreach events and via email, mail, and phone to ensure that all populations have the opportunity to participate.

#### **OUTREACH METHODS FOR ENGAGING MINORITY AND LIMITED ENGLISH PROFICIENT POPULATIONS:**

- Notices will be made bilingual, or Spanish-language notices will be developed and posted alongside English notices.
- Spanish-language notices will be posted on all revenue vehicles and at locations that have been identified as key destinations of LEP populations if such information exists.
- Event information on the Dial a Ride website will be posted in English and Spanish.
- The City will make event information available to community groups and agencies that work with LEP populations if such contacts exist.
- As identified in its Language Assistance Plan, Spanish is the only non-English Language residents commonly speak. Additionally, as reported by the City, nearly all transit staff are fluent in Spanish. As such, existing staff can adequately meet the needs of LEP populations within the Wasco Dial-a-Ride system's service area.
- Spanish interpretation or translation at any public meetings or workshop will be provided by City staff as possible.
- When deemed appropriate or necessary, the City will ensure that non-English language interpretation is available.

## **Guidelines for Changes to Transit Services and Increases in Fares**

### ***A major change in service includes:***

- Reduction in total system vehicle hours of 10% or more.
- Elimination of service in an area with a population of 2,000 or more.
- Elimination of service on one or more days of the week.
- Changing the type of transit service in an area with a population of 2,000 or more.

### ***A fare increase includes:***

- Increase in single-ride fare for any transit service, including other fare categories.
- Decrease in the discounts offered for fare categories.

### **Process:**

For any major service change or any fare increase as defined above, the City of Wasco will schedule a public hearing to present the proposed change(s) and obtain public comments. The primary source of service and fare changes will be the Wasco Dial-A-Ride Service Policies & Procedures Manual, and its approval will fulfill these requirements. The public hearing will be scheduled at a time and place accessible and convenient for the general public to attend (**see Figure 1 for an example**). Legal notice of the public hearing will be published in a local newspaper of general distribution at least thirty (30) calendar days prior to the public hearing.

Additional notices will be placed on transit vehicles and the City's website (<https://www.cityofwasco.org/196/Dial-A-Ride>). Notices will be provided in English and Spanish. Interpretation services will be available for the public hearing.

A staff person will record and prepare formal minutes of the public hearing. In addition, written or verbal comments will be accepted for at least one week following the public hearing.

Comments will be evaluated and incorporated into the recommendation and decision regarding the fare increase or service change.

Legal notices, press releases, and/or advertising of the pending changes will be published in a local newspaper of general distribution at least thirty (30) calendar days before the fare increase or service change is implemented.

## SUMMARY OF OUTREACH EFFORTS:

The outreach efforts conducted with respect to the Wasco Dial a Ride System are recurring and as needed. Recurring outreach efforts focus on sustaining and developing long-term relationships built with local organizations and communities while also focusing on supporting and achieving near-term goals such as improving ridership and promoting enhancement to service provision.

### Recurring Outreach Effort:

- Customer Service Interactions- Wasco Dial-a-Ride System customer service staff and drivers field questions and customer requests from customers and the general public in both English and Spanish on a daily basis. This outreach is considered the primary method of reaching customers who are unable to obtain information from written/posted materials and sources.
- Unmet Needs Hearings- Kern COG facilitates Annual Hearings to identify unmet transit needs within the City of Wasco. Any identified unmet transit needs deemed reasonable to meet within their services area are prioritized for implementation by the City.
- Public Noticing -Submitted as required to the local paper of record. Notices are provided for significant transit-related developments, including planning studies and revisions to existing services and/or policies.
- Push Notification system has been recently implemented to help better serve the Wasco Dial-a-Ride clientele by sending the notices via email and text messages.

### As-Needed Outreach Efforts:

- System Changes- Occur as necessary after obtaining insight from Wasco Dial-A-Ride System staff, local stakeholders, and professional consultation.
- Stakeholder Survey- to obtain insight from various governmental, social services, educational, and faith-based organizations with respect to their clientele's ability to speak English and utilize public transit.
- Transit Rate Study when needed.

### Community Event Outreach Efforts during the past three years

#### 2022:

- July through December – Free Rides
- Fourth of July event
- Rose Festival and Parade - September
- Senior Day at the Fair- September
- Light up Wasco Christmas Light Tour- December
- Christmas Parade – December

2023:

- Fourth of July event
- Rose Festival and Parade – September
- Senior Day at the Fair- September
- Light up Wasco Christmas Light Tour – December
- Christmas Parade - December

DRAFT



## FIGURE 1

**Notice of Public Hearing  
City Council of the City of Wasco  
March 21, 2023**

**NOTICE IS HEREBY GIVEN** that a public hearing will be held before the City of Wasco City Council on Tuesday, March 21, 2023, at 6:00 pm or soon after that.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO DECLARING  
THERE ARE NO UNMET TRANSIT NEEDS THAT CAN REASONABLY BE MET WITHIN  
THE CITY OF WASCO**

The supporting documents may be viewed during normal business hours at City Hall located at 746 8th Street, Wasco, California 93280. Any person wishing to testify on the above resolution or the adoption of the resolution may appear before the City Council at their hearing on March 21, 2023, or may submit written comments on or before March 21, 2023.

If you challenge this resolution or any aspect of it in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice or in written correspondence delivered to the City of Wasco City Clerk, 746 8th Street, Wasco, California 93280 at or prior to the public hearing.

If you need special assistance to participate in the meeting described in this notice, please contact the City Clerk's Office at (661) 758-7215 (or via California Relay Service) to make reasonable arrangements to ensure accessibility to this meeting. Requests for assistance should be made at least two (2) days in advance whenever possible.

If you have any questions, you may contact Maria O. Martinez, City Clerk at (661) 758-7215.

**/s/Maria O. Martinez, City Clerk**

Published in the Wasco Tribune January 26, 2023

## APPENDIX I

### Table Depicting Minority Representation on Committees and Councils Selected by the City of Wasco

The City of Wasco Dial-A-Ride system does not have transit-related, non-elected planning boards, advisory councils, committees, or similar bodies, the membership of which is selected by the City of Wasco. Below is a table the City would use in the event that committees and councils were established and convened by the City of Wasco. The City would strongly encourage the participation of minorities on such committees.

#### Membership of Boards, Councils, and Committees Broken Down by Race

Body	White/Caucasian	Hispanic/Latino	Black/African American	Asian American	Native American
Population	<i>To be completed when applicable.</i>				
Non-elected Planning Board					
Advisory Council					
Committee					

# Appendix J

## Language Assistance Plan

### SECTION 1

#### Introduction

This Language Assistance Plan has been prepared to address Wasco Dial-A-Ride's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and it is implementing regulations stating that no person shall be subjected to discrimination on the basis of race, color, or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its recipients, clarifying their obligation to ensure that such discrimination does not occur. This order applies to all state and local agencies that receive federal funds, including Wasco Dial-A-Ride.

#### **Safe Harbor Provision**

*The City of Wasco Dial A Ride will comply with the Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding the translation of written materials for LEP populations. The Safe Harbor Provision stipulates that if a recipient provides a written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.*

*These safe harbor provisions apply to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. A recipient may determine, based on the Four-*

*Factor Analysis, that even though a language group meets the threshold specified by the Safe Harbor Provision, written translation may not be an effective means to provide language assistance measures. For example, a recipient may determine that a large number of persons in that language group have low literacy skills in their native language and, therefore, require oral interpretation. In such cases, background documentation regarding the determination shall be provided to FTA in the Title VI Program."*

### **Background:**

The City's Administration administers Wasco's Dial-A-Ride services to in-house employees. The City of Wasco City Council is the policy-making body of the system. The city's Dial-A-Ride services operate weekdays from 8:00 a.m. to 4:00 p.m., providing service throughout the City limits areas identified by service area zones.

### **Plan Summary:**

The City of Wasco Dial-A-Ride has developed this Language Assistance Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access the services provided. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, Wasco Dial-A-Ride used the four-factor LEP analysis, which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served by or are likely to require Wasco Dial-A-Ride services.
2. The frequency with which LEP persons come in contact with Wasco Dial-A-Ride services.
3. The nature and importance of services provided by Wasco Dial-A-Ride to the LEP population.
4. The resources available to Wasco Dial-A-Ride and the overall cost to provide LEP assistance.

The following section summarizes the results of the four-factor analysis.

## **SECTION 2**

### **Meaningful Access: Four-Factor Analysis**

**1. The number or proportion of LEP persons in the service area who may be served by or are likely to require Wasco Dial-A-Ride services.**

The City reviewed the 2021 American Community Survey 5-Year Estimates: Language Spoken at Home and the 2020 US Census. Based on the 2020 US Census, Wasco's population was 28,182, which has grown 10.32 percent since the 2010 US Census. The city covers a 9.43-square-mile area.

According to the 2021 American Community Survey 5-Year Estimates, about 71 percent of Wasco residents aged five (5) and older speak a language other than English, and 29.1 percent speak only English. Spanish is spoken by nearly 69 percent of Wasco residents aged five (5) and older. A summary of the language data is presented in the table below.

**2021 American Community Survey 5-Year Estimates (Table ID: C16001)**

LANGUAGE SPOKEN AT HOME FOR THE POPULATION 5 YEARS AND OVER	Total	
	Estimate	Margin of
Total	26,244	±487
Speak only English	7,650	±724
Spanish:	18,047	±886
Speak English "very well."	7,602	±863
Speak English less than "very well."	10,445	±885
French, Haitian, or Cajun:	19	±20
Speak English "very well."	19	±20
Speak English less than "very well."	0	±25
German or other West Germanic languages:	26	±27
Speak English "very well."	26	±27
Speak English less than "very well."	0	±25
Russian, Polish, or other Slavic languages:	0	±25
Speak English "very well."	0	±25
Speak English less than "very well."	0	±25
Other In-European languages:	86	±90
Speak English "very well."	46	±40
Speak English less than "very well."	40	±57
Korean	26	±25
Speak English "very well."	8	±15
Speak English less than "very well."	18	±20
Chinese (incl. Mandarin, Cantonese):	82	±116
Speak English "very well."	32	±44
Speak English less than "very well."	50	±72
Vietnamese:	21	±23
Speak English "very well."	21	±23
Speak English less than "very well."	0	±25
Tagalog (incl. Filipino):	33	±26
Speak English "very well."	27	±23



Speak English less than "very well."	6	±11
Other Asian and Pacific Island languages:	40	±33
Speak English "very well."	33	±30
Speak English less than "very well."	7	±12
Arabic:	156	±160
Speak English "very well."	86	±106
Speak English less than "very well."	70	±75
Other and unspecified languages:	58	±39
Speak English "very well."	45	±35
Speak English less than "very well."	13	±17

Source: US Census Bureau, 2021 American Community Survey 5-Year Estimates

## **2. The frequency with which LEP persons come in contact with Wasco Dial-A-Ride services.**

Wasco Dial-A-Ride staff reviewed the frequency with which office staff, dispatchers, and bus drivers could have contact with LEP persons. The bus drivers, dispatchers, and office staff are in regular contact with LEP persons, of which the majority are Spanish-speaking individuals, and transit information is available in Spanish, such as service information flyers and public hearing notices. The transit dispatchers, office staff, and bus drivers are certified Bilingual Spanish-speaking personnel and participate in conducting bilingual community outreach "pop-up booth" style at local community events such as the Rose Festival, 4<sup>th</sup> of July, and Christmas Parade. The city will conduct an onboarding survey before 2026 to identify if any changes need to be made.

## **3. The nature and importance of services provided by Wasco Dial-A-Ride to the LEP population.**

Wasco Dial-A-Ride places a high priority on providing safe, convenient, and reliable service. Service is monitored regularly to allow staff to evaluate Dial-A-Ride performance and to determine the need for service expansion or contraction based on ridership demand and effectiveness. There is a large geographic concentration of LEP individuals in the service area for Wasco Dial-A-Ride. The overwhelming majority of the population, nearly 69 percent, speaks Spanish.

## **4. The resources available to Wasco Dial-A-Ride and the overall cost to provide LEP assistance.**

Wasco Dial-A-Ride assessed its available resources that are currently being used and those that could be used to provide language assistance. Notwithstanding the size and scope of the public transit services and limited staffing resources, Wasco Dial-A-Ride provides reasonable services for LEP persons upon request.

Wasco Dial-A-Ride will continue its efforts to collaborate with other local, regional, and state agencies to provide language translation and interpretation services when practical and in consideration of available funding.

### **SECTION 3**

#### **Language Assistance**

A person who does not speak English as their primary language and has a limited ability to read, write, speak, or understand English may be a person with limited English proficiency and may be entitled to language assistance concerning Wasco Dial-A-Ride services. Language assistance can include interpretation, which means an oral or spoken transfer of a message from one language into another, and/or translation, which means the written transfer of a message from one language into another.

How Wasco Dial-A-Ride staff may identify an LEP person who needs language assistance:

- Staff will post notice of the LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- All Wasco Dial-A-Ride staff will be provided with "I Speak" cards to assist in identifying the language interpretation needed if the occasion arises.
- The Google Translate online translation tool will be available on the City of Wasco website.
- All Wasco Dial-A-Ride staff will be informally surveyed periodically on their experiences concerning any contacts with LEP persons during the previous year.
- When Wasco Dial-A-Ride sponsors an informational meeting or event, advance public notice of the event should be published, including special needs related to offering a translator (LEP) or interpreter (sign language for hearing-impaired individuals). Additionally, a staff person may greet participants as they arrive. By informally engaging participants in conversation, it is possible to gauge each attendee's ability to speak and understand English. Although the translation may not be able to be provided at the event, it will help identify the need for future events.
- When an interpreter is needed, in person or on the telephone, and Wasco Dial-A-Ride staff has exhausted the above options, staff will first attempt to determine what language is required. Staff will use the telephone interpreter service—Language Line Services  
<http://www.language-line.com/>

## **SECTION 4**

### **Staff Training**

All City of Wasco staff involved in the administration and operation of Wasco Dial-A-Ride will be provided with the LEP Plan and educated on the following procedures. This information will also be part of the staff orientation process for new hires. The following information will be provided to all staff:

- Information on the Title VI Policy and LEP responsibilities
- Description of the language assistance services the City of Wasco offers to the public
- Use of "I Speak" cards
- How to access the Google Translate online translation tool via the City of Wasco website
- Documentation of language assistance requests
- How to handle a Title VI and/or LEP complaint

## **SECTION 5**

### **Translation of Documents**

The City of Wasco website <https://www.cityofwasco.org/196/Dial-A-Ride> has a Google Translate application embedded in the lower right-hand corner of the page, which can translate content into Spanish. In addition, for further LEP outreach, Wasco Dial-A-Ride will consider the following options:

- When staff prepares a document or schedules a meeting for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in Spanish or any other alternative language based on the known LEP population.
- When running a general public meeting notice, staff will state that a translator will be available in Spanish or another language as necessary. The included clause will be similar to: "A *(insert alternative language)* translator will be available." For example: "Un traductor de español estará disponible" or "A Spanish translator Will be available".
- In addition to the existing Spanish language translations of key print materials, Wasco Dial-A-Ride will translate brochures and notices in languages otherwise determined to be necessary and will make these available at the Wasco City offices and onboard vehicles.

## **SECTION 6**

### **Monitoring and Updating the LEP**

Wasco Dial-A-Ride will update the LEP Plan as required. At a minimum, the plan will be updated according to the Title VI Program update schedule of submission every three years.

Each update of the LEP Plan will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed
- Determination as to whether local language assistance programs have been effective and sufficient to meet the need.
- Determination of whether Wasco Dial-A-Ride's financial resources are sufficient to fund the language assistance resources needed.
- Determination as to whether Wasco Dial-A-Ride fully complies with the goals of this LEP Plan.
- Determination of whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.
- Maintenance of a Title VI complaint log, including LEP, to determine issues and the basis of complaints.

## **SECTION 7**

### **Dissemination of the Wasco Dial-A-Ride LEP Plan**

Wasco Dial-A-Ride will include the LEP Plan along with the Title VI Program on the City of Wasco website <https://www.cityofwasco.org/196/Dial-A-Ride> any person, including social service, nonprofits, law enforcement agencies, and other community partners with internet access, will be able to access the plan. Copies of the LEP Plan will be provided, on request, to any person(s) requesting the document in person, by mail, or by email. LEP persons may obtain copies/translations of the plan upon request.

Any questions regarding this LEP Plan should be directed to the Wasco Dial-A-Ride Title VI Coordinator:

Maria O. Martinez, Administrative Manager  
City of Wasco Dial-A-Ride  
746 8th Street  
Wasco, CA 93280  
Phone: (661) 758-7214  
Email: [cityclerk@cityofwasco.org](mailto:cityclerk@cityofwasco.org)

# APPENDIX K

## RESOLUTION NO. 2023 -

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO APPROVING THE TITLE VI COMPLIANCE PLAN FOR WASCO DIAL-A-RIDE

**WHEREAS**, the City of Wasco desires to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in the US Department of Transportation's FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients;" and

**WHEREAS**, the FTA established three-year cycles for the submittal of Title VI Civil Rights Programs; and

**WHEREAS**, the City Council wishes to authorize approval of the updated Compliance Plan developed by staff to comply with necessary provisions of the Civil Rights Act of 1964; and

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

**SECTION 1:** The City Council approves the updated Title VI Compliance Plan in order to comply with the Title VI federal requirements.

**SECTION 2:** The City Manager, in his/her capacity, will serve as the Title VI Coordinator, authorized to implement components of the plan in order to meet federal requirements and policies that may be necessary to comply with subsequent revisions or interpretations to the Civil Rights Act.

**SECTION 3:** This Resolution shall become effective upon its adoption.

-o0o-

**I HEREBY CERTIFY** that the foregoing Resolution No. 2023 - was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on August 15, 2023, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
**VINCENT MARTINEZ,**  
**MAYOR** of the City of Wasco

**Attest:**

\_\_\_\_\_  
**MARIA O. MARTINEZ**  
**CITY CLERK** and Ex Officio Clerk of  
the Council of the City of Wasco





## STAFF REPORT City of Wasco

**TO:** Honorable Mayor and Council Members

**FROM:** M. Scott Hurlbert, City Manager  
Maria O. Martinez, Administrative Manager

**DATE:** September 19, 2023

**SUBJECT:** Adopt a Resolution Authorizing The City Manager or Designee to approve a Budget Amendment to the Adopted FY 2023-2024 Operating Budget of \$19,000.00 for the Granicus Annual Billing.

---

**Recommendation:**

Staff recommends the City Council:

- 1) Adopt a Resolution Authorizing The City Manager or Designee to approve a Budget Amendment to the Adopted FY 2023-2024 Operating Budget of \$19,000.00 for the Granicus Annual Billing, and
- 2) Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

**Environmental Review:**

The staff has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA guidelines because the proposed activity consists of a governmental fiscal/administrative activity which does not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

**Discussion:**

The City originally budgeted \$16,000.00 in the FY 23/24 operating budget for the line item of communications. The funds allocated to the communications account are for the expenses of the video streaming of the City Council meetings. This service has historically been provided by Swagit Productions, LLC. Swagit has been purchased by Granicus, Inc.

The city received an invoice from the Kern County Election Office for the November 8, 2022 elections in the amount of \$12,816.35 on August 16, 2023. Due to the late submittal

of the invoice and higher than budgeted amount due, funds were used from the communications account to pay for the invoice in a timely manner.

Granicus has recently sent a correspondence notifying staff that the billing will no longer be on a month-to-month basis and will begin to bill annually. The city currently received the annual invoice from Granicus in the amount of \$18,425.40 on September 11, 2023.

Due to the unforeseen expense of the elections invoice and the switch to annual billing by Granicus, there is a need for a budget amendment in the amount of \$19,000.00 to cover the cost of both invoices.

**Fiscal Impact:**

The city originally budgeted \$16,000.00 from the FY 2023-2024 Operating Budget for the line item of communications. The following items are being deducted from this communication account: Kern County Elections invoice is in the amount of \$12,816.35, and the Granicus annual invoice is in the amount of \$18,425.40, therefore a budget amendment is required in the amount of \$19,000.00, leaving a remainder of \$1,354.60 for any additional expenses.

**EXPENDITURES**

**CITY COUNCIL**

50010 SALARY	20,817	18,639	24,000	23,778	24,000
50090 FICA PAID	1,308	1,132	1,836	1,819	1,836
50110 RETIREMENT BENEFIT	438	977	1,600	1,396	2,452
50112 UNFUNDED RETIREMENT BENEFIT	3,494	4,038	4,971	4,971	5,329
50120 GROUP INSURANCE	37,126	64,511	89,000	92,372	95,000
50130 UNIFORM ALLOWANCE	157	169	500	-	500
50210 ELECTIONS	3,022	26,233	4,000	238	500
50230 TRAINING AND TRAVEL	1,100	9,856	25,000	24,983	25,000
50280 COMMUNICATIONS	15,785	17,220	16,000	16,548	16,000

**Attachments:**

1. Resolution

**REVIEWED**

By Maria O. Martinez at 10:43 am, Aug 22, 2023

RECEIVED

ertorres , 8/22/2023, 10:18:40 AM

08/10/2023

V: 1177

REQ: 266

PO: 262

GL: 01105-50210

City of Wasco  
Claudia Garcia Melendez, Deputy City Clerk  
746 8th St  
Wasco, CA 93280

**INVOICE**  
**November 8, 2022 General**

We have yet to receive your portion of costs for the above mentioned Election. Your costs for the election held on November 8, 2022 are detailed below. Please pay the amount on the line  
The check should be made payable to and mailed to:

Elections Office  
1115 Truxtun Avenue, First Floor  
Bakersfield, CA 93301-4629

If you have any questions, please contact Laura Cantu directly at (661) 868-3706.

Labor	2,131.44
Services & Supplies	8,666.88
Publications & Translations	0.00
Candidate Statements	0.00
Measure	2,018.03
<b>Total Invoice</b>	<b>12,816.35</b>

**Approved**

By: Ispezrez Date:08/22/23 2:21

**APPROVED**

By M. Scott Hurlbert at 10:57 am, Aug 23, 2023

**CITY OF WASCO**

**AUG 16 2023**

RECEIVED

BY



# Invoice

RECEIVED  
ertorres , 9/11/2023, 8:07:52 AM

Date	09/11/2023	Invoice #	171041
Terms	Net 30	Due Date	10/11/2023
P.O. Number:			

Please remit via ACH to:  
Routing #: 022000020  
Acct #: 269099115

Please Send Checks to:  
Granicus  
Dept CH – Box 19634  
Palatine, IL 60055 - 9634

V: 5919  
REQ: 419  
PO:  
GL: 01105-50280  
ANNUAL BILLING

<b>Bill To</b>	<b>Sold To</b>
Wasco, CA 764 E Street Wasco CA 93280 United States	Wasco, CA 764 E Street Wasco CA 93280 United States

Description	Term Start Date	Term End Date	Tax Rate	Tax Amount	Amount
CaptionLive Premium	09/01/2023	08/31/2024	0.000%	\$0.00	\$0.00
EASE™ 25	09/01/2023	08/31/2024	0.000%	\$0.00	\$0.00
Avior™ 25	09/01/2023	08/31/2024	0.000%	\$0.00	\$18,425.40

<b>Subtotal</b>	\$18,425.40
<b>Tax Total</b>	\$0.00
<b>Total</b>	\$18,425.40
<b>Amount Due</b>	\$18,425.40

For any questions about your invoice, please contact  
us at AR@granicus.com or 1-800-314-0147

Thank you for your business

**RESOLUTION NO. 2023 -**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO AUTHORIZING THE CITY MANAGER OR DESIGNEE TO APPROVE A BUDGET AMENDMENT TO THE ADOPTED FY 2023-2024 OPERATING BUDGET OF \$19,000.00 FOR THE GRANICUS ANNUAL BILLING**

**WHEREAS**, the City of Wasco approves a monetary budget amendment of \$19,000.00 to the adopted FY 2023/2024 operating budget; and

**WHEREAS**, the budget will proceed in accordance with generally accepted accounting principles; and

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

**SECTION 1:** The City Council approves the amendment to the adopted 2023-2024 Operating Budget.

**SECTION 2:** Authorizes the City Manager or designee to make the monetary budget amendment in the amount of \$19,000.00

-o0o-

**I HEREBY CERTIFY** that the foregoing Resolution No. 2023 - was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on September 19, 2023, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
**VINCENT MARTINEZ,**  
**MAYOR** of the City of Wasco

**Attest:** \_\_\_\_\_

\_\_\_\_\_  
**MARIA O. MARTINEZ**  
**CITY CLERK** and Ex Officio Clerk of  
the Council of the City of Wasco





## STAFF REPORT City of Wasco

**TO:** Honorable Mayor and Council Members

**FROM:** M. Scott Hurlbert, City Manager  
Charlie Fivecoat, Chief of Police

**DATE:** September 19, 2023

**SUBJECT:** Adopt a Resolution Authorizing the City Manager or Designee to Finalize and Execute a Purchase Agreement with Axon Enterprises, Inc. for body camera and Taser equipment for the Wasco Police Department.

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### **Recommendation:**

Staff recommends the City Council:

- 1) Adopt a Resolution Authorizing the City Manager or Designee to Finalize and Execute a Purchase Agreement with Axon Enterprises, Inc. for the Officer Safety Plan 10 Plus which includes twenty-three (23) body worn cameras, twenty-three (23) Taser model 10 Conducted Energy Devices (CED), on-site training, multi bay docking charging stations, replacement cartridges, and software and licensing.
- 2) Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

### **Environmental Review:**

The staff has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA guidelines because the proposed activity consists of a governmental fiscal/administrative activity which does not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

### **Background:**

Body cameras are a crucial component to ensure accountability and full transparency of our policing effort. Tasers have also become a recognized method for officers to de-escalate dangerous situations using non-lethal technology. Although there are multiple vendors for this equipment, Axon Enterprise, Inc. offers a fully integrated package not offered by others.

**Discussion:**

The Axon body camera solution is currently used by most law enforcement agencies in California and throughout the United States. The cameras are designed to integrate with the RIMS Computer Aided Dispatch (CAD) and records management system selected by the Wasco Police Department. Axon is also fully integrated with the FLOCK Safety Falcon cameras, soon to be used by the City. The Axon solution is the only Body Worn Camera (BWC) system that allows integration with other systems used by the Police Department.

Axon is also recognized as having the industry standard for Conducted Energy Devices (CED) also known as Tasers. The Taser 10 model, included in the purchase agreement, is the latest upgrade in the technology and increases the effective range of the device to forty-five (45) feet and features ten (10) individually targeted probes which greatly enhances the effectiveness of the device. Specifically, the new Taser 10 creates more distance for officers to de-escalate and resolve conflicts. The multiple individually targeted probes allow quick deployment of an additional probe if initial targeting fails.

Axon Body Worn Cameras (BWC) are used throughout Kern County and provide a single platform for data exchange with the Kern County District Attorney's Office for case filings where BWC images are subject to discovery and needed as evidence for court proceedings.

**Fiscal Impact:**

Fiscal Impact is \$116,772 to be paid over sixty-months at an annual cost of \$23,355. The City of Wasco was recently awarded a \$30,000 Body Worn Camera Grant to help offset the total cost of the agreement. The Grant will more than cover the first-year costs. Additional costs will be included in future adopted Operating Budgets. No budget action is required with approval of this item.

**Attachments:**

1. Resolution
2. Agreement with Exhibit A

## **RESOLUTION NO. 2023 -**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO AUTHORIZING THE CITY MANAGER OR DESIGNEE TO FINALIZE AND EXECUTE A PURCHASE ORDER WITH AXON ENTERPRISE, INC. FOR POLICE DEPARTMENT BODY WORN CAMERA AND TASER EQUIPMENT**

**WHEREAS,** The City of Wasco is pursuing the formation of a local Police Department, including the establishment of dispatch and case management functions; and

**WHEREAS,** The City of Wasco Police Department will require body worn camera equipment and integrated Taser Conducted Energy Devices (CED) to provide accountability and transparency of policing activities and investigations in the City of Wasco; and

**WHEREAS,** Axon Enterprises, Inc. body worn camera and Taser equipment is used and recognized as a reliable standard in law enforcement and criminal court proceedings; and

**WHEREAS,** Axon Enterprises, Inc. proposes to provide body worn camera equipment and Taser Conducted Energy Devices to the City of Wasco pursuant to the provided quotation and subject to final approval of the City Manager and City Attorney.

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

**SECTION 1:** Authorizes the City Manager or designee to finalize and execute a purchase order and associated agreements pursuant to the quotation attached hereto as Exhibit "A" with Axon Enterprises Inc. to purchase body worn camera and Taser equipment, subject to the final approval of the City Manager and City Attorney.

-o0o-

**I HEREBY CERTIFY** that the foregoing Resolution No. 2023 – was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on September 19, 2023, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

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**VINCENT MARTINEZ**

**MAYOR** of the City of Wasco

**Attest:** \_\_\_\_\_

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**MARIA O. MARTINEZ**

**CITY CLERK** and Ex Officio Clerk of  
the Council of the City of Wasco



**Axon Enterprise, Inc.**  
17800 N 85th St.  
Scottsdale, Arizona 85255  
United States  
VAT: 86-0741227  
Domestic: (800) 978-2737  
International: +1.800.978.2737

## EXHIBIT "A"

Q-457040-44966.920TR

Issued: 02/09/2023

Quote Expiration: 08/15/2023

Estimated Contract Start Date: 10/01/2023

Account Number:

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Delivery;Invoice;Other - 748 F St 748 F St Wasco, CA 93280-2020 USA	Wasco Police Department 748 F St Wasco, CA 93280-2020 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Thom Ruseva-Mahan Phone: +1 4804148450 Email: tmahan@axon.com Fax: +1 4809993359	Charles Fivecoat Phone: (661) 758-7266 Email: chfivecoat@cityofwasco.org Fax:

## Quote Summary

Program Length	60 Months
<b>TOTAL COST</b>	<b>\$113,184.80</b>
<b>ESTIMATED TOTAL W/ TAX</b>	<b>\$116,771.25</b>

## Discount Summary

Average Savings Per Year	\$2,696.40
<b>TOTAL SAVINGS</b>	<b>\$13,482.00</b>

## Payment Summary

Date	Subtotal	Tax	Total
Sep 2023	\$22,636.92	\$717.29	\$23,354.21
Sep 2024	\$22,636.97	\$717.29	\$23,354.26
Sep 2025	\$22,636.97	\$717.29	\$23,354.26
Sep 2026	\$22,636.97	\$717.29	\$23,354.26
Sep 2027	\$22,636.97	\$717.29	\$23,354.26
<b>Total</b>	<b>\$113,184.80</b>	<b>\$3,586.45</b>	<b>\$116,771.25</b>



Quote Unbundled Price:	\$126,666.80
Quote List Price:	\$113,184.80
Quote Subtotal:	\$113,184.80

## Pricing

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>Program</b>									
BWCUwTAP	BWC Unlimited with TAP	15	60	\$113.56	\$98.58	\$98.58	\$88,722.00	\$2,389.15	\$91,111.15
<b>A la Carte Hardware</b>									
AB3C	AB3 Camera Bundle	15			\$749.00	\$749.00	\$11,235.00	\$926.90	\$12,161.90
AB3MBD	AB3 Multi Bay Dock Bundle	2			\$1,638.90	\$1,638.90	\$3,277.80	\$270.40	\$3,548.20
<b>A la Carte Services</b>									
85144	AXON STARTER	1			\$9,950.00	\$9,950.00	\$9,950.00	\$0.00	\$9,950.00
<b>Total</b>							<b>\$113,184.80</b>	<b>\$3,586.45</b>	<b>\$116,771.25</b>

## Delivery Schedule

### Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
AB3 Camera Bundle	11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2	17	09/01/2023
AB3 Camera Bundle	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK	15	09/01/2023
AB3 Camera Bundle	74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	17	09/01/2023
AB3 Multi Bay Dock Bundle	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	2	09/01/2023
AB3 Multi Bay Dock Bundle	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	2	09/01/2023
AB3 Multi Bay Dock Bundle	74210	AXON BODY 3 - 8 BAY DOCK	2	09/01/2023
BWC Unlimited with TAP	73309	AXON CAMERA REFRESH ONE	15	03/01/2026
BWC Unlimited with TAP	73689	MULTI-BAY BWC DOCK 1ST REFRESH	2	03/01/2026
BWC Unlimited with TAP	73310	AXON CAMERA REFRESH TWO	15	09/01/2028
BWC Unlimited with TAP	73688	MULTI-BAY BWC DOCK 2ND REFRESH	2	09/01/2028

### Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BWC Unlimited with TAP	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	15	10/01/2023	09/30/2028
BWC Unlimited with TAP	73746	PROFESSIONAL EVIDENCE.COM LICENSE	15	10/01/2023	09/30/2028

### Services

Bundle	Item	Description	QTY
A la Carte	85144	AXON STARTER	1

### Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BWC Unlimited with TAP	80464	EXT WARRANTY, CAMERA (TAP)	15	10/01/2023	09/30/2028
BWC Unlimited with TAP	80465	EXT WARRANTY, MULTI-BAY DOCK (TAP)	2	09/01/2024	09/30/2028

## Payment Details

### Sep 2023

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	85144	AXON STARTER	1	\$1,990.00	\$0.00	\$1,990.00
Year 1	AB3C	AB3 Camera Bundle	15	\$2,247.00	\$185.38	\$2,432.38
Year 1	AB3MBD	AB3 Multi Bay Dock Bundle	2	\$655.56	\$54.08	\$709.64
Year 1	BWCUwTAP	BWC Unlimited with TAP	15	\$17,744.36	\$477.83	\$18,222.19
<b>Total</b>				<b>\$22,636.92</b>	<b>\$717.29</b>	<b>\$23,354.21</b>

### Sep 2024

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	85144	AXON STARTER	1	\$1,990.00	\$0.00	\$1,990.00
Year 2	AB3C	AB3 Camera Bundle	15	\$2,247.00	\$185.38	\$2,432.38
Year 2	AB3MBD	AB3 Multi Bay Dock Bundle	2	\$655.56	\$54.08	\$709.64
Year 2	BWCUwTAP	BWC Unlimited with TAP	15	\$17,744.41	\$477.83	\$18,222.24
<b>Total</b>				<b>\$22,636.97</b>	<b>\$717.29</b>	<b>\$23,354.26</b>

### Sep 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	85144	AXON STARTER	1	\$1,990.00	\$0.00	\$1,990.00
Year 3	AB3C	AB3 Camera Bundle	15	\$2,247.00	\$185.38	\$2,432.38
Year 3	AB3MBD	AB3 Multi Bay Dock Bundle	2	\$655.56	\$54.08	\$709.64
Year 3	BWCUwTAP	BWC Unlimited with TAP	15	\$17,744.41	\$477.83	\$18,222.24
<b>Total</b>				<b>\$22,636.97</b>	<b>\$717.29</b>	<b>\$23,354.26</b>

### Sep 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	85144	AXON STARTER	1	\$1,990.00	\$0.00	\$1,990.00
Year 4	AB3C	AB3 Camera Bundle	15	\$2,247.00	\$185.38	\$2,432.38
Year 4	AB3MBD	AB3 Multi Bay Dock Bundle	2	\$655.56	\$54.08	\$709.64
Year 4	BWCUwTAP	BWC Unlimited with TAP	15	\$17,744.41	\$477.83	\$18,222.24
<b>Total</b>				<b>\$22,636.97</b>	<b>\$717.29</b>	<b>\$23,354.26</b>

### Sep 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	85144	AXON STARTER	1	\$1,990.00	\$0.00	\$1,990.00
Year 5	AB3C	AB3 Camera Bundle	15	\$2,247.00	\$185.38	\$2,432.38
Year 5	AB3MBD	AB3 Multi Bay Dock Bundle	2	\$655.56	\$54.08	\$709.64
Year 5	BWCUwTAP	BWC Unlimited with TAP	15	\$17,744.41	\$477.83	\$18,222.24
<b>Total</b>				<b>\$22,636.97</b>	<b>\$717.29</b>	<b>\$23,354.26</b>

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

## Standard Terms and Conditions

### Axon Enterprise Inc. Sales Terms and Conditions

#### Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

#### ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

#### Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

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Signature

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Date Signed

2/9/2023







## STAFF REPORT City of Wasco

**TO:** Honorable Mayor and Council Members

**FROM:** M. Scott Hurlbert, City Manager  
Isarel Perez Hernandez, Finance Director  
Nancy Vera, Human Resources Manager

**DATE:** September 19, 2023

**SUBJECT:** Adopt a Resolution Approving the Amended Salary Schedule for the Fiscal Year 2023-2024 in Compliance with the California Public Employees' Retirement System (CalPERS) Requirement for Publicly Available Pay Schedules.

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### Recommendation:

Staff recommends the City Council:

- 1) Staff recommends the City Council approve a Resolution Approving the Amended Salary Schedule for the Fiscal Year 2023-2024 in Compliance with the California Public Employees' Retirement System (CalPERS) Requirement for Publicly Available Pay Schedules, and
- 2) Find that this action is not a project as defined under the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c) (3), no environmental review is required.

### Environmental Review:

The staff has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA guidelines because the proposed activity consists of a governmental fiscal/administrative activity which does not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

### Discussion:

The Salary Schedule presented for Council review contains the amended salary for the Billing and Collections Supervisor, Building Inspector II, Human Resources Manager, and Transit Coordinator I. The positions of Billing and Collections Supervisor, Building Inspector II, and Transit Coordinator I were originally omitted from the Salary Schedule presented to the City of Wasco City Council on June 20, 2023. The table below outlines the proposed salary range for the positions of Billing and Collections Supervisor, Building Inspector II, and Transit Coordinator I. The Human Resources Manager position is a Mid-Management –

Exempt position, and it was originally approved on the Salary Schedule presented to the City of Wasco City Council on June 20, 2023, as a Mid-Management – Exempt position under Range 09, based on the addition of additional of supervisory duties the position is recommended to be moved to Range 12 within the Mid-Management – Exempt section of the Salary Schedule.

<b>Position</b>	<b>Category</b>	<b>Current Salary Range</b>	<b>Proposed Salary Range</b>
Billing and Collections Supervisor	Non-Exempt	Omitted from Original Salary Schedule	Non-Exempt Range 43
Building Inspector II	Non-Exempt	Omitted from Original Salary Schedule	Non-Exempt Range 43
Human Resources Manager	Exempt – Mid-Management / Confidential	Mid Management - Exempt Pay Schedule Range 09	Mid Management - Exempt Pay Schedule Range 12
Transit Coordinator I	Non-Exempt	Omitted from Original Salary Schedule	Non-Exempt Range 30

**Background:**

The City Council annually approves the Salary Schedule for the given Fiscal Year as outlined by the Public Employees' Retirement Law (PERL) Government Code (GC) sections 20636 and 20636.1, which define compensation earnable for State, School, and Public Agency members. Section 570.5 of the California Code of Regulations (CCR) further clarified compensation earnable.

For purposes of determining the amount of "compensation earnable" pursuant to GC sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

1. Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
2. Identifies the position title for every employee position;
3. Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
4. Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
6. Indicates an effective date and date of any revisions;
7. Is retained by the employer and available for public inspection for not less than five years; and
8. Does not reference another document in lieu of disclosing the payrate.

All eight (8) requirements must be met in one salary schedule for each member's pay in order for CalPERS to approve the pay amount as payrate and reportable compensation

earnable. All employers must comply with the compensation earnable provisions and corresponding regulations of the PERL.

**Fiscal Impact:**

Salary schedule ranges are incorporated into the 2023-2024 Fiscal Year budget. No budget action is required with the approval of this item.

**Attachments:**

1. Resolution
2. Salary Schedule

## **RESOLUTION NO. 2023 -**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WASCO APPROVING THE AMENDED SALARY SCHEDULE FOR THE FY 2023-2024 IN COMPLIANCE WITH THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS) REQUIREMENTS FOR PUBLICLY AVAILABLE PAY SCHEDULES**

**WHEREAS**, in order to meet CalPERS requirements for publicly available pay schedules, the City Council must approve a Salary Schedule for all City positions (including elected and appointed positions), independent from the Salary Schedules included in the Memorandum of Understanding with employee groups or employment agreements; and

**WHEREAS**, Title 2, §570.5 of the California Code of Regulations establishes certain requirements for a publicly available pay schedule; and

**WHEREAS**, the City of Wasco must comply with Government Code § 20636(B)(1) and Title 2, §570.5 of the California Code of Regulations.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Wasco,

**SECTION 1:** Approves the Amended Salary Schedule for Fiscal Year 2023-24 as attached hereto Exhibit "A" in order to meet the requirements of Title 2, §570.5 of the California Code of Regulations.

**SECTION 2:** Authorizes the City Manager or Designee to endorse and implement the Amended Salary Schedule.

-o0o-

**I HEREBY CERTIFY** that the foregoing Resolution No. 2023 - \_\_\_\_\_ was passed and adopted by the Council of the City of Wasco at a regular meeting thereof held on September 19, 2023, by the following vote:

COUNCIL MEMBERS:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

**VINCENT MARTINEZ**  
**MAYOR** of City the Wasco

**Attest:** \_\_\_\_\_

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**MARIA O. MARTINEZ**  
**CITY CLERK** and Ex Officio Clerk of  
the Council of the City of Wasco



# EXHIBIT "A"

## CITY OF WASCO POSITION & SALARY RANGE LIST EFFECTIVE 07/01/2023 - 06/30/2024

DIRECTOR - ANNUAL											
		MINIMUM			MAXIMUM						
City Manager	Contract					\$191,065					
Deputy Public Works Director(s)	Contract			\$94,053.44			\$120,038.66				
Assistant City Manager	Contract			\$94,053.44			\$120,038.66				
Finance Director	Contract			\$104,573.69			\$133,465.47				
Community Development Director	Contract			\$104,573.69			\$133,465.47				
Public Works Director	Contract			\$104,573.69			\$133,465.47				
Police Lieutenant	Contract			\$104,573.69			\$133,465.47				
Chief of Police	Contract			\$133,465.47			\$162,347.25				
ELECTED OFFICIALS - MONTHLY											
City Council Member	\$	300									
City Clerk/Treasurer	\$	60									
MID MANAGEMENT - EXEMPT PAY SCHEDULE - BIWEEKLY								ANNUAL PAY		HOURLY RATE	
TITLE	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP A	STEP F	STEP A	STEP F
Senior Planner	6	\$2,745.17	\$2,882.41	\$3,026.54	\$3,177.86	\$3,336.76	\$3,503.58	\$71,374.42	\$91,093.08	34.3146	43.7948
City Project Manager	9	\$2,956.23	\$3,104.05	\$3,259.25	\$3,422.21	\$3,593.32	\$3,772.99	\$76,861.98	\$98,097.74	36.9529	47.1624
Chief Building Official	9	\$2,956.23	\$3,104.05	\$3,259.25	\$3,422.21	\$3,593.32	\$3,772.99	\$76,861.98	\$98,097.74	36.9529	47.1624
Sanitation Superintendent	9	\$2,956.23	\$3,104.05	\$3,259.25	\$3,422.21	\$3,593.32	\$3,772.99	\$76,861.98	\$98,097.74	36.9529	47.1624
Human Resources Manager	12	\$3,184.27	\$3,345.28	\$3,514.81	\$3,692.88	\$3,879.57	\$4,076.16	\$82,791.02	\$105,980.16	39.8034	50.9520
Accounting Manager	12	\$3,184.27	\$3,345.28	\$3,514.81	\$3,692.88	\$3,879.57	\$4,076.16	\$82,791.02	\$105,980.16	39.8034	50.9520
Administrative Manager	18	\$3,691.93	\$3,876.53	\$4,070.34	\$4,273.87	\$4,487.56	\$4,711.94	\$95,990.18	\$122,510.44	46.1491	58.8993
Non-Exempt Bi-Weekly Pay Schedule								ANNUAL PAY		HOURLY RATE	
TITLE	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP A	STEP F	STEP A	STEP F
Utility Technician	23	\$ 1,445.31	\$ 1,517.57	\$ 1,593.45	\$ 1,673.12	\$ 1,756.79	\$ 1,844.63	\$37,578.06	\$47,960.38	18.0664	23.0579
Animal Shelter Service Worker	23	\$ 1,445.31	\$ 1,517.57	\$ 1,593.45	\$ 1,673.12	\$ 1,756.79	\$ 1,844.63	\$37,578.06	\$47,960.38	18.0664	23.0579
Animal Control Officer	25	\$ 1,518.47	\$ 1,594.40	\$ 1,674.12	\$ 1,757.83	\$ 1,845.72	\$ 1,938.00	\$39,480.22	\$50,388.00	18.9809	24.2250
Facilities Maintenance Technician I	25	\$ 1,518.47	\$ 1,594.40	\$ 1,674.12	\$ 1,757.83	\$ 1,845.72	\$ 1,938.00	\$39,480.22	\$50,388.00	18.9809	24.2250
Transit Bus Driver	25	\$ 1,518.47	\$ 1,594.40	\$ 1,674.12	\$ 1,757.83	\$ 1,845.72	\$ 1,938.00	\$39,480.22	\$50,388.00	18.9809	24.2250
Mechanic I	26	\$ 1,556.43	\$ 1,634.25	\$ 1,715.96	\$ 1,801.77	\$ 1,891.85	\$ 1,986.45	\$40,467.18	\$51,647.70	19.4554	24.8306
Street Maintenance Technician I	26	\$ 1,556.43	\$ 1,634.25	\$ 1,715.96	\$ 1,801.77	\$ 1,891.85	\$ 1,986.45	\$40,467.18	\$51,647.70	19.4554	24.8306
Water Operator-In-Training	26	\$ 1,556.43	\$ 1,634.25	\$ 1,715.96	\$ 1,801.77	\$ 1,891.85	\$ 1,986.45	\$40,467.18	\$51,647.70	19.4554	24.8306
WWTP Operator-In-Training	27	\$ 1,595.34	\$ 1,675.11	\$ 1,758.86	\$ 1,846.79	\$ 1,939.13	\$ 2,036.10	\$41,478.84	\$52,938.60	19.9418	25.4513
Street Sweeper Operator I	27	\$ 1,595.34	\$ 1,675.11	\$ 1,758.86	\$ 1,846.79	\$ 1,939.13	\$ 2,036.10	\$41,478.84	\$52,938.60	19.9418	25.4513
Street Maintenance Technician II	28	\$ 1,635.23	\$ 1,716.99	\$ 1,802.83	\$ 1,892.99	\$ 1,987.63	\$ 2,087.01	\$42,515.98	\$54,262.26	20.4404	26.0876
Billing and Collections Specialist I	29	\$ 1,676.11	\$ 1,759.92	\$ 1,847.90	\$ 1,940.31	\$ 2,037.32	\$ 2,139.19	\$43,578.86	\$55,618.94	20.9514	26.7399
Mechanic II	29	\$ 1,676.11	\$ 1,759.92	\$ 1,847.90	\$ 1,940.31	\$ 2,037.32	\$ 2,139.19	\$43,578.86	\$55,618.94	20.9514	26.7399
Administrative Assistant I	29	\$ 1,676.11	\$ 1,759.92	\$ 1,847.90	\$ 1,940.31	\$ 2,037.32	\$ 2,139.19	\$43,578.86	\$55,618.94	20.9514	26.7399
Facilities Maintenance Technician II	29	\$ 1,676.11	\$ 1,759.92	\$ 1,847.90	\$ 1,940.31	\$ 2,037.32	\$ 2,139.19	\$43,578.86	\$55,618.94	20.9514	26.7399
Sanitation Worker I	29	\$ 1,676.11	\$ 1,759.92	\$ 1,847.90	\$ 1,940.31	\$ 2,037.32	\$ 2,139.19	\$43,578.86	\$55,618.94	20.9514	26.7399
Wastewater Collections Specialist I	30	\$ 1,718.01	\$ 1,803.91	\$ 1,894.11	\$ 1,988.84	\$ 2,088.25	\$ 2,192.66	\$44,668.26	\$57,009.16	21.4751	27.4083
Water Operator I	30	\$ 1,718.01	\$ 1,803.91	\$ 1,894.11	\$ 1,988.84	\$ 2,088.25	\$ 2,192.66	\$44,668.26	\$57,009.16	21.4751	27.4083
Transit Coordinator I	30	\$ 1,718.01	\$ 1,803.91	\$ 1,894.11	\$ 1,988.84	\$ 2,088.25	\$ 2,192.66	\$44,668.26	\$57,009.16	21.4751	27.4083
Administrative Assistant II	31	\$ 1,760.97	\$ 1,849.01	\$ 1,941.47	\$ 2,038.55	\$ 2,140.46	\$ 2,247.48	\$45,785.22	\$58,434.48	22.0121	28.0935
Wastewater Plant Operator I	31	\$ 1,760.97	\$ 1,849.01	\$ 1,941.47	\$ 2,038.55	\$ 2,140.46	\$ 2,247.48	\$45,785.22	\$58,434.48	22.0121	28.0935
Sanitation Worker II	31	\$ 1,760.97	\$ 1,849.01	\$ 1,941.47	\$ 2,038.55	\$ 2,140.46	\$ 2,247.48	\$45,785.22	\$58,434.48	22.0121	28.0935
Payroll/AP Specialist	32	\$ 1,804.98	\$ 1,895.23	\$ 1,989.99	\$ 2,089.50	\$ 2,193.97	\$ 2,303.67	\$46,929.48	\$59,895.42	22.5623	28.7959
Executive Assistant I	33	\$ 1,850.11	\$ 1,942.61	\$ 2,039.74	\$ 2,141.73	\$ 2,248.82	\$ 2,361.25	\$48,102.86	\$61,392.50	23.1264	29.5156
Billing and Collections Specialist II	34	\$ 1,896.36	\$ 1,991.18	\$ 2,090.74	\$ 2,195.27	\$ 2,305.04	\$ 2,420.28	\$49,305.36	\$62,927.28	23.7045	30.2535
Water Operator II	34	\$ 1,896.36	\$ 1,991.18	\$ 2,090.74	\$ 2,195.27	\$ 2,305.04	\$ 2,420.28	\$49,305.36	\$62,927.28	23.7045	30.2535
Wastewater Plant Operator II	36	\$ 1,992.36	\$ 2,091.97	\$ 2,196.57	\$ 2,306.40	\$ 2,421.72	\$ 2,542.79	\$51,801.36	\$66,112.54	24.9045	31.7849
Human Resources Analyst I	37	\$ 2,042.16	\$ 2,144.27	\$ 2,251.50	\$ 2,364.07	\$ 2,482.27	\$ 2,606.37	\$53,096.16	\$67,765.62	25.5270	32.5796
Sanitation Supervisor	37	\$ 2,042.16	\$ 2,144.27	\$ 2,251.50	\$ 2,364.07	\$ 2,482.27	\$ 2,606.37	\$53,096.16	\$67,765.62	25.5270	32.5796
Streets Supervisor	37	\$ 2,042.16	\$ 2,144.27	\$ 2,251.50	\$ 2,364.07	\$ 2,482.27	\$ 2,606.37	\$53,096.16	\$67,765.62	25.5270	32.5796
Staff Accountant	38	\$ 2,093.22	\$ 2,197.88	\$ 2,307.78	\$ 2,423.16	\$ 2,544.33	\$ 2,671.54	\$54,423.72	\$69,460.04	26.1653	33.3943
Water Operator III	38	\$ 2,093.22	\$ 2,197.88	\$ 2,307.78	\$ 2,423.16	\$ 2,544.33	\$ 2,671.54	\$54,423.72	\$69,460.04	26.1653	33.3943
Building Inspector I	40	\$ 2,199.18	\$ 2,309.15	\$ 2,424.58	\$ 2,545.83	\$ 2,673.12	\$ 2,806.78	\$57,178.68	\$72,976.28	27.4898	35.0848
Code Compliance Officer I	40	\$ 2,199.18	\$ 2,309.15	\$ 2,424.58	\$ 2,545.83	\$ 2,673.12	\$ 2,806.78	\$57,178.68	\$72,976.28	27.4898	35.0848
Assistant Planner	41	\$ 2,254.16	\$ 2,366.87	\$ 2,485.21	\$ 2,609.47	\$ 2,739.94	\$ 2,876.94	\$58,608.16	\$74,800.44	28.1770	35.9618
Billing and Collections Supervisor	43	\$ 2,368.29	\$ 2,486.70	\$ 2,611.03	\$ 2,741.59	\$ 2,878.66	\$ 3,022.61	\$61,575.54	\$78,587.86	29.6036	37.7826
Code Compliance Officer II	43	\$ 2,368.29	\$ 2,486.70	\$ 2,611.03	\$ 2,741.59	\$ 2,878.66	\$ 3,022.61	\$61,575.54	\$78,587.86	29.6036	37.7826
Building Inspector II	43	\$ 2,368.29	\$ 2,486.70	\$ 2,611.03	\$ 2,741.59	\$ 2,878.66	\$ 3,022.61	\$61,575.54	\$78,587.86	29.6036	37.7826
GIS Specialist	43	\$ 2,368.29	\$ 2,486.70	\$ 2,611.03	\$ 2,741.59	\$ 2,878.66	\$ 3,022.61	\$61,575.54	\$78,587.86	29.6036	37.7826
Wastewater Plant Operator III	43	\$ 2,368.29	\$ 2,486.70	\$ 2,611.03	\$ 2,741.59	\$ 2,878.66	\$ 3,022.61	\$61,575.54	\$78,587.86	29.6036	37.7826
Associate Planner	44	\$ 2,427.48	\$ 2,548.87	\$ 2,676.31	\$ 2,810.13	\$ 2,950.64	\$ 3,098.17	\$63,114.48	\$80,552.42	30.3435	38.7271
Water Supervisor	44	\$ 2,427.48	\$ 2,548.87	\$ 2,676.31	\$ 2,810.13	\$ 2,950.64	\$ 3,098.17	\$63,114.48	\$80,552.42	30.3435	38.7271
Wastewater Supervisor	44	\$ 2,427.48	\$ 2,548.87	\$ 2,676.31	\$ 2,810.13	\$ 2,950.64	\$ 3,098.17	\$63,114.48	\$80,552.42	30.3435	38.7271
Accounting Supervisor	44	\$ 2,427.48	\$ 2,548.87	\$ 2,676.31	\$ 2,810.13	\$ 2,950.64	\$ 3,098.17	\$63,114.48	\$80,552.42	30.3435	38.7271
Information Technology & Marketing Specialist	46	\$ 2,550.40	\$ 2,677.91	\$ 2,811.82	\$ 2,952.41	\$ 3,100.02	\$ 3,255.04	\$66,310.40	\$84,631.04	31.8800	40.6880
Police Non-Exempt Bi-Weekly Pay Schedule								ANNUAL PAY		HOURLY RATE	
Police Records Clerk	33	\$ 1,850.11	\$ 1,942.61	\$ 2,039.74	\$ 2,141.73	\$ 2,248.82	\$ 2,361.25	\$48,102.86	\$61,392.50	23.1264	29.5156
Police Dispatcher	36	\$ 1,992.36	\$ 2,091.97	\$ 2,196.57	\$ 2,306.40	\$ 2,421.72	\$ 2,542.79	\$51,801.36	\$66,112.54	24.9045	31.7849
Senior Police Dispatcher	40	\$ 2,199.18	\$ 2,309.15	\$ 2,424.58	\$ 2,545.83	\$ 2,673.12	\$ 2,806.78	\$57,178.68	\$72,976.28	27.4898	35.0848
Police Officer	44	\$ 2,427.48	\$ 2,548.87	\$ 2,676.31	\$ 2,810.13	\$ 2,950.64	\$ 3,098.17	\$63,114.48	\$80,552.42	30.3435	38.7271
Police Records Administrator	44	\$ 2,427.48	\$ 2,548.87	\$ 2,676.31	\$ 2,810.13	\$ 2,950.64	\$ 3,098.17	\$63,114.48	\$80,552.42	30.3435	38.7271
Senior Police Officer	47	\$ 2,614.13	\$ 2,744.85	\$ 2,882.08	\$ 3,026.18	\$ 3,177.50	\$ 3,336.39	\$67,967.38	\$86,746.14	32.6766	41.7049
Police Sergeant	54	\$ 3,107.43	\$ 3,262.77	\$ 3,425.93	\$ 3,597.21	\$ 3,777.08	\$ 3,965.92	\$80,793.18	\$103,113.92	38.8429	49.5740