



# City of Tulare

## Board of Public Utilities Commissioners Meeting Agenda

**Commissioners**  
Ray Fonseca, President  
Tony Sozinho, Vice President  
Renee Soto  
Blake Wilbur  
Brian Nunes

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**Tulare Public Library & Council Chamber**  
**491 North M Street, Tulare CA 93274**  
[www.tulare.ca.gov](http://www.tulare.ca.gov)

**Friday, June 28, 2024**  
**3:00 p.m. Adjourned Meeting**

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### Attending Meetings

Regular meetings of the Board of Public Utilities Commissioners are held on the first and third Thursdays of each month in the Council Chamber located in the Tulare Public Library at 491 North M Street, Tulare, subject to cancellation. Additional meetings of the Board may be called as needed.

Documents related to items on the agenda are accessible on the City's website at [www.tulare.ca.gov](http://www.tulare.ca.gov) and available for viewing at the entrance of the Council Chamber.



### Rules for Addressing the Board

- Members of the public may address the Board on matters within their jurisdiction.
- If you wish to address the Board, please complete one of the pink speaker cards located at the entrance to the Council Chamber and provide to the Clerk.
- Persons wishing to address the Board concerning an item on the agenda will be invited to address the Board during the time that the Board is considering that agenda item. Persons wishing to address the Board concerning issues not on the agenda will be invited to address the Board during the Public Comment portion of the meeting.
- When invited by the President to speak, please step up to the lectern, state your name and city where you reside, and make your comments. Comments are limited to three minutes per speaker.

### Americans with Disabilities Act

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation to participate in a meeting, including auxiliary aids or services, may request such modification from the City Clerk's Office at (559) 684-4200. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility.

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Due to the lack of a quorum, the regular meeting scheduled for June 20, 2024, which was properly noticed, was adjourned to Friday, June 28, 2024, at 3:00 p.m. The adjourned regular meeting is a regular meeting for all purposes.

### 1. CALL TO ORDER

### 2. PLEDGE OF ALLEGIANCE AND INVOCATION

3. **PUBLIC COMMENT** - Members of the public wishing to comment on any item not appearing on the agenda may address the Board at this time. State law prevents the Board from acting on any matter not on the agenda; however, your comments may be referred to staff for follow up. This is also the time for the public to comment on items listed under the Consent Calendar or to request an item from the Consent Calendar be pulled for discussion purposes. Comments related to Public Hearing and General Business items will be heard at the time those items are discussed. In fairness to all who wish to speak,

public comment is limited to a total of fifteen minutes with each speaker allowed three minutes, unless otherwise extended by the Board. Please begin your comments by stating your name and providing your city of residence.

4. **COMMUNICATIONS** - Communications are to be submitted to the City Manager's Office ten days prior to a Board meeting to be considered for this section of the agenda. No action will be taken on matters listed under Communications; however, the Board may direct staff to schedule issues raised during Communications for a future agenda.
5. **CONSENT CALENDAR** - All matters listed under the Consent Calendar are considered by the Board to be routine and will be enacted in one motion without discussion. If discussion is desired, that item may be removed and considered separately.
  - 5.1 **Approval of Board Meeting Minutes.**  
**Recommended Action:** Approve the minutes of the special and/or regular meeting of June 6, 2024. [M. Hermann]
  - 5.2 **Public Works Performance Reports for May 2024.**  
**Recommended Action:** Receive the Public Works performance reports for May 2024. [A. Bettencourt]
6. **PUBLIC HEARING** - Comments related to Public Hearing items are limited to three minutes per speaker, for a maximum of 30 minutes per item, unless otherwise extended by the Board.
  - 6.1 **Fiscal Year 2025 Municipal Utilities Operating Budget Adoption.**  
**Recommended Action:** Adopt a resolution adopting the Fiscal Year 2025 Municipal Utilities Operating Budget; and adopt a resolution adopting the Fiscal Year 2025 Municipal Utilities Position Control Budget. [M. Roberts]
7. **ITEMS OF INTEREST**
8. **ADJOURNMENT**

The July 4, 2024, regularly scheduled meeting of the Board of Public Utilities Commissioners has been canceled as approved by the Board on June 6, 2024. The next regularly scheduled meeting is Thursday, July 18, 2024, at 4:00 p.m. in the Council Chamber, 491 North M Street, Tulare.

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**AFFIDAVIT OF POSTING AGENDA**

I hereby certify, in conformance with Government Code Sections 54954.2, this agenda was posted in the kiosk at the front of City Hall, 411 E. Kern Avenue, as well as on the City of Tulare's website ([www.tulare.ca.gov](http://www.tulare.ca.gov)).

POSTED: Monday, June 17, 2024, at 4:00 p.m.

  
Melissa Hermann, Chief Deputy City Clerk

**AFFIDAVIT OF POSTING NOTICE OF ADJOURNMENT**

I hereby certify, in conformance with Government Code Sections 54955, a notice of adjournment was posted on the door of the Council Chamber located at 491 North M Street, Tulare, as well as on the City of Tulare's website ([www.tulare.ca.gov](http://www.tulare.ca.gov)).

POSTED: Thursday, June 20, 2024, at 4:00 p.m.

  
Melissa Hermann, Chief Deputy City Clerk



## City of Tulare

### Board of Public Utilities Commissioners Notice of Adjournment

#### Commissioners

Ray Fonseca, President  
Tony Sozinho, Vice President  
Renee Soto  
Blake Wilbur  
Brian Nunes

**NOTICE IS HEREBY GIVEN** that, due to lack of a quorum, the regular meeting agenda in its entirety of **Thursday, June 20, 2024**, of the Board of Public Utilities Commissioners of the City of Tulare was adjourned to **Friday, June 28, 2024, at 3:00 p.m.** in the Council Chamber at the Tulare Public Library, 491 North M Street, Tulare, pursuant to California Government Code § 54955.

Dated this 20<sup>th</sup> day of June 2024

Melissa Hermann, Chief Deputy City Clerk

#### AFFIDAVIT OF POSTING

STATE OF CALIFORNIA )  
COUNTY OF TULARE ) ss.  
CITY OF TULARE )

I, Melissa Hermann, Chief Deputy City Clerk for the City of Tulare, hereby certify, under penalty of perjury, that I caused the posting of this notice on the door of the Council Chamber in Tulare, California, at 4:00 p.m. on June 20, 2024.

Melissa Hermann, Chief Deputy City Clerk

**CITY OF TULARE  
BOARD OF PUBLIC UTILITIES COMMISSIONERS  
MEETING MINUTES**

**Tulare Public Library & Council Chamber  
491 North M Street, Tulare**

**Thursday, June 6, 2024  
4:00 p.m. Regular Meeting**

Proper notice of this meeting was given pursuant to Government Code Section 54954.2.

**COMMISSIONERS PRESENT:** President Ray Fonseca  
Vice President Tony Sozinho  
Commissioner Brian Nunes  
Commissioner Renee Soto  
Commissioner Blake Wilbur

**STAFF PRESENT:** City Manager Marc Mondell; Assistant City Attorney Nick Matoian; Chief Deputy City Clerk Melissa Hermann; Public Works Director Trisha Whitfield; Assistant Finance Director Melanie Gaboardi; City Engineer Michael Miller; Assistant Public Works Director Tim Doyle; Senior Management Analyst Andrew Bettencourt

**1. CALL TO ORDER**

President Fonseca called the regular meeting of the Board of Public Utilities Commissioners to order at 4:01 p.m. in the Council Chamber located at 491 North M Street.

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Commissioner Wilbur led the Pledge of Allegiance and an invocation was given by Commissioner Soto.

**3. PUBLIC COMMENT**

There were no public comments.

**4. COMMUNICATIONS**

There were no communications.

**5. CONSENT CALENDAR**

It was moved by Commissioner Soto, seconded by Commissioner Wilbur, and unanimously carried that the items on the Consent Calendar be approved as presented.

**5.1 Approval of Board Meeting Minutes.**

**Recommended Action:** Approve the minutes of the special and/or regular meetings of April 18, 2024 and May 30, 2024. [M. Hermann]

**5.2 Public Works Performance Reports for April 2024.**

**Recommended Action:** Receive the Public Works performance reports for April 2024. [A. Bettencourt]

**5.3 System Loss Quarterly Report.**

**Recommended Action:** Receive the quarterly Potable Water Pumping and Metered Delivery Report. [A. Bettencourt]

**5.4 Cancellation of July 4 Meeting.**

**Recommended Action:** Cancel the regularly scheduled meeting of the Board of Public Utilities Commissioners on July 4, 2024. [M. Hermann]

**5.5 Capital Improvements Project Dashboard for June 2024.**

**Recommended Action:** Accept the Capital Improvements Project Dashboard for June 2024. [M. Miller]

**6. GENERAL BUSINESS****6.1 Draft Water, Wastewater, and Storm Drain Master Plan.**

**Recommended Action:** Receive a presentation on the draft Water, Wastewater, and Storm Drain Master Plan.

**Presented By:** Public Works Director Trisha Whitfield; Tim Loper of Carollo

**Public Comment:** There were no public comments.

**Board Action:** There was no action taken by the Board.

**7. ITEMS OF INTEREST**

Items of interest were discussed amongst the Board and staff.

**8. ADJOURNMENT**

The regular meeting was adjourned at 4:42 p.m.

These meeting minutes were approved by the Board on June 20, 2024.

ATTEST:

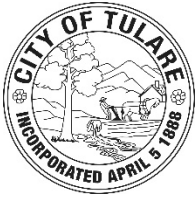
Marc Mondell, City Clerk

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Ray Fonseca, President

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By Melissa Hermann, Chief Deputy City Clerk



## Staff Report

**Meeting:** Board of Public Utilities Commissioners

**Date:** June 28, 2024

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**Department:** Public Works

**Submitted by:** Andrew Bettencourt, Senior Management Analyst

**Agenda Title:** Public Works Performance Reports for May 2024

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### RECOMMENDED ACTION

Receive the Public Works performance reports for May 2024.

### SUMMARY

Public Works first reported performance dashboards for each of its divisions to the Board of Public Utilities in August 2015 with the intention of inviting additional transparency into the maintenance and operations activities of each of the divisions.

#### Solid Waste

Overall tonnage was slightly down in May 2024 compared to May 2023. The total tonnage in May 2024 was 6,163.8 tons, a decrease of 1.8% compared to May 2023 (6,273.6 tons).

Residential tonnage increased slightly in May compared to a year ago. There were 3,236.0 tons collected from residential customers in May 2024, compared to 3,165.9 tons in May 2023, marking an increase of 2.2%.

Commercial tonnage was nearly the same compared to the numbers from a year ago. In May 2024, there were 1,433.5 tons collected from commercial accounts, marking a 0.7% decrease from May 2023 (1,443.9 tons).

Roll-off tonnage decreased compared to 2023. There were 1,379.7 tons collected from roll-off operations in May, marking a 15.9% decrease from May 2023 (1,639.6 tons).

Overall, the Solid Waste division's recycling rate for May 2024 decreased significantly compared to May 2023. The diversion rate for May 2024 was 27 percent (15% green waste, 10% recyclables, 2% food waste/compost). The diversion rate for May 2023 was 32 percent (20% green waste, 10% recyclables, 2% food waste/compost).

The City had a total of 4,531.9 tons of trash (to the landfill), resulting in a rate of 4.05 pounds per person per day for the month of May, marking an increase of 5.7% from May 2023 (3.83). The target disposal rate for the City set by the State is 6.0 pounds per person per day.

Overall, the City of Tulare has collected 31,481.0 tons in 2024, an increase of 1.1% compared to 2023 through the first five months (31,138.5 tons in 2023). The City has sent 21,978.0 tons to the landfill through May, marking a 0.4% increase compared to 2023 (21,883.2 tons).

#### Water

Water delivery volumes are delayed by one month due to the availability of billing data. In April 2024, water delivery, or water "sold," totaled 374.4 million gallons, 1.9% higher compared to

April 2023 (367.5 million gallons). Potable water production decreased compared to last year. There were 342.0 million gallons pumped in April, marking a slight 0.8% decrease from April 2023 (344.9 million gallons).

There was a difference of 32.2 million gallons between pumped water (342.0 million gallons) versus delivered (374.4 million gallons), which represents a system loss of -9.5%.

The primary reason why there is a discrepancy between pumped water and delivered water is when meters are read. Production well data is on a strict calendar month basis. With a growing number of residential meters going to an AMI read (meter to base station), we are developing two distinct cycles – pumped by the calendar and metered from the 15<sup>th</sup> of the reporting month to the 14<sup>th</sup> of the following month.

In May 2024, the average standing water level depth was 202 feet, representing a 5-foot rise from a year ago (207 feet). The average standing water level depth is 11 feet better than in May 2022 (213 feet). The average standing water level depth lost three feet compared to April 2024 (194 feet).

### **Conservation**

The overall gross gallons per capita was 158 gallons per person per day in April 2024, 1.3% lower than it was in April 2023 (160).

Residential per capita decreased compared to a year ago. The residential per capita in April 2024 was 99 gallons per person per day. That is 2.2% lower than it was in April 2023 (101 gallons per person per day). The residential gallons per capita looks specifically at residential water use only.

There were 496 citations handed out in May. There were 113 citations that resulted in a fine (second violations or more). Those fines totaled \$5,540.

### **Sewer Collections**

Preventative Maintenance accounted for 61% of all working man hours in May.

In May, 74,900 of sewer lines were cleaned, and 5,160 feet of sewer lines were televised (preventative maintenance operations).

Approximately 9% of staff's time was spent helping other departments.

### **Wastewater Treatment Plant**

In May, the domestic plant's daily influent average was 3.86 million gallons. The domestic plant's capacity is 5.5 million gallons, and when the daily influent average is within 80 percent (4.4 million gallons) of capacity, improvements to the plant's capacity should be a priority.

The industrial plant's daily influent average was 7.60 million gallons in May. The industrial plant's capacity is 12 million gallons, and no daily influent average has been close to the 80-percent mark (9.6 million gallons).

Efficiency against BOD was 98.0% in May (it was 96.2% in April). The combined BOD effluent was 47.0 mg/l (92.0 mg/l in March), which is not within the state compliance level (less than 40 mg/l).

Efficiency against TSS was 94.2% in May (92.1% in April). The combined TSS effluent was 54.4 mg/l (79.6 mg/l in April) which is not within the state compliance level (less than 40 mg/l).

Efficiency against Nitrogen was 79.5% in April. The combined Nitrogen effluent was 30.00 mg/l, which is not within the state compliance level (less than 13 mg/l).

We do not have the final nitrogen numbers for May as tests are still being completed. We will report the Nitrogen effluent average and efficiency ratings for May next month.

Operationally, the WWTP completed 280 preventative maintenance work orders and 14 corrective work orders in May. Overall, 125 of the work orders were completed for the Domestic side of the facility and 169 for the Industrial side, 43% and 57%, respectively.

#### **FISCAL IMPACT & FUNDING SOURCES**

There is no fiscal impact associated with this action.

#### **LEGAL REVIEW**

This item does not require legal review.

#### **ALTERNATIVE ACTION**

1. Approve with changes
2. Deny
3. Table

#### **ATTACHMENTS**

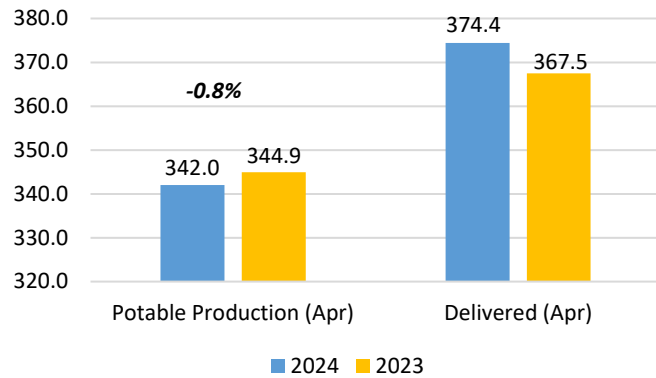
1. BPU Public Works Performance Dashboard Graphic

Reviewed/Approved: 

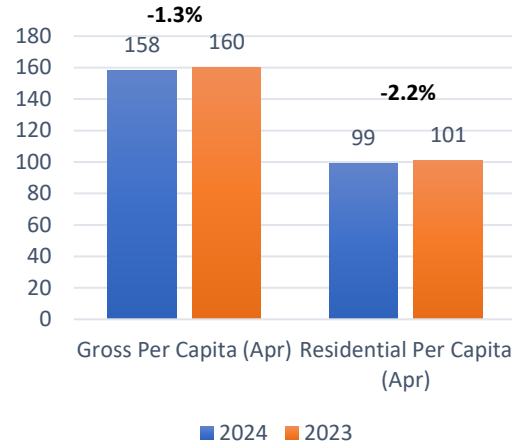


# City of Tulare Water Division May 2024 Dashboard

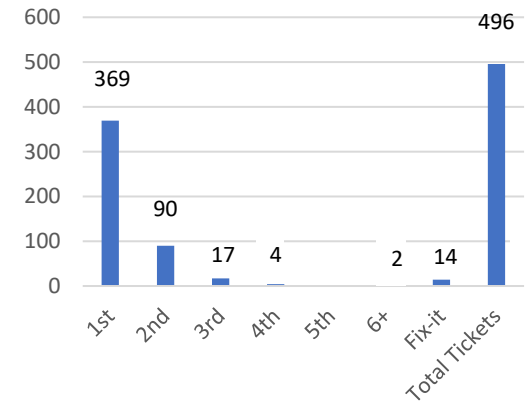
## Production & Delivery Volumes (MG)



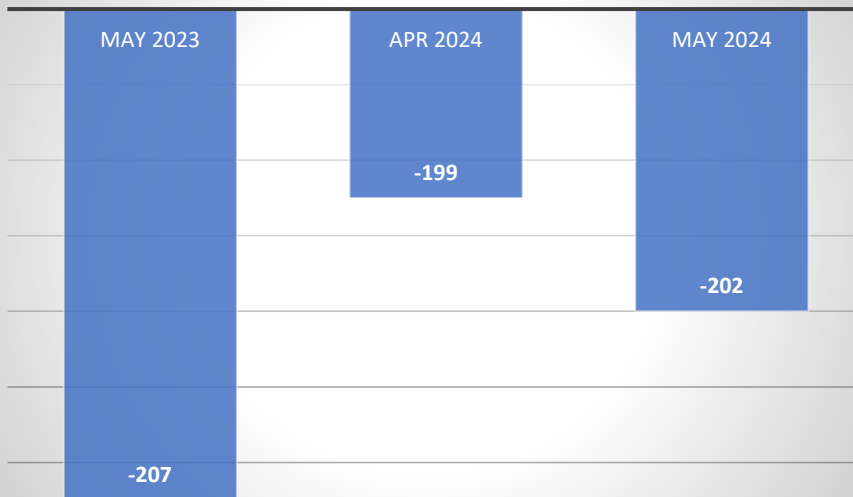
## GPCD & Residential GPCD



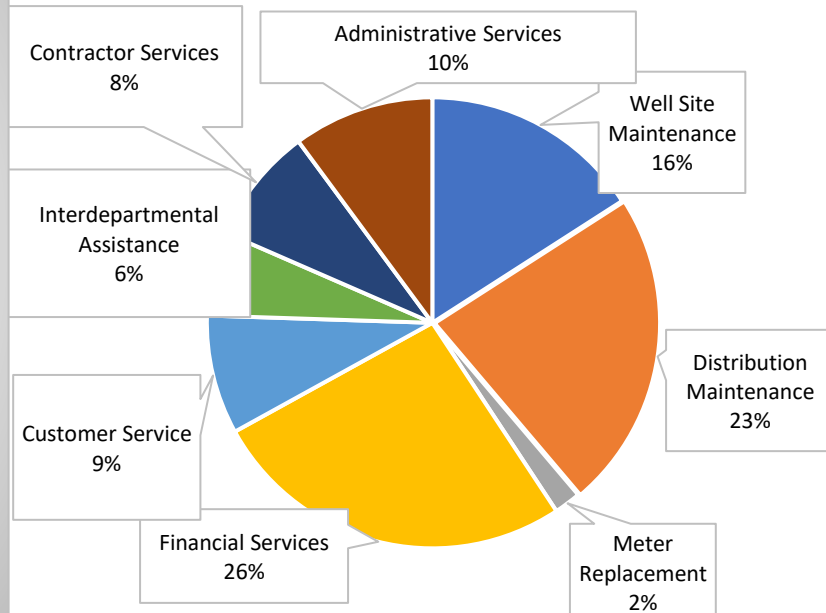
## May Water Waste Tickets



## Average Standing Water Level Depth (in feet)

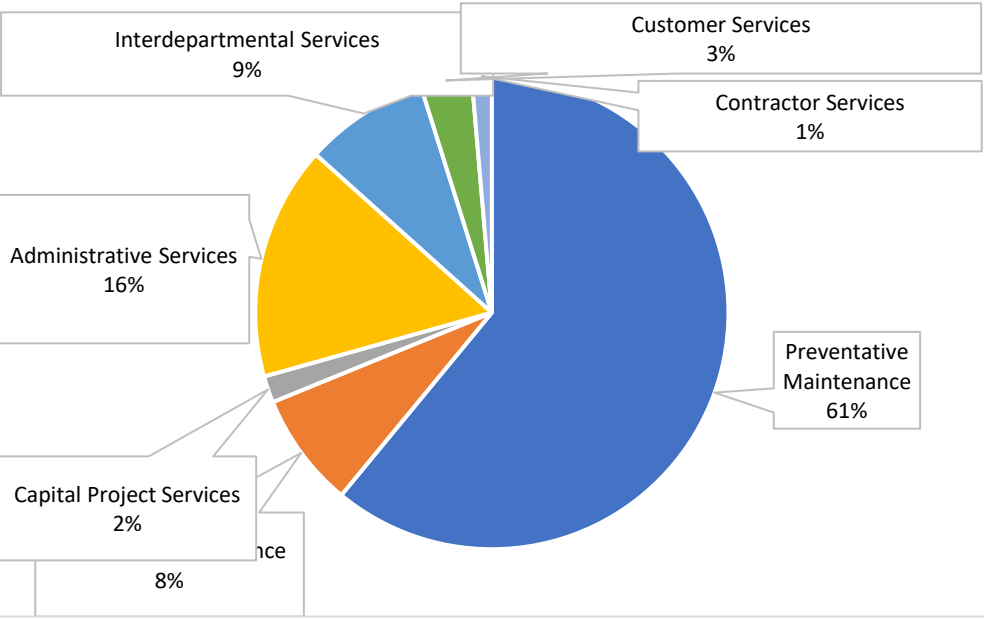


## May 2024 Water Maintenance Man Hours

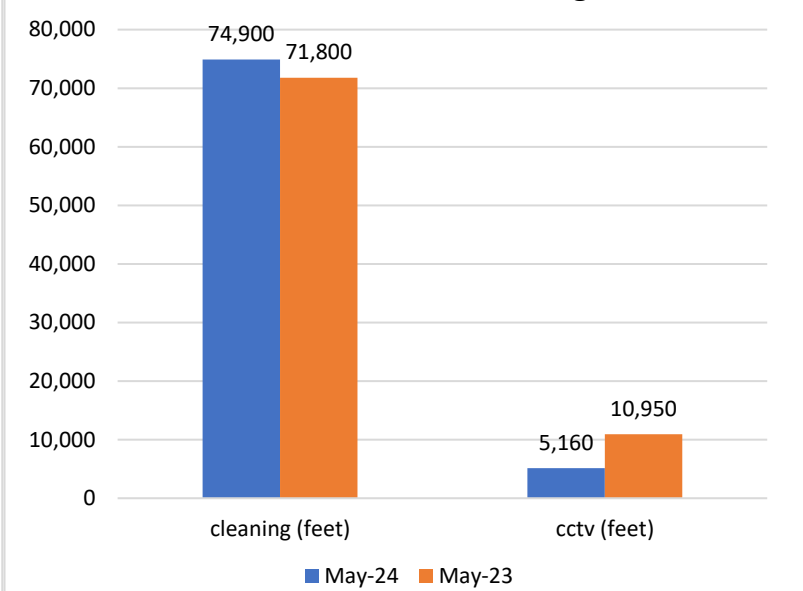


City of Tulare Sewer Collections/Solid Waste - May 2024 Dashboard

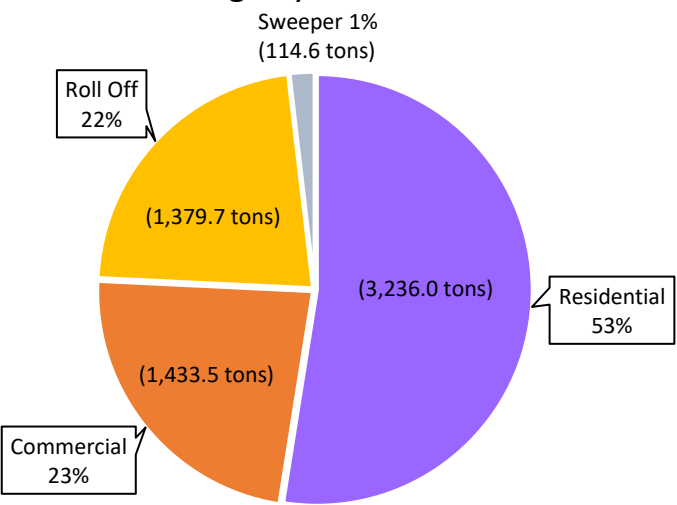
Sewer Collections Man Hour Distribution



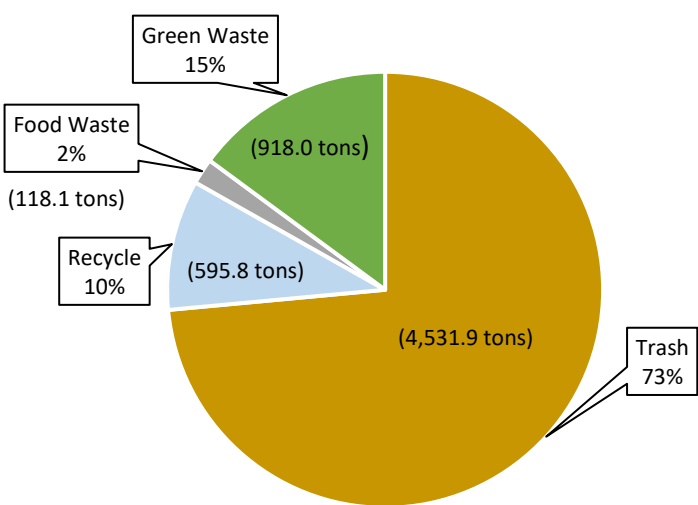
Linear Maintenance Footage



Tonnage by Division



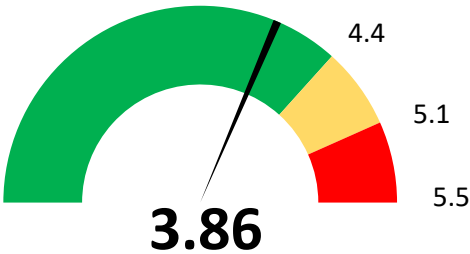
Tonnage by Type



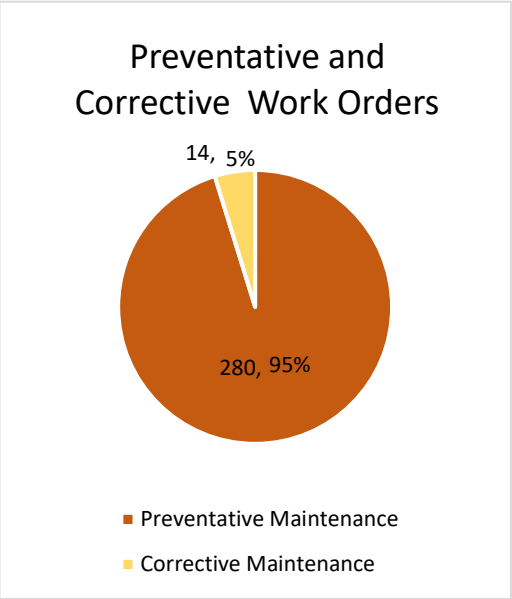
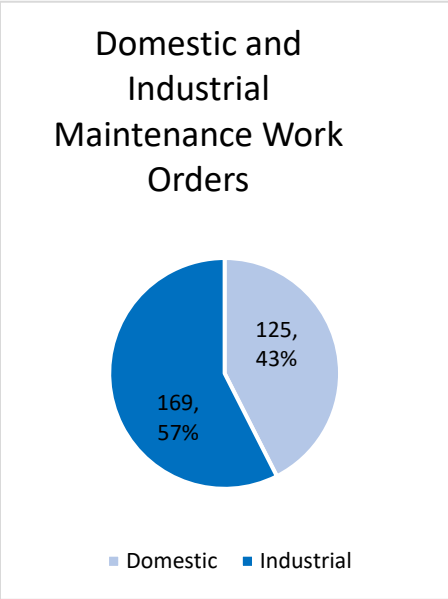
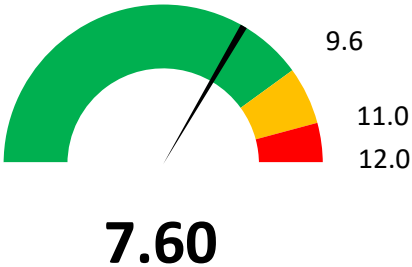
City of Tulare WWTP Division  
May 2024 Dashboard

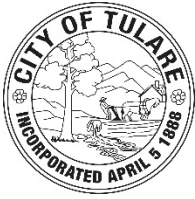
Compliance			
	BOD	TSS	Nitrogen
	<40mg/l	<40mg/l	<13mg/l
Efficiency	98.0%	94.2%	79.5%
Sample Avg (mg/l)	47.0	54.4	30.00

Domestic Influent Daily Average (MG)



Industrial Influent Daily Average (MG)





# Staff Report

**Meeting:** Board of Public Utilities Commissioners

**Date:** June 28, 2024

**Item #: 6.1**  
**Public Hearing**

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**Department:** Finance

**Submitted by:** Mark Roberts, Chief Financial Officer

**Agenda Title:** Fiscal Year 2025 Municipal Utilities Operating Budget Adoption

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## RECOMMENDED ACTION

Adopt a resolution adopting the Fiscal Year 2025 Municipal Utilities Operating Budget; and adopt a resolution adopting the Fiscal Year 2025 Municipal Utilities Position Control Budget.

## SUMMARY

On May 30, 2024, City staff provided the City of Tulare Board of Public Utilities Commissioners (BPU) the Preliminary Fiscal Year 2025 Municipal Utilities Operating Budget (Budget). A public hearing to adopt said budgets will be held on June 20, 2024, which will review of the Budget (including the Position Control Budget [PCB]), Fleet Control Budget (FCB), and capital projects.

### Operating Budget (including the Position Control Budget [PCB])

The complete proposed utility funds operating budgets for water, sewer/wastewater pollution control, and solid waste enterprise funds (including all their component elements and assumptions) are submitted for Board approval by resolution at the public hearing.

The Position Control Budget (PCB), because of its significance and the need for operational authority, is submitted with its own separate resolution. Through one new position and one reclassification, the PCB proposes an estimated annual increase of \$102,000 to the Enterprise Funds. The following changes are proposed:

- New Position: Water Cross-Connection Specialist
- Reclassification: Water Quality Specialist to Water Treatment Supervisor

The other sub-budgets which are used to focus on key operation aspects for purposes of greater budgetary control and workflow planning are incorporated into the primary budget resolution.

### Fleet Control Budget (FCB)

The FCB sub-control budget is incorporated into the Budget as part of the line-item appropriations. Fixed charges are calculated based on projected needs and costs which are contained in the budget appropriations. The costs are collected through internal service charges to the City departments and funds receiving the requested vehicles. When possible, purchases, which paid from within the Fleet Replacement Fund (an internal service fund), are made in bulk and/or through cooperative purchasing agreements. As with other internal service funds, the Fleet Replacement Fund is evaluated each budget cycle to determine if costs were more or less than projected, which results in future period adjustments through operating department budgets.

Provided the projected costs in the Fleet Replacement Fund are less than or equal to the appropriations in the Fund, there is no need to return for further Board spending authority unless required by the City's Purchasing Policy (for example, the price is more than the City Manager's approval authority).

For fiscal year 2025, staff is proposing the following replacement and expansion:

<b>Proposed Vehicle &amp; Equipment Replacement</b>			
Replacement: 1 Side Loader Refuse Truck	Solid Waste – Residential	1	\$380,000
Expansion: Light Duty Truck	Water	1	\$45,000

### Capital Projects

Transfers totaling \$5.9M are included in the Water Fund budget to fund the fiscal year 2025 cost of capital projects, for new debt service related to an energy savings project, and to account for the cost of previous project activities for which revenues received in the Water CIP Fund were not sufficient. Transfers totaling \$1.0M are reflected in the Sewer/Wastewater Fund for capital projects and the aforementioned energy savings project debt. The fiscal year 2025 project costs funded by the transfers are listed in the table below.

<b>Utility Enterprise/Fund</b>	<b>Project</b>	<b>Amount</b>
Water	Water Meter Infrastructure Upgrade (Annual Project)	\$ 46,550
	Groundwater Recharge Basins (Annual Project)	200,000
	Water Meter Replacement (Annual Project)	560,000
	Water Electrical System Upgrade (Annual Project)	150,000
	Well Rehabilitation (Annual Project)	300,000
	Generators	77,000
	Water Storage Tank & Booster Station	500,000
	Maple/D Street SD Lift Station Upgrades (Surface Water)	386,900
	THSD Farm SD Lift Station Upgrades (Surface Water)	386,900
	New Well (DIF-Funded)	500,000
Water Total		\$ 3,107,350
Sewer/Wastewater	Boiler Control Upgrade	\$ 10,000
	Grit System Rehabilitation	100,000
	Domestic Plant Expansion	500,000
	Annual SS Lift Station Rehabilitation	200,000
Sewer/Wastewater Total		\$ 810,000
<b>Grand Total</b>		<b>\$ 3,917,350</b>

In addition, the Solid Waste & Street Sweeping Fund budget includes \$0.5M to finance future projects.

**FISCAL IMPACT & FUNDING SOURCES**

There is no fiscal impact associated with this action.

**LEGAL REVIEW**

This item does not require legal review.

**ALTERNATIVE ACTION**

1. Approve with changes
2. Deny
3. Table

If the Board does not adopt the proposed resolutions, a special BPU meeting must be scheduled and properly noticed for an additional Public Hearing to be held prior to July 1, 2024, for the Board to adopt the Budget to ensure continuity of utility operations beyond June 30, 2024.

**ATTACHMENTS**

1. Municipal Utilities Operating Budget Resolution
2. Municipal Utilities Position Control Budget Resolution

Reviewed/Approved: 

## **RESOLUTION 2024-XX**

### **A RESOLUTION OF THE BOARD OF PUBLIC UTILITIES COMMISSIONERS OF THE CITY OF TULARE ADOPTING THE FISCAL YEAR 2025 MUNICIPAL UTILITIES BUDGET AND ALL SECTION THEREIN**

**WHEREAS**, the City Manager has prepared a municipal utilities budget for the fiscal year ending June 30, 2025, which includes budgets for the City's Water, Sewer/Wastewater, and Solid Waste Enterprise Funds ("Proposed Budget"), a copy of which is on file in the Office of the City Clerk; and

**WHEREAS**, the Board of Public Utilities Commissioners has examined the Proposed Budget, has conferred with the City Manager and appropriate staff in public sessions, and has deliberated and considered the Proposed Budget during a public hearing held on June 20, 2024.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Public Utilities Commissioners of the City of Tulare, as follows:

**Section 1.** The City Manager is directed to prepare the final budget, in substantial conformance with the Proposed Budget, and as directed by the Board of Public Utilities Commissioners, for the Fiscal Year 2025. The final budget shall be the "City of Tulare Fiscal Year 2025 Municipal Utilities Budget" and includes all sub-component budgets and assumptions. The final budget may be referred to as "the Budget," and a copy of the Budget shall be filed in the Office of the City Clerk.

**Section 2.** The Budget is hereby adopted. A summary of the funds and functions totaling **\$52,620,412** in expenditures is attached (Exhibit A).

**Section 3.** The City Manager is authorized to implement the Budget as set forth in this Resolution. The City Manager may delegate the authority to implement this Resolution to the Chief Financial Officer or other designated City employee.

**Section 4.** The City Manager is authorized to transfer appropriations as needed from savings available in any account in the Budget to any other accounts within the same fund to meet overall Budget requirements.

**Section 5.** The City Manager is authorized to transfer among the various funds the sums appropriated in the Proposed Budget with the descriptive designations of either "Transfers" or "Operating Transfers" in such increments and at such intervals determined by the City Manager.

**Section 6.** The City Manager is authorized to increase appropriations for Fiscal Year 2025 expenditures in an amount not to exceed the amount of funds encumbered, but not yet expended, from Fiscal Year 2024. The actual amount of the increased appropriations due to encumbrances will be reported to the Board of Public Utilities Commissioners as part of the Fiscal Year 2024 year-end financial report.

**Section 7.** When revenue estimates exceed the amount identified in the Budget due to increases in grant revenues as verified by the Chief Financial Officer, the City Manager is authorized to increase appropriations for Fiscal Year 2025 expenditures in an amount not to exceed the amount of increased revenues. Approval of increased appropriations shall be made in writing by the City Manager, filed with the Chief Financial Officer (Finance Director/Treasurer), and reported to the Board of Public Utilities Commissioners as part of the Fiscal Year 2025 year-end financial report.

**Section 8.** The City Manager is instructed to use restricted funding sources in accordance with the requirements of the funding sources prior to using funds with unrestricted resources in order to allow the City the greatest flexibility in meeting its financial obligations.

**Section 9.** The City Manager is authorized to approve, in accordance with the City's adopted Purchasing Policy, purchases of items identified in the Fleet Control Budget (which is an approved component of the Proposed Budget) in accord with that budget's appropriations.

**Section 10.** The City Manager is instructed to cause all transfers into reserves specified in the Budget Document transmittal report to occur and to hold and administer said reserves in accordance with Board policies. The City Manager, or any person to whom such responsibility is delegated by the City Manager, is authorized to administer the contributions into revolving funds for Project Budgets and Fleet Replacement in accordance with Board policies and best practices. Activities occurring in these reserves will be reported to the Board as part of the Fiscal Year 2025 year-end financial report.

**Section 11.** The City Council approved Administrative Policy 13-02 Budget Policies and Practices on June 4, 2013. This Policy and any subsequent amendments are incorporated herein by reference. The City Manager is instructed to update said Policy from time to time as necessary.

**Section 12.** The City Manager is instructed to implement all policies contained in the "Policies" section of the Budget, taking the best interests of the City into account with regard to particular circumstances.

**Section 13.** The Assignments of fund balance included in the Budget, which were made by the Chief Financial Officer, are approved.

**Section 14.** This Resolution shall take effect immediately upon adoption.

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**PASSED, APPROVED, AND ADOPTED** by the Board of Public Utilities Commissioners of the City of Tulare this 28<sup>th</sup> day of June 2024.

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Ray Fonseca, President

ATTEST:

Marc Mondell, City Clerk

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By Melissa Hermann, Chief Deputy City Clerk

**Municipal Utilities**  
**Proposed Budget for Fiscal Year 2025**  
(Amounts are approximate)

**I. Water Fund**

Administration	\$2,358,482
Distribution	3,223,700
Extraction	4,309,556
Treatment	1,372,370
Groundwater	1,574,724

<b>Water Fund Total</b>	<b>\$12,838,832</b>
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**II. Sewer/Wastewater Fund**

Sewer System	\$3,347,871
Wastewater - Domestic	7,608,337
Wastewater - Industrial	13,872,726
Wastewater - Pretreatment	177,785
Wastewater - Energy	1,817,521

<b>Sewer/Wastewater Fund Total</b>	<b>\$26,824,239</b>
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**III. Solid Waste & Street Sweeping Fund**

Solid Waste - Residential	\$7,628,386
Solid Waste - Commercial	3,129,187
Street Sweeping	687,445
Solid Waste - Roll-Off	1,512,322

<b>Solid Waste &amp; Street Sweeping Fund Total</b>	<b>\$12,957,341</b>
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<b>Grand Total - All City Funds</b>	<b>\$52,620,412</b>
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Position Control Budget - Total Proposed Positions:

Water - 21    Sewer/Wastewater - 35    Solid Waste & Street sweeping - 40

**Budgeted Revenues, Expenditures, & Transfers by Category**  
**Municipal Utilities - Combined**  
**Fiscal Year 2025 Proposed vs Fiscal Year 2025 Preliminary**

	<u>Proposed 2025</u>	<u>Preliminary 2025</u>	<u>Difference</u>
<u>Revenues &amp; Transfers In</u>			
Taxes	\$0	\$0	\$0
Licenses & Permits	0	0	0
Fines & Forfeits	725,000	725,000	0
Use of Money & Property	457,600	457,600	0
Intergovernmental	205,890	205,890	0
Charges for Services	45,291,650	45,291,650	0
Other Revenues	5,000,858	5,000,858	0
Total Revenues	<u>\$51,680,998</u>	<u>\$51,680,998</u>	<u>\$0</u>
Total Transfers In	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues & Transfers In	\$51,680,998	\$51,680,998	\$0
<u>Expenditures &amp; Transfers Out</u>			
Salaries & Benefits	\$11,345,168	\$11,281,364	\$63,804
Maintenance & Operations	25,083,574	25,668,074	(584,500)
Special M&O Projects *	2,613,700	2,613,700	0
Capital Improvements	114,500	114,500	0

	<b>Proposed 2025</b>	<b>Preliminary 2025</b>	<b>Difference</b>
Capital Outlay	651,000	651,000	0
Debt Service	12,812,470	12,812,470	0
<b>Total Expenditures</b>	<b>\$52,620,412</b>	<b>\$53,141,108</b>	<b>(\$520,696)</b>
<b>Total Transfers Out</b>	<b>7,371,270</b>	<b>1,679,590</b>	<b>5,691,680</b>
<b>Total Expenditures &amp; Transfers Out</b>	<b>\$59,991,682</b>	<b>\$54,820,698</b>	<b>\$5,170,985</b>
<b><u>Summary</u></b>			
<b>Revenues</b>	<b>\$51,680,998</b>	<b>\$51,680,998</b>	<b>\$0</b>
<b>Transfers In</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>	<b>(52,620,412)</b>	<b>(53,141,108)</b>	<b>520,696</b>
<b>Transfers Out</b>	<b>(7,371,270)</b>	<b>(1,679,590)</b>	<b>(5,691,680)</b>

\* Studies, Maintenance, Non-Tangible

**Budgeted Revenues, Expenditures, & Transfers by Category**  
**Water Fund**  
**Fiscal Year 2025 Proposed vs Fiscal Year 2025 Preliminary**

	<u>Proposed 2025</u>	<u>Preliminary 2025</u>	<u>Difference</u>
<u>Revenues &amp; Transfers In</u>			
Taxes	\$0	\$0	\$0
Licenses & Permits	0	0	0
Fines & Forfeits	200,000	200,000	0
Use of Money & Property	105,000	105,000	0
Intergovernmental	0	0	0
Charges for Services	9,979,050	9,979,050	0
Other Revenues	20,000	20,000	0
Total Revenues	<u>\$10,304,050</u>	<u>\$10,304,050</u>	<u>\$0</u>
Total Transfers In	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues & Transfers In	\$10,304,050	\$10,304,050	\$0
<u>Expenditures &amp; Transfers Out</u>			
Salaries & Benefits	\$2,660,587	\$2,647,601	\$12,986
Maintenance & Operations	6,922,765	6,986,605	(63,840)
Special M&O Projects *	735,000	735,000	0
Capital Improvements	114,500	114,500	0

	<b>Proposed 2025</b>	<b>Preliminary 2025</b>	<b>Difference</b>
Capital Outlay	0	0	0
Debt Service	2,405,980	2,405,980	0
<b>Total Expenditures</b>	<b>\$12,838,832</b>	<b>\$12,889,686</b>	<b>(\$50,854)</b>
<b>Total Transfers Out</b>	<b>5,861,456</b>	<b>711,150</b>	<b>5,150,306</b>
<b>Total Expenditures &amp; Transfers Out</b>	<b>\$18,700,288</b>	<b>\$13,600,836</b>	<b>\$5,099,452</b>
<b><u>Summary</u></b>			
<b>Revenues</b>	<b>\$10,304,050</b>	<b>\$10,304,050</b>	<b>\$0</b>
<b>Transfers In</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>	<b>(12,838,832)</b>	<b>(12,889,686)</b>	<b>50,854</b>
<b>Transfers Out</b>	<b>(5,861,456)</b>	<b>(711,150)</b>	<b>(5,150,306)</b>
<b>Projected Surplus / (Use of Fund Balance)</b>	<b>(\$8,396,238)</b>	<b>(\$3,296,786)</b>	<b>(\$5,099,452)</b>

\* Studies, Maintenance, Non-Tangible

**Budgeted Revenues, Expenditures, & Transfers by Category**  
**Sewer & Wastewater Fund**  
**Fiscal Year 2025 Proposed vs Fiscal Year 2025 Preliminary**

	<u>Proposed 2025</u>	<u>Preliminary 2025</u>	<u>Difference</u>
<u>Revenues &amp; Transfers In</u>			
Taxes	\$0	\$0	\$0
Licenses & Permits	0	0	0
Fines & Forfeits	325,000	325,000	0
Use of Money & Property	318,000	318,000	0
Intergovernmental	0	0	0
Charges for Services	26,511,600	26,511,600	0
Other Revenues	1,340,500	1,340,500	0
Total Revenues	<u>\$28,495,100</u>	<u>\$28,495,100</u>	<u>\$0</u>
Total Transfers In	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues & Transfers In	\$28,495,100	\$28,495,100	\$0
<u>Expenditures &amp; Transfers Out</u>			
Salaries & Benefits	\$4,362,540	\$4,311,854	\$50,686
Maintenance & Operations	10,440,209	10,613,909	(173,700)
Special M&O Projects *	1,615,000	1,615,000	0
Capital Improvements	0	0	0

	<b>Proposed 2025</b>	<b>Preliminary 2025</b>	<b>Difference</b>
Capital Outlay	0	0	0
Debt Service	10,406,490	10,406,490	0
<b>Total Expenditures</b>	<b>\$26,824,239</b>	<b>\$26,947,253</b>	<b>(\$123,014)</b>
<b>Total Transfers Out</b>	<b>1,003,665</b>	<b>462,290</b>	<b>541,375</b>
<b>Total Expenditures &amp; Transfers Out</b>	<b>\$27,827,904</b>	<b>\$27,409,543</b>	<b>\$418,361</b>
<b><u>Summary</u></b>			
<b>Revenues</b>	<b>\$28,495,100</b>	<b>\$28,495,100</b>	<b>\$0</b>
<b>Transfers In</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>	<b>(26,824,239)</b>	<b>(26,947,253)</b>	<b>123,014</b>
<b>Transfers Out</b>	<b>(1,003,665)</b>	<b>(462,290)</b>	<b>(541,375)</b>
<b>Projected Surplus / (Use of Fund Balance)</b>	<b>\$667,196</b>	<b>\$1,085,557</b>	<b>(\$418,361)</b>

\* Studies, Maintenance, Non-Tangible



**Budgeted Revenues, Expenditures, & Transfers by Category**  
**Solid Waste / Street Sweeping Fund**  
**Fiscal Year 2025 Proposed vs Fiscal Year 2025 Preliminary**

	<u>Proposed 2025</u>	<u>Preliminary 2025</u>	<u>Difference</u>
<u>Revenues &amp; Transfers In</u>			
Taxes	\$0	\$0	\$0
Licenses & Permits	0	0	0
Fines & Forfeits	200,000	200,000	0
Use of Money & Property	34,600	34,600	0
Intergovernmental	205,890	205,890	0
Charges for Services	8,801,000	8,801,000	0
Other Revenues	3,640,358	3,640,358	0
Total Revenues	<u>\$12,881,848</u>	<u>\$12,881,848</u>	<u>\$0</u>
Total Transfers In	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenues & Transfers In	\$12,881,848	\$12,881,848	\$0
<u>Expenditures &amp; Transfers Out</u>			
Salaries & Benefits	\$4,322,041	\$4,321,909	\$132
Maintenance & Operations	7,720,600	8,067,560	(346,960)
Special M&O Projects *	263,700	263,700	0
Capital Improvements	0	0	0

	<b>Proposed 2025</b>	<b>Preliminary 2025</b>	<b>Difference</b>
Capital Outlay	651,000	651,000	0
Debt Service	0	0	0
<b>Total Expenditures</b>	<b>\$12,957,341</b>	<b>\$13,304,169</b>	<b>(\$346,828)</b>
<b>Total Transfers Out</b>	<b>506,150</b>	<b>506,150</b>	<b>0</b>
<b>Total Expenditures &amp; Transfers Out</b>	<b>\$13,463,491</b>	<b>\$13,810,319</b>	<b>(\$346,828)</b>
<b><u>Summary</u></b>			
<b>Revenues</b>	<b>\$12,881,848</b>	<b>\$12,881,848</b>	<b>\$0</b>
<b>Transfers In</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>	<b>(12,957,341)</b>	<b>(13,304,169)</b>	<b>346,828</b>
<b>Transfers Out</b>	<b>(506,150)</b>	<b>(506,150)</b>	<b>0</b>
<b>Projected Surplus / (Use of Fund Balance)</b>	<b>(\$581,643)</b>	<b>(\$928,471)</b>	<b>\$346,828</b>

\* Studies, Maintenance, Non-Tangible

## **RESOLUTION 2024-XX**

### **A RESOLUTION OF THE BOARD OF PUBLIC UTILITIES COMMISSIONERS OF THE CITY OF TULARE ADOPTING THE FISCAL YEAR 2025 MUNICIPAL UTILITIES POSITION CONTROL BUDGET**

**WHEREAS**, the City's Municipal Utilities Position Control Budget sets the authorized positions and salary class (which sets the range) and compensation for the fiscal year; and

**WHEREAS**, the Municipal Utilities budgets are adopted by the Board of Public Utilities Commissioners and received by the City Council pursuant to the City Charter so no further action is required; and

**WHEREAS**, the Board of Public Utilities Commissioners of the City of Tulare has considered on June 20, 2024, the adoption of the Fiscal Year 2025 Municipal Utilities Position Control Budget (PCB) and has appropriated all funds necessary to pay salaries as part of adopting the Operating Budget for the utility services it oversees.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Public Utilities Commissioners of the City of Tulare, as follows:

**Section 1.** The Fiscal Year 2025 Municipal Utilities Position Control Budget is hereby adopted as presented in the attached Exhibit A.

**Section 2.** The City Manager shall bring changes to the adopted Fiscal Year 2024 Municipal Utilities Position Control Budget, including any additions of authorized positions or changes in any position's salary range, to the Board for approval.

**Section 3.** The City Manager is authorized to make changes to job descriptions, including without limitation title changes that do not affect the positional role in the PCB or the positional salary range, to make changes to job responsibilities that do not affect the PCB or require approval as part of the collective bargaining process, and to re-allocate funding sources among divisions within the same Municipal Utility fund for any position.

**Section 4.** The City Manager, or his or her designee, is authorized to recruit and fill in anticipation of known upcoming vacancies to minimize periods where there are key unfilled positions even though employee counts temporarily exceed the authorized position count for a particular position provided that there will be no adjustment to the total divisional appropriations and all such costs must be covered by savings in other line items so that the total division budget remains unchanged

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**PASSED, APPROVED, AND ADOPTED** by the Board of Public Utilities Commissioners of the City of Tulare this 28<sup>th</sup> day of June 2024.

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Ray Fonseca, President

ATTEST:

Marc Mondell, City Clerk

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By Melissa Hermann, Chief Deputy City Clerk

**City of Tulare**  
**MUNICIPAL UTILITY**  
**POSITION CONTROL BUDGET**  
**Allocated Positions**  
**7/1/2024 (FY 2025-26)**

Position Number	Classification Title	FTE
<b>- Home department : 010-4610 (Count: 21)</b>		
NM08N0945-001	WATER UTILITY MAINT. WORKER I	1.00
NM08N0935-002	WATER UTILITY CREW LEADER	1.00
NM08N0950-001	WATER UTILITY MAINT. WORKER II	1.00
NM08N0945-002	WATER UTILITY MAINT. WORKER I	1.00
NM08N0945-003	WATER UTILITY MAINT. WORKER I	1.00
NM08N0500-002	METER READER	1.00
MM01E0650-001	PUBLIC WORKS DIRECTOR	1.00
NM08N0945-005	WATER UTILITY MAINT. WORKER I	1.00
NM08N0935-003	WATER UTILITY CREW LEADER	1.00
NM08N0950-004	WATER UTILITY MAINT. WORKER II	1.00
NM03N0921-001	WATER TREATMENT SUPERVISOR	1.00
NM08N0920-001	WATER TREATMENT TECHNICIAN	1.00
NM03N0922-001	CROSS CONNECTION SPECIALIST	1.00
MM03E0917-001	WATER & WW COLL UTILITY MGR	1.00
NM05N0920-002	WATER TREATMENT TECHNICIAN	1.00
NM08N0500-001	METER READER	1.00
NM08N0950-002	WATER UTILITY MAINT. WORKER II	1.00
NM08N0926-001	WATER CONSERVATION WORKER	1.00
NM0070965-001	WATER UTILITY SUPERVISOR	1.00
NM08N0945-008	WATER UTILITY MAINT. WORKER I	1.00
NM08N0945-007	WATER UTILITY MAINT. WORKER I	1.00
<b>- Home department : 012-4710 (Count: 26)</b>		
CP06N0230-004	DEPARTMENT ASSISTANT I	1.00
NM08N0780-003	SOLID WASTE OPERATOR	1.00
NM08N0780-002	SOLID WASTE OPERATOR	1.00
NM08N0780-005	SOLID WASTE OPERATOR	1.00
NM08N0780-007	SOLID WASTE OPERATOR	1.00
NM08N0780-006	SOLID WASTE OPERATOR	1.00
NM08N0780-009	SOLID WASTE OPERATOR	1.00
NM08N0780-010	SOLID WASTE OPERATOR	1.00
NM08N0780-004	SOLID WASTE OPERATOR	1.00
CP06N0230-001	DEPARTMENT ASSISTANT I	1.00
NM08N0781-003	SOLID WASTE MAINTENANCE WORKER	1.00
NM03N0790-002	SOLID WASTE SUPERVISOR	1.00
NM08N0780-008	SOLID WASTE OPERATOR	1.00
NM08N0775-001	SOLID WASTE MAINT CREW LEADER	1.00
MM03E0785-002	SOLID WASTE MANAGER	1.00

	NM08N0780-013	SOLID WASTE OPERATOR	1.00
	CP06N0025-003	SR. ADMINISTRATIVE ASSISTANT	1.00
	NM08N0780-011	SOLID WASTE OPERATOR	1.00
	NM08N0780-014	SOLID WASTE OPERATOR	1.00
	NM03N0790-001	SOLID WASTE SUPERVISOR	1.00
	NM08N0780-012	SOLID WASTE OPERATOR	1.00
	NM08N0772-001	CONSERVATION COORDINATOR	1.00
	NM08N0780-001	SOLID WASTE OPERATOR	1.00
	NM08N0781-001	SOLID WASTE MAINTENANCE WORKER	1.00
	NM08N0781-002	SOLID WASTE MAINTENANCE WORKER	1.00
	NM08N0780-015	SOLID WASTE OPERATOR	1.00
-	<b>Home department : 012-4711 (Count: 11)</b>		
	NM08N0765-003	SENIOR SOLID WASTE OPERATOR	1.00
	NM08N0765-001	SENIOR SOLID WASTE OPERATOR	1.00
	NM08N0765-002	SENIOR SOLID WASTE OPERATOR	1.00
	NM08N0765-008	SENIOR SOLID WASTE OPERATOR	1.00
	NM08N0765-009	SENIOR SOLID WASTE OPERATOR	1.00
	NM07N0776-001	SR SOLID WASTE MAINTENANCE WKR	1.00
	NM08N0765-006	SENIOR SOLID WASTE OPERATOR	1.00
	NM08N0765-007	SENIOR SOLID WASTE OPERATOR	1.00
	NM07N0776-003	SR SOLID WASTE MAINTENANCE WKR	1.00
	NM08N0765-011	SENIOR SOLID WASTE OPERATOR	1.00
	NM08N0765-012	SENIOR SOLID WASTE OPERATOR	1.00
-	<b>Home department : 012-4713 (Count: 3)</b>		
	NM08N0765-010	SENIOR SOLID WASTE OPERATOR	1.00
	NM08N0765-004	SENIOR SOLID WASTE OPERATOR	1.00
	NM08N0765-005	SENIOR SOLID WASTE OPERATOR	1.00
-	<b>Home department : 015-4651 (Count: 8)</b>		
	NM08N0875-001	WASTEWATER COLL. MAINT. WKR II	1.00
	NM03N0844-001	WASTEWATER COLL. MAINT. SUPV	1.00
	NM07N0865-001	WW COLL. MAINT. CREW LEADER	1.00
	NM08N0870-001	WASTEWATER COLL. MAINT. WKR I	1.00
	NM08N0870-005	WASTEWATER COLL. MAINT. WKR I	1.00
	NM08N0870-004	WASTEWATER COLL. MAINT. WKR I	1.00
	NM08N0870-002	WASTEWATER COLL. MAINT. WKR I	1.00
	MM02E0489-004	SENIOR MANAGEMENT ANALYST	1.00
-	<b>Home department : 015-4652 (Count: 27)</b>		
	MM01E0105-001	ASST PUBLIC WORKS DIRECTOR	1.00
	NM03N0900-001	WWTP OPERATOR III	1.00
	NM05N0880-003	WASTEWATER MAINT. TECHNICIAN I	1.00
	NM03N0430-001	LABORATORY TECHNICIAN	1.00
	NM03N0900-003	WWTP OPERATOR III	1.00
	CP06N0235-007	DEPARTMENT ASSISTANT II	1.00
	NM05N0895-004	WWTP OPERATOR II	1.00

NM08N0905-002	WWTP OPERATOR TRAINEE	1.00
NM05N0895-006	WWTP OPERATOR II	1.00
MM03E0885-001	WW TREATMENT PLANT MANAGER	1.00
NM05N0895-008	WWTP OPERATOR II	1.00
NM05N0895-003	WWTP OPERATOR II	1.00
NM05N0880-001	WASTEWATER MAINT. TECHNICIAN I	1.00
NM05N0895-002	WWTP OPERATOR II	1.00
NM05N0880-002	WASTEWATER MAINT. TECHNICIAN I	1.00
NM05N0425-001	LABORATORY ASSISTANT	1.00
NM03N0877-001	WASTEWATER ELECTRICAL TECH I	1.00
NM03N0432-001	LABORATORY SUPERVISOR	1.00
NM08N0543-001	GROUNDS MAINTENANCE WORKER	1.00
NM03N0881-001	WASTEWATER MAINT TECHNICIAN II	1.00
NM05N0890-001	WWTP OPERATOR I	1.00
NM03N0866-001	WASTEWATER MAINTENANCE SUPERVI	1.00
NM08N0905-001	WWTP OPERATOR TRAINEE	1.00
NM03N0902-001	WWTP LEAD OPERATOR	1.00
NM03N0902-002	WWTP LEAD OPERATOR	1.00
MM02E0914-001	WWTP SUPERINTENDENT	1.00
NM05N0405-002	ENVIRONMENTAL COMPLIANCE INSP	1.00
	<b>TOTAL FTE</b>	<b>96.00</b>