

## CHECK REGISTER REPORT

CHECK NUMBER	CHECK DATE	STATUS	VENDOR NAME	CHECK DESCRIPTION	CATEGORY	AMOUNT
73540	09/26/2019	Printed	ADVENTIST HEALTH	AMBULANCE OVERPAYMENT REIMB		140.42
73541	09/26/2019	Printed	AMERICAN AMBULANCE	OCTOBER 2019 PAYMENT		120,000.00
73542	09/26/2019	Printed	NICOLETTE ANDERSEN	BEAUTY & THE BEAST SUPPLIES REIMB		589.69
73543	09/26/2019	Printed	CHRISTINA ARIAS	CSJVRMA QUARTERLY MEETING MILEAGE & PARKING REIMB		24.73
73544	09/26/2019	Printed	AT&T	TELEPHONE-SEPTEMBER 2019		21.30
73545	09/26/2019	Printed	AT&T	TELEPHONE 8/1/19-8/31/19		319.20
73546	09/26/2019	Printed	AT&T	TELEPHONE 8/4/19-9/3/19		1,395.53
73547	09/26/2019	Printed	AT&T	TELEPHONE 8/4/19-9/3/19		152.17
73548	09/26/2019	Printed	AT&T	TELEPHONE 8/4/19-9/3/19		146.31
73549	09/26/2019	Printed	AT&T	TELEPHONE 8/12/19-9/11/19		62.17
73550	09/26/2019	Printed	BENNY BACA / COOL AIR SPECIALTY	SERVICED SENIOR CENTER HVAC		370.00
73551	09/26/2019	Printed	BANNER PEST CONTROL INC	PEST CONTROL-SEPTEMBER 2019		441.00
73552	09/26/2019	Printed	BLAND COMPANY	BUSINESS LIC OVERPAYMENT REIMB		16.00
73553	09/26/2019	Printed	BOYS & GIRLS CLUBS OF FRESNO	FUNDING FOR BOYS & GIRLS CLUB		52,665.00
73554	09/26/2019	Printed	BPS TACTICAL, INC.	PATROL DUTY VESTS	PARTIAL R	1,100.06
73555	09/26/2019	Printed	BROADWAY LICENSING	HEAD OVER HEELS LICENSING AGREEMENT		4,442.31
73556	09/26/2019	Printed	CDCE INCORPORATED	MDT MONTHLY LEASES-PD		3,050.00
73557	09/26/2019	Printed	CENTRAL SANITARY SUPPLY	JANITORIAL SUPPLIES		259.02
73558	09/26/2019	Printed	CISCO SYSTEMS CAPITAL CRP	LEASE-PHONE SYSTEM/BACKUP 9/15/19-10/14/19		3,280.05
73559	09/26/2019	Printed	CITY OF SANGER FIRE DEPARTMENT	CONSULTING FOR IGT-JULY & AUG 19		1,180.00
73560	09/26/2019	Printed	COLE WILLIAMS ELECTRIC	SOLAR PERMIT REFUND 2741 PEACH		376.25
73561	09/26/2019	Printed	COOK'S COMMUNICATION CORP	UPFITTING 2019 UNIT #232 & 233		10,757.42
73562	09/26/2019	Printed	CSJVRMA	2019/2020 2ND QTR DEPOSIT		195,003.00
73563	09/26/2019	Printed	DATAPATH LLC	VEEAM BACKUPS LABOR		1,050.00
73564	09/26/2019	Printed	DAWSON-MAULDIN	FLORAL AVE RECONSTRUCTION RETENTION		82,619.14
73565	09/26/2019	Printed	DEPARTMENT OF JUSTICE	FINGERPRINTS-AUGUST 2019		128.00
73566	09/26/2019	Printed	EL TEATRO CAMPESSINO	ROYALTY FOR ZOOT SUIT		5,375.00
73567	09/26/2019	Printed	JOEL A FEDOR / FEDOR PLUMBING	PLUMBING SERVICE -A ST FD & RINGO PARK		5,446.63
73568	09/26/2019	Printed	FINANCIAL PACIFIC LEASING	PD VEHICLES LEASE PAYMENT		52,684.59
73569	09/26/2019	Printed	ARMANDO FLORES	REFUND REZONING APPLICATION		5,960.00
73570	09/26/2019	Printed	FRUSA EMS LLC	AMBULANCE BILLING-AUGUST 19		15,679.69
73571	09/26/2019	Printed	MAGNOLIA S. JIMENEZ GALLARDO	PHLEBOTOMY SERVICE 19-6325		50.00
73572	09/26/2019	Printed	GOVERNMENT REVENUE SOLUTIONS	SUTA SERVICES QTR END 3/31/19		530.10
73573	09/26/2019	Printed	HEALTHEDGE ADMINISTRATORS INC.	DENTAL 9/4/19		1,045.70
73574	09/26/2019	Printed	HEALTHEDGE ADMINISTRATORS INC.	DENTAL 9/11/19		757.51
73575	09/26/2019	Printed	HEALTHEDGE ADMINISTRATORS INC.	ADMINISTRATIVE FEES-OCT 2019		1,511.65
73576	09/26/2019	Printed	HEALTHEDGE ADMINISTRATORS INC.	ADMINISTRATIVE FEES-SEPT 19		1,517.82
73577	09/26/2019	Printed	HEALTHWISE SERVICES, LLC.	KIOSK MEDICAL WASTE SERVICES	R	150.00
73578	09/26/2019	Printed	HENRY SCHEIN INC.	MEDICAL SUPPLIES		337.20
73579	09/26/2019	Printed	HEWLETT-PACKARD FINANCIAL	LEASE FOR FIRE ADMIN BLD 9/18-10/17/19		339.78
73580	09/26/2019	Printed	EDWARD T HIRASUNA	AMBULANCE OVERPAYMENT REIMB		150.00
73581	09/26/2019	Printed	JOBS AVAILABLE INC.	COMMUNITY DEVELOPMENT DIRECTOR ADS		284.00
73582	09/26/2019	Printed	MICHAEL KAIN	MEDICAL PREMIUM REIMB-OCT 19		1,170.90
73583	09/26/2019	Printed	KATCH ENVIRONMENTAL INC.	PROGRESS PAYMENT #2 NEW SELMA POLICE STATION 2055 3RD	PDSB	480,355.48
73584	09/26/2019	Printed	JEFF KESTLY	MEDICAL PREMIUM REIMB-OCT 19		185.78
73585	09/26/2019	Printed	KRAZAN & ASSOCIATES, INC.	NEW PD STATION CONSTRUCTION & PUBLIC WORKS YARD TESTING	PARTIAL PDSA	6,264.00
73586	09/26/2019	Printed	LEE CENTRAL CALIFORNIA	PUBLIC NOTICES & EMPLOYMENT ADS		1,456.08
73587	09/26/2019	Printed	STEVEN LEE MCINTIRE	MEDICAL PREMIUM REIMB-OCT 19		1,397.68
73588	09/26/2019	Printed	METRO UNIFORM	PD REVOLVING ACCT	R	552.73
73589	09/26/2019	Printed	MUSIC THEATRE INTERNATIONAL	TARZAN ROYALTY DOWN PAYMENT		400.00
73590	09/26/2019	Printed	OFFICE DEPOT, INC.	OFFICE SUPPLIES		298.88
73591	09/26/2019	Printed	PG&E	UTILITIES-SEPTEMBER 2019		175.03
73592	09/26/2019	Printed	PG&E	SELMA PD STATION 2055 3RD ST	PDSA	6,936.05
73593	09/26/2019	Printed	QUAD KNOPF	ON-CALL PLANNING SERVICES		40,906.10
73594	09/26/2019	Printed	ROSE RANGEL	BILINGUAL TESTING		250.00
73595	09/26/2019	Printed	SAMUEL FRENCH, INC.	ZOMBIE PROM RIGHTS		644.00
73596	09/26/2019	Printed	SELMA UNIFIED SCHOOL DISTRICT	FUEL-AUGUST 2019		19,124.05

**CHECK REGISTER REPORT**

CHECK NUMBER	CHECK DATE	STATUS	VENDOR NAME	CHECK DESCRIPTION	CATEGORY	AMOUNT
73597	09/26/2019	Printed	RICHARD F. STOCKLE JR / MECCA BILLIARDS	RECOVER SENIOR CENTER POOL TABLE	G	250.00
73598	09/26/2019	Printed	SUN LIFE	EMPLOYEE INSURANCE-SEPT & OCT 19		2,961.14
73599	09/26/2019	Printed	THE CRISCOM COMPANY	SEWER INFRASTRUCTURE-OCT 19		4,500.00
73600	09/26/2019	Printed	TYLER TECHNOLOGIES, INC.	EXECUTIME/ADVANCED SCHEDULING		375.00
<b>TOTAL</b>						<b>1,139,611.34</b>

Grant: G      PD Station Bond: PDSB (458)      PD State Appropriation: PDSA (457)      Reimbursement: R

WIRE/EFT						
09/27/2019		CALPERS		SAFETY PLAN 398 ADV UAL PAYMENT		370,000.00

## **PAYROLL TRANSACTIONS**

### **CHECK REGISTER**

<b>Date</b>	<b>Check No.</b>	<b>Amount</b>
10/4/2019	115703-115710	\$3,599.75
10/4/2019	115717	\$212.26

### **Remittance Checks**

<b>Date</b>	<b>Check No.</b>	<b>Amount</b>
10/4/2019	115711-115716	\$14,476.28

### **ACH Payment**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
10/4/2019	PR OCT0319	\$186,681.29

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ITEM NO: 2

**SUBJECT:** Consideration of an appeal of the Planning Commission decision's to deny a Conditional Use Permit to allow the selling of Beer & Wine (Type 20 Alcoholic Beverage License) at 1702 Second Street, Selma CA (APN: 388-161-15)

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**DISCUSSION:** The purpose of this agenda item is to hold a public hearing to consider a Conditional Use Permit requesting to allow the selling of Beer & Wine (Type 20 Alcoholic Beverage License) at 1702 Second Street, Selma, CA (APN:388-161-15). The request for Conditional Use Permit was denied by the Planning Commission on September 23, 2019. The applicant has appealed this decision to the City Council for consideration.

*Application Information*

Applicant: Lion Builders, Inc. 3323 Pendragon St. Bakersfield, CA 93313

Project Location: 1702 Second Street, Selma, CA (APN:388-161-15)

Applicant's Proposal: To sell Beer & Wine (Type 20 Alcoholic Beverage License) at a convenience store to be located at 1702 Second Street, Selma, CA

Land Use; General Plan; Zoning: Commercial; Highway Commercial; CH

*Summary and Purpose:* This site is currently vacant. A Site Plan Review was approved by staff in August 2019, for the construction of a service station and convenience store. The applicant has applied for a Conditional Use Permit to allow for the sale of beer and wine at the convenience store. The City of Selma Municipal Code provides regulations for the sale of alcohol. Pursuant to Section 11-8 (D) of the Municipal Code, "The following criteria shall be used to determine the density of facilities under this Section in the City:

1. All facilities shall be a minimum of three hundred feet (300') from any public park and any public or private school.
2. All facilities shall be a minimum of five hundred feet (500') from any existing nonexempt facility which conducts retail sales of packaged alcoholic beverages."

The location of the future convenience store is less than 300 feet away from Berry Park (to the east) and less than 500 feet from a convenience store located across the street (to the north) that has a current Type 20 ABC License (see Exhibit B).



Due to the density regulations set out in the Selma Municipal Code, the application was denied by the City of Selma Planning Commission at a public hearing held on September 23, 2019.

**Environmental (CEQA)**

California Environmental Quality Act (CEQA) Article 19 §15301 identifies the minor alteration of an existing private facility as Categorically Exempt. The convenience store was approved previously under a separate request. The selling of beer and wine, and the issuance or denial of an ABC Type 20 license will not result in environmental impacts. The project is exempt from CEQA.

**Notice of Public Hearing**

The Public Notice was published one time in The Selma Enterprise on October 9, 2019.

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**RECOMMENDATION:** Staff is presenting this appeal to the City Council for their consideration. The Council may continue this item and direct staff to amend the ordinance. The amended ordinance could remove the density regulations, modify the density regulations, or provide exceptions to the density requirements that would provide the Planning Commission and the City Council specific findings that could be made to allow the issuance of a Conditional Use Permit for alcohol sales in locations that do not meet the density regulations under certain conditions. Alternatively, the Council could take no action on this item. Failure by the Council to take action on the appeal within 40 days shall constitute a denial of the appeal.

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/s/  
Kira Noguera, Contract Planner

10/17/2019  
Date

  
Teresa Gallavan, City Manager

10-17-19  
Date

**SELMA PLANNING COMMISSION  
STAFF REPORT**

Meeting Date: September 23, 2019

**TO: Selma Planning Commission**  
**FROM: Community Development Department**  
**SUBJECT: AGENDA ITEM NO. 4**  
          Submittal No. 2019-0016: Conditional Use Permit  
                                          Categorical Exemption

**Summary and Purpose**

The purpose of this agenda item is to hold a public hearing to consider a Conditional Use Permit requesting to allow the selling of Beer & Wine (Type 20 Alcoholic Beverage License) at 1702 Second Street, Selma, CA (APN:388-161-15).

**Application Information**

Applicant: Lion Builders, Inc. 3323 Pendragon St. Bakersfield, CA 93313  
Project Location: 1702 Second Street, Selma, CA (APN:388-161-15)  
Applicant's Proposal: To sell Beer & Wine (Type 20 Alcoholic Beverage License) at a convenience store to be located at 1702 Second Street, Selma, CA  
Land Use; General Plan; Zoning: Commercial; Highway Commercial; CH.

**Summary and Purpose**

This site is currently vacant. A Site Plan Review was approved by staff in August 2019 for the construction of a service station and convenience store. The applicant has applied for a Conditional Use Permit to allow for the sale of beer and wine at the convenience store. The City of Selma Municipal Code regulates the sale of alcohol at retail. Pursuant to Section 11-8-10 (D) of the Municipal Code, which applies to all retail facilities that sell packaged alcoholic beverages, with certain exceptions not applicable here, "(t)he following criteria shall be used to determine the density of facilities under this Section in the City:

1. All facilities shall be a minimum of three hundred feet (300') from any public park and any public or private school.
2. All facilities shall be a minimum of five hundred feet (500') from any existing nonexempt facility which conducts retail sales of packaged alcoholic beverages."

The location of the future convenience store is less than 300 feet away from Berry Park (to the east) and less than 500 feet from a convince store located across the street (to the north) that has a current Type 20 ABC License (see Exhibit B). For this reason, staff recommends denial of Conditional Use Permit 2019-0016.

### **Environmental (CEQA)**

California Environmental Quality Act (CEQA) Article 19 §15301 identifies the minor alteration of an existing private facility as Categorical Exempt. The convenience store was approved previously under a separate request. The selling of beer and wine, and the issuance or denial of an ABC Type 20 license will not result in environmental impacts. The project is exempt from CEQA.

### **Notice of Public Hearing**

The Public Notice was published one time in The Selma Enterprise on September 11, 2019. The adjacent property owners within 300 feet were notified of the hearing by the City via letter on September 13, 2019.

### **Recommendation**

Staff recommends approval of Resolution No. 2019-09, denying Conditional Use Permit 2019-0016.

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Kira Noguera, Contract Planner  
Community Development Department

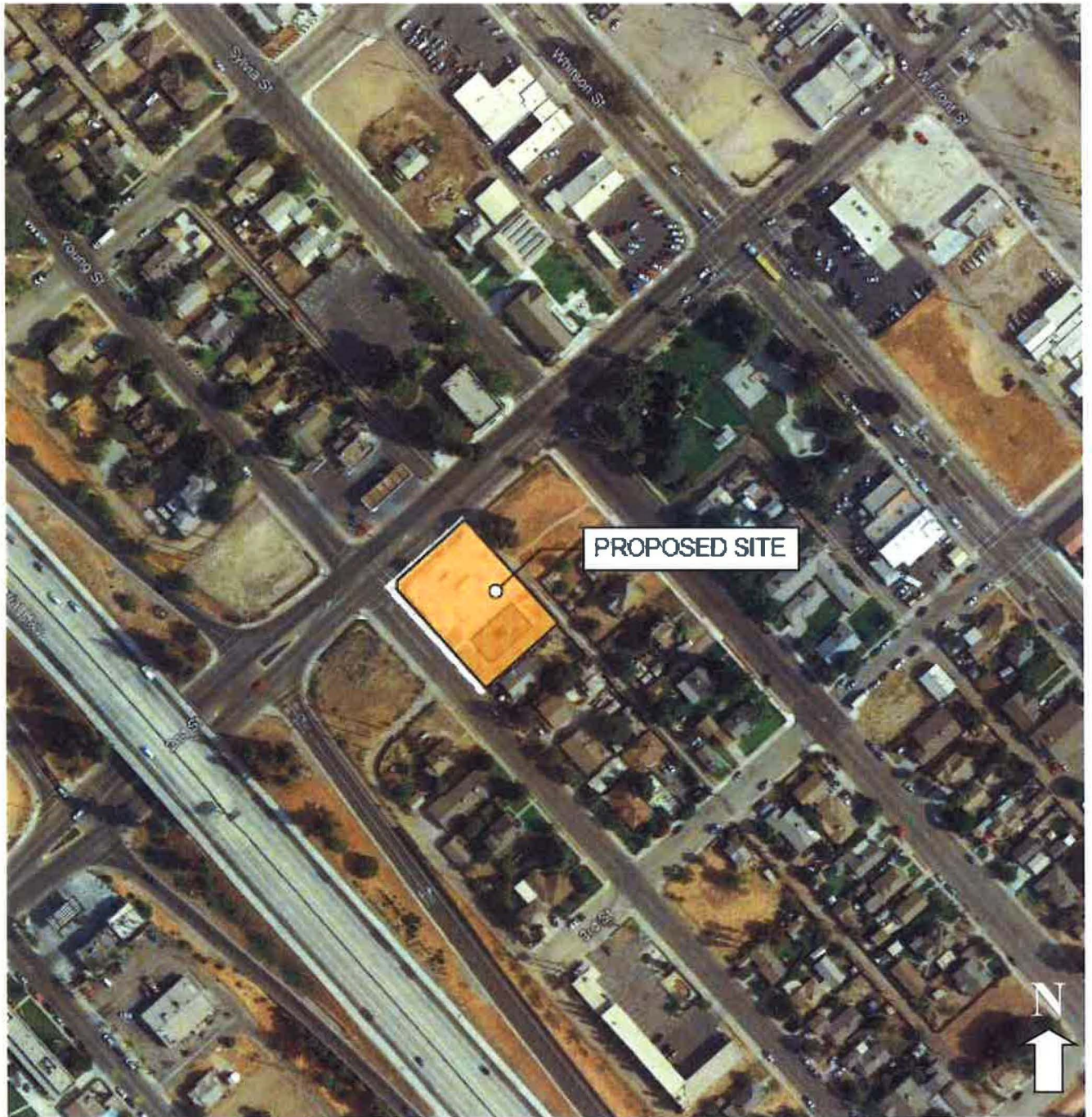
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### **Attachments**

1. Location Map
2. ABC License Exhibit
3. Resolution No. 2019-09 denying Conditional Use Permit 2019-0016



1. Location Map





2. ABC License Exhibit



Exhibit A - ABC License Application - 2nd Street  
Service Station

**RESOLUTION NO. 2019-09**

**A RESOLUTION OF THE CITY OF SELMA PLANNING  
COMMISSION DENYING CONDITIONAL USE PERMIT  
NO. 2019-0016**

**ABC LICENSE TYPE 20 BEER & WINE  
1702 SECOND STREET, SELMA, CA**

**WHEREAS**, on September 11, 2019, Selma Planning Commission considered a conditional use permit application filed by Deep Grewal representing Lion Builders. The Conditional Use Permit No. 2019-0016 application was filed for the purposes of permitting the Beer & Wine ABC Type 20 license at 1702 Second Street, Selma, CA (APN:388-161-15); and

**WHEREAS**, the public hearing was noticed in accordance with all applicable state and local laws; and

**WHEREAS**, the Selma Planning Commission conducted a public hearing, as heretofore specified, and considered the proposal and the Planning Division Staff Report together with all public testimony of interested parties; and

**WHEREAS**, the Planning Commission, as the lead agency, examined the whole record and found that Section 15301 of the California Environmental Quality Act provides that projects consisting of the operation of existing facilities involving negligible or no expansion of use beyond that previously existing may qualify as a Class 1 Categorical Exemption.

**WHEREAS**, the Selma Planning Commission deliberated and prepared its Findings for denying Conditional Use Permit No. 2019-0016 which are stated and included in this Resolution.

**FINDINGS:**

1. The Public Health and Welfare would not be served by the issuance of this Conditional Use Permit, because SMC Section 11-8-10 (D) expressly prohibits the sale at retail of packaged alcoholic beverages from a facility that is within five hundred feet of a facility that sells at retail packaged alcoholic beverages or within three hundred feet of a public park and the site does not conform to those limits.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Selma Planning Commission hereby takes the following actions:

1. That the foregoing recitals and findings are true and correct and incorporated by this reference as though fully set forth at this point.
2. The Planning Commission denies Conditional Use Permit No. 2019-0016 subject to the above Findings of Fact, which are made a part of this Resolution.

The foregoing Resolution 2019-09 was duly approved by the Selma Planning Commission at a regular meeting held on the 23<sup>rd</sup> day of September 2019 by the following vote, to wit:

AYES: COMMISSIONERS: Coury, Gonzales, Fedor, Singh & Niswander


NOES: COMMISSIONERS:

ABSTAIN: COMMISSIONERS:

ABSENT: COMMISSIONERS: Garcia, Sekhon

  
\_\_\_\_\_  
GLENN NISWANDER CHAIRMAN  
OF THE PLANNING COMMISSION

ATTEST:

  
\_\_\_\_\_  
Kira Noguera, Secretary, Selma City Planning Commission





For Office Use Only	
Date received:	9-27-19
Copied to:	PC/CM/FD/leg
Date copy sent:	9/27/19
Hearing set for:	Oct 21 2019

**NOTICE OF APPEAL OF PLANNING COMMISSION DECISION**

Date: 9/27/19.

Appeal Fee: \$1,658 Due when filing appeal

APPELLANT FILL IN BELOW THIS LINE, THIS SIDE ONLY – PLEASE PRINT OR TYPE

**Project Site Address**

1702 2nd St Selma 93862 388-161-95  
Number Street City Zip Assessor's Parcel Number

**Appellant's Information**

Name: Lion Builders Inc  
Mailing Address: 13707 Rd 192  
Porterville, CA - 93257  
Telephone:

**Applicant's Information** ☒ check if same as Appellant)

Name:  
Mailing Address:  
Telephone:

**Subject of Appeal**

I wish to appeal the Planning Commission's decision to ☒ Approve ☒ Deny

Variance Application No.\*  
Conditional Use Permit No. 2019-0016  
Director Review and Approval Application No.  
Tentative Tract Application No.  
Amendment Application No.  
Amendment to Text Application No.  
Other:

Date of Planning Commission Action

Reason(s) for Appeal (Attach additional sheets if necessary)

We think we should be allowed to have Beer and Wine at this location. as it was approved by City before and there also was an existing liquor store at this location.

Appellant's Signature



## **City of Selma Municipal Code**

### **11-16-6: APPEAL TO THE CITY COUNCIL:**

- (A) In case the applicant is not satisfied with the action of the Planning Commission, the applicant may within ten (10) days after the date of mailing, as shown by the postmark of the papers mentioned in subsection 11-16-5(D), or within ten (10) days after the expiration of the forty (40) day period mentioned in subsection 11-16-5(B), file in writing with the City Clerk an appeal to the City Council. Said appeal shall state specifically wherein it is claimed that there was an error or abuse of discretion by the Planning Commission or whereby its decision is not supported by the evidence in the record.
- (B) In case any party other than the applicant is not satisfied with the action of the Planning Commission, said party may within ten (10) days after the date of adoption of the resolution of the Planning Commission, or within ten (10) days after the expiration of the forty (40) day period mentioned in Section 11-16-5(B) file in writing with the City Clerk an appeal to the City Council. Said appeal shall state specifically wherein it is claimed that there was an error or abuse of discretion by the Planning Commission or whereby its decision is not supported by the evidence in the record.
- (C) The City Council shall set a date for a public hearing on the appeal and shall post notices as set forth in Section 11-21-2(C). The date for the public hearing shall not be less than ten (10) nor more than forty (40) days from the date on which the appeal was filed.
- (D) Notice shall also be given to the Planning Commission of such appeal, and the Planning Commission shall submit a report to the City Council setting forth the reason for its action or shall be represented at the hearing.
- (E) The City Council may affirm, reverse, or modify a decision of the Planning Commission, provided, however, that if a decision denying a conditional use permit is reversed or a decision granting a use permit is modified, the City Council shall, on the basis of the record transmitted and such additional evidence as may be submitted, make the findings prerequisite to the granting of a conditional use permit as prescribed in Section 11-16-4.
- (F) The City Council shall render its decision by resolution within forty (40) days after the conclusion of the public hearing held on the appeal. Failure of the City Council to adopt a resolution within the aforementioned forty (40) day period shall be deemed to constitute a denial of the appeal.
- (G) The City Council shall cause a copy of its resolution to be mailed to the applicant within ten (10) days from the adoption thereof.
- (H) The decision of the City Council shall be final and shall have immediate effect.



## City of Selma User Fees

Fee Name                      **Processing of Appeal of Staff/Commission Decision Fee**

Reference #                      **CD-039**

Description of Service                      **Review, report on , publish, and perform staff work for an appeal of a decision of City staff to either the Planning Commission or the City Council.**

**\$1,658 per appeal plus actual costs**

Community Development

100-3100-454.600.000

7/16/19

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**ITEM NO:**

3.

**SUBJECT:** Public Hearing to Receive Public Input Regarding the Composition of and Proposed Boundaries for By-District Election of Four Members of the City Council, with an Elective Mayor

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**DISCUSSION:**

A public hearing to receive input concerning the district maps that had been prepared for election of council members in five districts and the public hearing on an ordinance establishing those five electoral districts, the boundaries, identification number and election order of each district was commenced on September 16, 2019, and ultimately continued to September 27, 2019.

On September 27, 2019, the Council directed the preparation of and presentation for their consideration of an amended Resolution of Intention (No. 2019-37R), so as to allow for the creation of four council member districts with an elective mayor pursuant to Government Code §34886. On October 7, 2019, the council adopted an amended Resolution No. 2019-37R, and the council conducted the first of two required public hearings prior to publication of any map of the proposed four city council districts to obtain input regarding the composition of the four-district map for election of City Council persons. This is the second required public hearing before the publication of any map to obtain input regarding the composition of the four district map for election of City Council members.

In establishing the boundaries of the districts, the legislative body may consider the following factors:

1. Topography.
2. Geography.
3. Cohesiveness, continuity, integrity and compactness of territory.
4. Community of interest of the districts.

In creating the district boundaries, the City must ensure compliance with the following state and federally mandated criteria:

Legal Requirements:

1. Each council district shall contain a nearly equal population as required by law; and
2. Each council district shall be drawn in a manner that complies with the Federal Voting Rights Act. No council district shall be drawn with race as the predominate factor in violation of the principles established by the United States Supreme Court in *Shaw v. Reno*, 509 U.S. 630 (1993), and its progeny.

In addition to the legal criteria, the City Council may consider other traditional districting principles:

Traditional Districting Principles:

(numbering is for ease of reference and does not indicate priority)

1. Contiguous territory in as compact a form as possible.
2. Respect communities of interest, such as school- and park-connected neighborhoods, rural or urban populations, city planning areas, social interests, agricultural, industrial or service industry interests, or other locally-recognized definitions of communities and neighborhoods, insofar as practicable.
3. Follow visible natural and man-made geographical and topographical features including mountains, flat land, forest lands, highways, canals, etc., insofar as practicable.
4. Respect the previous choices of voters by avoiding the creation of head-to-head contests between Council Members previously elected by the voters, insofar as this does not conflict with Federal or State Law.

The formation of electoral districts consisting of four districts from which members of the City Council shall be elected, while the Mayor is elected on a city-wide basis, also involves a determination of the sequencing of the elections and the term of the elective mayor. Accordingly, Council should also seek input on the sequencing of the elections, both for City Council members and for the elective mayor and the term of office of the elective mayor, whether a two year or four-year term.

<b><u>COST:</u></b> <i>(Enter cost of item to be purchased)</i>		<b><u>BUDGET IMPACT:</u></b> <i>(Enter amount this non-budgeted item will impact this years' budget – if budgeted, enter NONE).</i>
Consultant (NDC) to attend meetings as necessary (estimated at \$2,000 per meeting)		None
<b><u>FUNDING:</u></b> <i>(Enter the funding source for this item – if fund exists, enter the balance in the fund).</i>		<b><u>ON-GOING COST:</u></b> <i>(Enter the amount that will need to be budgeted each year – if one-time cost, enter NONE).</i>
Funding Source: General Fund  Fund Balance:		None

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**RECOMMENDATION:**

It is recommended that the City Council invite and receive from the public input regarding the composition of districts, the sequencing of elections for the four city council districts and one elective mayor position, and the term of office of the Mayor.

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<u>/s/</u>	<u>10/15/2019</u>
Neal E. Costanzo, Special Counsel	Date

<u>/s/</u>	<u>10/17/2019</u>
Teresa Gallavan, City Manager	Date

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ITEM NO: 4.

SUBJECT: Consideration of the fee waiver request from Antioquia Ministries

**DISCUSSION:** Antioquia Ministries Inc. submitted a request to waive the Conditional Use Permit fee for the property located at 1426 Grove Street, Selma. Antioquia Ministries Inc. plans to locate their church at this location and to house the current outreach ministries that serve the homeless needs, after school tutorial and mentoring services working collaboratively with Fresno County Juvenile Probation, and providing resources to assist unemployed individuals develop interview skills to help them obtain entry level jobs.

The project site has structures constructed in 1962, which would be prior to the requirement for any zoning approvals including obtaining a conditional use permit being required by the City of Selma. Therefore, the project site would need to comply with the current requirements for establishing a church legally in conformance with the local zoning regulations. Pursuant to Section 11-16 of the Selma Municipal Code, a conditional use permit is required for establishment of a church within any zone within the city limits. The fee adopted by the Master Fee Schedule for a conditional use permit is a \$5,000 deposit to cover labor at the fully burdened rate plus actual costs incurred during processing of the application.

Selma Municipal Code does not explicitly provide for findings or prerequisites for the granting of fee waivers for any sort of application. Generally speaking, the granting of fee waivers should provide for a public benefit or facilitate community needs. The applicant has outlined its services in the attached letter requesting the fee waiver. Historic information on previous fee waiver requests for religious organizations are listed below:

04/18/16: Sikh Center of the Pacific Coast- Council denied the fee waiver for a Conditional Use Permit associated with a reader board sign of \$5,380.

11/3/14: Meeting Place Church Conditional Use Permit Fees- Council approved a deferred payment plan for the Conditional Use Permit Fees \$5,140.

10/6/2008: Church of the Nazarene- Council approved the waiver of building fees in the amount of \$3,834.19.

8/6/2007: Victory Outreach-Council approved the waiver of fees for a CUP in the amount of \$3,270.00

7/16/2007: First Baptist Church- Council approved the building permit fee waiver in the amount of \$834.00.

6/18/2007: Valley Life Church -Council approved the waiver of building fees in the amount of \$3,000.00 for the installation of a 4 foot high fence.

8/21/2006: St. Joseph's Church – Council waived fees in the amount of \$5,069.18 for building permit fees.

5/16/2005: Cathedral of Light Church- Council waived fees for a Conditional Use Permit fees for a new sign.

**FISCAL IMPACT:** Approximate fees for the processing of a Conditional Use Permit equate to \$6,044. These fees include hard costs and imposed costs. Imposed costs are costs associated for staff time and materials for the report, whereas hard costs are costs incurred either by the City or other agencies to process the Conditional Use Permit. In this case, the staff time required to process this request could be less than the approximated \$5,000 due to the fact that the site is already developed, and the use would not typically be opposed by neighboring property owners. Below is a breakdown of approximated costs for all Conditional Use Permit requests:

Imposed Cost:

Conditional Use Permit, \$5,000.00

Hard Cost:

Radius map and mailing notices, \$944.00

Newspaper ad, \$100.00 estimate

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**RECOMMENDATION:** Council consider the request from the applicant Antioquia Ministries and provide direction to staff.

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/s/  
Kira Noguera, Contract Planner

10/18/2019  
Date

/s/  
Teresa Gallavan, City Manager

10/18/2019  
Date

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Attachments:

Letter submitted by applicant

Site Plan submitted by applicant

Antioquia Ministries Inc.  
Selma, California

Mayor Scott Robertson  
Selma City Council  
City of Selma, California

Gentlepersons,

This letter serves to respectfully request a waiver of the Conditional Use Permit fee of nearly \$5000.00 for the property located at 1426 Grove St. Selma, California

Antioquia Ministries Inc. plans to locate our church at this location and to house our current community outreach ministries that serves homeless persons' needs, after school tutorial and mentoring services working collaboratively with Fresno County Juvenile Probation, and providing resources to assist unemployed individuals develop interview skills to help them obtain entry level jobs.

Antioquia Ministries Inc. has a twenty- year history of serving the residents of Selma from a faith-based perspective, as a 501(c)(3) nonprofit organization, helping people to become more productive citizens. A strong focus of our continued services will be juvenile crime prevention and gang prevention by providing after school and Saturday enrichment activities for youth, conducive to building character and citizenship.

Our Ministry also provides the following social services to the general population of Selma free of charges and are not required to be church members;

1. Advocacy court services for adjudicated minors facing probation and in need of counselling and other restorative justice,
2. Advocacy services for adults facing DUI probation requirements such as Adult Offender Work Program and counselling,
3. Training services and educational opportunities to prepare resumes and develop job interview skills,
4. English classes for naturalization and U.S. Citizenship application,
5. Referral services and transportation services to other resources in the Fresno/Visalia areas.

The initial costs required to secure and improve the building for occupancy are quite substantial and the fee waiver will considerably help offset the initial financial challenge.

Thank you in advance for your assistance to help us work to make Selma a better place to live and work and to reach out to our youth.

Sincerely in Christ,

Pastor Joe Alvarez



PL PROPERTY LINE  
SW SIDEWALK  
(E) EXISTING

APN #389-243-03

00-00-00

**CITY MANAGER'S/STAFF'S REPORT  
CITY COUNCIL MEETING:**

October 21, 2019

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**ITEM NO:**

5.

**SUBJECT:** Discuss and Approve Capital Project Priorities for State Budget Appropriation and Grant Funding Requests

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**BACKGROUND:**

The City of Selma has numerous unfunded capital project needs. Working with its legislative representative consultants (CrisCom) and grant writing consultants (Townsend), the City can coordinate applying for grants and working with legislators for State budget appropriation allocations. To coordinate the effort, staff recommends the City Council discuss and approve the City's priority project list so its consultants can accurately represent the City to the appropriate funding agencies and legislators.

**DISCUSSION:**

Attached is a list of infrastructure priority projects that would improve essential services to the City and promote development. Development can lead to increased revenues that pay for services such as public safety and recreation facilities --- benefitting the residents of Selma. The City Manager, Assistant City Manager and Engineer have discussed and prioritized the attached projects based on the possible timing of the project coming to fruition and the economic impact it could have to the City. The projects are grouped by type and each category is prioritized based on the aforementioned criteria.

Once the project list is approved, the City will seek advice from and coordinate with its consultants on which projects have the best chance of receiving funds by grants and State budget appropriations and how best to advocate and apply for those funds.

**FINANCIAL ANALYSIS:**

There is no cost to prioritize and approve the list for funding requests. By enabling consultants to pursue funding in a coordinated fashion, the City may benefit from State appropriations and grant funding for priority projects.

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**RECOMMENDATION:** Staff recommends that Council discuss and approve the Capital Improvement Project priority list that staff and consultants will use to seek funding for.

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/s/  
Teresa Gallavan, City Manager

10/17/2019  
Date



## City of Selma Infrastructure Needs

The City of Selma is a rapidly growing community of over 25,000 located in the central San Joaquin Valley. Selma's location, at the crossroads of State Routes 99 and 43, makes it a regional hub for southeast Fresno County as well as neighboring Tulare and Kings Counties.

As the City grows, so does its need to update and expand infrastructure. Currently the City of Selma has numerous sewer line projects that would allow the community to grow and expand services to various locations. In addition, there are multiple infrastructure needs for safety and the community. A list of these projects are as follows:

<b>Name of Project</b>	<b>Location</b>	<b>Description</b>	<b>Estimated Cost</b>
<u><b>1.Sewer Extension/Replacement</b></u>			
Selma Grove	HWY 43 to Floral Ave	Sewer line extension to serve north western growth for 589,900 SF retail center and regional park	\$5,951,670
Dinuba Sewer Main	Golden State Blvd to McCall Ave.	Sewer line extension to serve northern home and commercial developments	\$3,500,000
Eastside Sewer	Between E. Dinuba & Rose Ave	Sewer line extension to serve east side home and commercial developments	\$4,500,000
Intercity Sewer Repair	Throughout City limits	Capital Improvements Projects to mitigate existing sewer capacity and maintenance issues	\$8,427,000
Nebraska Ave	Between Mitchell & De Wolf on Nebraska Ave	Sewer line extension to serve south-west home and commercial developments	\$1,400,000

## 2.Interchange/Overpasses

Mountain View/99 Free-way	Mountain View/99 Free-way Inter-change	Current interchange is at failing level. Caltrans recommends roundabouts to mitigate traffic and safety	\$12,000,000
Dinuba Overpass	Dinuba Ave & 99 Freeway	Interchange needed to access northern housing developments	\$70,000,000

## 3.City Facilities

New Fire Station	Property needs to be purchased	New facility will decrease response time and accommodate staff level increasing	\$4,500,000
Rockwell Park	Floral Ave & De Wolf Ave	Development of a 28 acre park to accommodate growing community	\$8,500,000
Storm Drain Project	Valley View Basin	Construct storm-water pipelines and complete excavation of basin	\$3,923,950
Selma Branch Canal Trail	Orange Ave from Stillman to Rose	Phase One of a multi-use bike path connecting Bretlinger Park and multiple schools	\$1,368,070
Rockwell Pond Project	Rockwell Ponding Basin	Create constant and consistent groundwater recharge facility	\$901,975
Remodel PD Station	1935 E Front Street	Remodel existing police department which is necessary to remove asbestos	\$6,000,000
Recreation Center	Location will need to be purchased	Construction of a new recreation center is needed to accommodate large groups and multiple in door sporting events	\$15,000,000
Remodel Fire Station	2857 A Street	Facility is 62 years old and cannot accommodate addition staffing levels	\$5,100,000
New Police Station	2055 3rd Street	Do not have enough funding to complete project, current location was built in 1917 next to railroad tracks	\$2,800,000

**CITY MANAGER'S/STAFF'S REPORT  
CITY COUNCIL MEETING:**

October 21, 2019

**ITEM NO:**

6.

**SUBJECT:**

Consideration of proposal from Surveillance Integration for the installation of a video security system at the City of Selma Maintenance Yard, 1325 Nebraska Ave

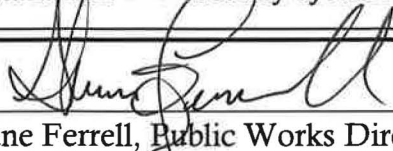
**DISCUSSION:** The City of Selma Public Works Department received a proposal from Surveillance Integration for installation of a video security system at the maintenance yard. The scope of work includes equipment, materials, & labor, which is recommended to complete the installation of proposed (9) IP megapixel cameras for (11) camera views.

There have been numerous thefts and vandalism at the yard. Multiple surplus vehicles were broken into and batteries were stolen out of the units. We have had fuel and a backhoe bucket stolen, the lawnmower room was broken into and the police department DUI trailer was vandalized. The Fire Department training facility will be relocating into the maintenance yard, and they have had numerous break-ins at that facility. With the installation of the cameras, we will be able to monitor all activity at the yard.

Due to the fact that Surveillance Integration is the current video security system provider for the City of Selma, allows us to sole source this project.

<b><u>COST:</u></b> <i>(Enter cost of item to be purchased)</i>		<b><u>BUDGET IMPACT:</u></b> <i>(Enter amount this non-budgeted item will impact this years' budget – if budgeted, enter NONE).</i>
\$30,814.62		
<b><u>FUNDING:</u></b> <i>(Enter the funding source for this item – if fund exists, enter the balance in the fund).</i>		<b><u>ON-GOING COST:</u></b> <i>(Enter the amount that will need to be budgeted each year – if one-time cost, enter NONE).</i>
Funding Source: Internal Services-Fleet and Building/Utility		None
Fund Balance: Fleet-\$214,586.27 Building-\$172,622.97		

**RECOMMENDATION:** Staff recommends that the Council approve the proposal for the installation of a security system and authorize the City Manager to execute the same.

  
Shane Ferrell, Public Works Director

10-17-19  
Date

/s/  
Teresa Gallavan, City Manager

10/17/2019  
Date



## Maintenance Yard Video Security 2019

City Of Selma

1325 Nebraska Ave  
Selma, CA 93662



Presented By:



**Surveillance Integration**  
4570 East Pine Ave  
Fresno, CA 93703  
(559) 579-1122  
[www.survint.com](http://www.survint.com)

Modified: 9/24/2019  
Revision: 1

City of Selma Maintenance Yard  
1325 Nebraska Ave.  
Selma, CA 93662

## CAMERA LAYOUT OVERVIEW Maintenance Yard

September 2019  
REVISION 1.1



### LEGEND

- |                                        |                                 |                            |
|----------------------------------------|---------------------------------|----------------------------|
| ○ 24MP ANALYTIC 3-SENSOR W/IR          | ▲ AP WIRELESS                   | 🔊 SPEAKER                  |
| ● 4MP ANALYTIC BULLET CAMERA W/IR      | ▲ SU WIRELESS BACK TO CITY HALL | ● CUSTOMER TO PROVIDE POLE |
| ● 4MP ANALYTIC VANDAL DOME CAMERA W/IR | ■ SWITCH LOCATION               |                            |
| ▲ SU WIRELESS                          | ★ NVR SERVER/HEADEND            |                            |

### CONFIDENTIAL LEGAL NOTICE

THIS DOCUMENT REPRESENTS PROPRIETARY ENGINEERING AND DESIGN FEATURES FOR VIDEO CAMERA SECURITY SYSTEM(S). THIS AND OTHER DOCUMENTS PROVIDED ARE SOLELY INTENDED TO ASSIST **CITY OF SELMA**, IN THE EVALUATION OF SURVEILLANCE INTEGRATION'S COMPREHENSIVE VIDEO CAMERA SECURITY SYSTEM PROPOSAL. ANY UNAUTHORIZED REVIEW, USE, DISCLOSURE, OR DISTRIBUTION IS PROHIBITED. IF YOU ARE NOT AN AUTHORIZED RECIPIENT, PLEASE CONTACT SURVEILLANCE INTEGRATION IMMEDIATELY AND OR DESTROY THE ORIGINAL, COPIES, AND ANY OTHER MATERIALS RELATED TO THIS DOCUMENT.

**SURVEILLANCE  
INTEGRATION**  
4570 E. Pine Avenue - Fresno, CA 93703  
Main: 559.579.1122 • Fax: 559.579.1118  
[www.survint.com](http://www.survint.com)



# Surveillance Integration

## NVR System

### SCOPE OF WORK

- 1 EQUIPMENT / MATERIALS / LABOR, RECOMMENDED TO COMPLETE INSTALLATION OF PROPOSED (9) IP MEGAPIXEL CAMERAS FOR (11) CAMERA VIEWS.

### SERVER



- 1 NETWORK VIDEO RECORDER 12TB CAPACITY \$4,200.00  
Intel i5, 8GB RAM DDR4, 10TB Video Storage on (1) 12TB Enterprise HDD, (1) 250GB SSD for OS, includes Nvidia GPU for Avigilon Appearance Search Capabilities, Windows 10 Professional x64, 650W PSU EPS12V, 6x USB 3.0 (rear), 2x USB 2.0 (front), (1) HDMI Built-in Gigabit LAN 10/100/1000Mbps. Rackmount Chassis 2U, Mouse & Keyboard included.

- 1 Video storage has variables based on lighting, cameras, motion detection, resolution, frame count, compression level settings and connectivity. Amount of storage or length of time video will be stored and quality of video is estimated based on these factors. When adding cameras or changing any of the settings listed above the amount and quality of video stored will likely be reduced. 'Surveillance Integration makes no guarantee as to quality of video stored, how much video or length of time video will be available on any given system'

\* We estimate (3 - 4) weeks of stored video based on the number of cameras (9) proposed for your video security system.

### BACKUP SYSTEM



- 1 Intelligent LCD uninterruptible power supply (UPS) Features dynamic line conditioning to guard against surges/spikes and offers battery backup Unit has a capacity of 1350VA/810 Watts, eight (8) NEMA 5-15R receptacles, including four (4) fail-safe outlets for critical loads. Intelligent multi-function LCD panel displays real-time UPS vitals. Unit offers connectivity via one (1) HID USB and one (1) serial port. Protection for phone/network (RJ11/RJ45) and cable/coax. UPS Management software automatically closes computer files and safely shuts down the system in case of a power outage. \$179.00

### NETWORK



- 3 8-PORT BUSINESS SMART GIGABIT POE+ SWITCH - 8 Power Over Ethernet Plus, Easy Configuration and Management, Advanced Network Security, Advanced QoS. 72 Watt Power Budget. \$798.60

### SOFTWARE

\* Price Includes Accessories

Presented By: Surveillance Integration

Project Name: Maintenance Yard Video Security 2019

Project No.: SIP-13064

9/24/2019

Page 2 of 6



# Surveillance Integration



- |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 9 | <b>AVIGILON CONTROL CENTER 7 ENTERPRISE CAMERA LICENSE</b><br>(1) camera license channel(s). Capable of Unlimited concurrent viewing clients, up to 300+ cameras per server, 10,000+ cameras per site, 100+ servers per site, and Unlimited Rule triggers. Provides situational awareness while analyzing detailed regions of interest from a single camera or multiple. Use multiple viewing tabs and cycle them automatically to allow one operator views of cameras from multiple locations throughout large camera systems. Save viewing parameters for simple and repeatable setup of complex multi-camera viewing configurations. *Digitally zoom and pan within an image while automatic dynamic contrast enhancement reveals low light details for unmatched digital PTZ performance. High Definition Stream Management (HDSM) support. Industries most powerful VMS engine. ACC Mobile Gateway included. Supports Maps and Web pages embedding. | \$2,610.00 |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|

## CAMERAS



- |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1 | <b>24MP ANALYTIC MULTI SENSOR CAMERA with IR (180 Degree FOV)</b><br>Multi-Directional Coverage with 4 adjustable image sensors. Each 8MP resolution sensor is a fixed focus 5.2mm lens. 1/2.8" progressive scan CMOS image sensor running up to 15 FPS in high framerate mode and 12 FPS if all sensors have Analytics enabled. Angle of view per image sensor is 70 degrees. Resolution is 3840 horizontal x 2160 vertical pixels. Only one camera license is required. MicroSD/microSDHC/microSDXC slot for on-board storage. Operating Temperature from -14F to 122F with Type 2 PoE Plus. IK10 Impact Rating and IP66 Weather Rating. | \$2,974.00 |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|



- |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 6 | <b>4.0 MEGAPIXEL ANALYTIC BULLET CAMERA, with IR</b><br>High-power IR LEDs illumination up to 164 ft., 30 images per second at 2560 x 1440 resolution, 3.3-9 mm, F1.3, P-Iris, remote focus and zoom, 67 dB true dynamic range, IP67 weather compliant, H.264, H.265, and Motion JPEG, ONVIF compliant, WDR 1/2.8" progressive scan CMOS sensor, Angle of View 34 degrees - 92 degrees, Audio Input and Output, Alarm In & Alarm Out, Operating Temperature -40 degrees C to +65 degrees C (-40 degrees F to 149 degrees F) | \$7,428.00 |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|



- |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 2 | <b>4.0 MEGAPIXEL ANALYTIC OUTDOOR DOME CAMERA with IR</b><br>30 images per second at 2560 x 1440 resolution, Advanced Video Pattern Detection, 3.3-9 mm, F1.3, P-Iris, remote focus and zoom, Integrated IR illuminator (IR range 49-115 ft) Multi-stream H.264, H.265, and Motion JPEG, ONVIF compliant, 1/2.8 progressive scan CMOS sensor, ONVIF compliant API, Meets IP67 Weather Rating, Angle of View 34 degrees - 92 degrees, Audio Input and Output, Alarm In & Alarm Out, Operating Temperature -40C to +65C (-40F to 149F) | \$2,476.00 |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|

## CAMERA MOUNTS



- |   |                                                  |          |
|---|--------------------------------------------------|----------|
| 6 | Junction box for the H4A-BO-IR HD Bullet Cameras | \$540.00 |
|---|--------------------------------------------------|----------|



- |   |                                                                               |         |
|---|-------------------------------------------------------------------------------|---------|
| 1 | Pole mount adapter for use with H4A-MT-WALL1, H4-BO-JBOX1 or HD Bullet Camera | \$90.00 |
|---|-------------------------------------------------------------------------------|---------|

\* Price Includes Accessories

Presented By: Surveillance Integration

Project Name: Maintenance Yard Video Security 2019

Project No.: SIP-13064

9/24/2019

Page 3 of 6

# Surveillance Integration

- |  |                                                  |         |
|--|--------------------------------------------------|---------|
|  | 1 Pendant wall arm for IR PTZ and H4 Mult-Sensor | \$95.00 |
|--|--------------------------------------------------|---------|

## AUDIO EQUIPMENT



- |  |                                                                                                                                               |          |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------|----------|
|  | 3 AMPLIFIED 6" PA HORN - 500-5000 Hz. 20 watt max. power. Weatherproof plastic construction. Minimum input 1/8 W. Requires 10-16 VDC @ 2 Amps | \$306.00 |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------|----------|

## WIRELESS EQUIPMENT



- |  |                       |          |
|--|-----------------------|----------|
|  | 1 60GHz WIRELESS UNIT | \$211.00 |
|--|-----------------------|----------|

The LHG Lite60 is a unit for connecting to a 60GHz AP at longer distances, enabling you to build an effective point to multipoint setup in the clean 60GHz wireless spectrum. These are weatherproof integrated 60GHz wireless units, that can be used indoors or outdoors in different scenarios. Connect up to eight of these units to a 60GHz access point. For links up to 800 meters, this is the best alternative for wireless connections where 2 and 5 GHz wireless space is crowded and unreliable.

- |  |                       |          |
|--|-----------------------|----------|
|  | 3 60GHz WIRELESS UNIT | \$817.50 |
|--|-----------------------|----------|

The wAP 60G and wAP 60G AP are weatherproof integrated 60GHz wireless units, that can be used indoors or outdoors in different scenarios - Base Station (only wAP 60G AP), Point-to-Point and CPE (wAP 60G AP and wAP 60G)



- |  |                                                                                                                                                                                         |          |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|  | 1 Unitized 5GHz radio, TDMA N Rate 2x2 MIMO CPE / Bridge Unit, Parabolic Form-Factor, Internal Dual Polarity 25dBi Antennas, 150+Mbps Throughput, Low Latency <3ms, 15+Kilometer Range. | \$338.25 |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|

## INSTALL MATERIALS



- |  |                                                                                                                                                                                              |         |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
|  | 275 Category 5e outdoor carrier-class shielded cable that features an Anti-Crosstalk Divider, additional shielding and is rated to provide optimal performance on Gigabit Ethernet networks. | \$93.50 |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|

- |  |                                                                                   |          |
|--|-----------------------------------------------------------------------------------|----------|
|  | 1 Installation materials; Weather Boxes, Conduit, Flex, Clamps, Seals, Fasteners, | \$300.00 |
|--|-----------------------------------------------------------------------------------|----------|



- |  |                                                                                                                                                                                |          |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|  | 900 OUTDOOR DIRECT BURIAL CAT6<br>UV Jacket cable, water block tape (no jel) 600Mhz, exceeds EIA/TIA 568 B.2-1 specifications. High speed data applications, gigabit ethernet. | \$387.00 |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|

## INSTALLATION

- |  |                                                                                                                                                                                                                                                                                                        |          |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|  | 1 Technical administrative time associated with system programming, software application training. System networking and other specialized connectivity requirements. Includes labor for certified Comtrain technician to climb structure to install wireless unit to connect back to City Hall tower. | \$950.00 |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|

- |  |                                                                                                                                                                |            |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|  | 1 Two Installers, one 30ft bucket truck, one service truck, ladders, & hand tools. Includes travel for installers. Scope of work is estimated at (5 - 6) days. | \$4,000.00 |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|

## ACCESS REQUIREMENTS

\* Price Includes Accessories

Presented By: Surveillance Integration

Project Name: Maintenance Yard Video Security 2019

Project No.: SIP-13064

9/24/2019

Page 4 of 6

# Surveillance Integration

## 1 REMOTE ACCESS

Access to Video Recorder(s) via internet "MAY" require customer to provide one  
(1) Static Public IP Address.

Customer is responsible to provide:

- Securing their network from unauthorized intrusion from the Internet
  - The recommended bandwidth of 2.0 Mbps downstream and 1.5 Mbps upstream.
- A minimum of 1.5 Mbps downstream and 1.0 Mbps upstream is required.

Surveillance Integration provides No Guarantee as to:

- Reliability of internet remote connectivity via mobile devices and or workstations
- Video frame count (fps) or resolution quality via internet

## WARRANTY

### 1 CUSTOMER TO PROVIDE:

1. Make network available for video traffic
2. Power outlets where required to power cameras, server, and network switches.
3. If conduit is required for low voltage cable, this may be outside scope of work on estimate
4. Necessary Rack Space and electrical requirements at server locations
5. All secondary viewing monitors/stations: Surveillance Integration can provide monitors at customer's request
6. 20ft. camera pole 425 feet South of last building on property, the pole is to be located against West edge of property line.
7. 110V power on non-GFI receptacle inside a 12" x 12" x 8" weatherproof enclosure.

### 1 SURVEILLANCE INTEGRATION-WARRANTY

CONTRACTOR LICENSE # 927851

- \* ONE YEAR ON WORKMANSHIP
- \* THREE YEARS ON CAMERAS
- \* THREE YEARS ON DIGITAL VIDEO / NVR RECORDER
- \* TWO YEARS ON WIRELESS EQUIPMENT

## TERMS OF SALE

### 1 \* DUE ON RECEIPT

**Project Subtotal: \$28,793.85**

\* Price Includes Accessories

Presented By: Surveillance Integration

Project Name: Maintenance Yard Video Security 2019

Project No.: SIP-13064

9/24/2019

Page 5 of 6



# Surveillance Integration

## Project Summary

<b>Equipment:</b>	<b>\$23,843.85</b>
<b>Labor:</b>	<b>\$4,950.00</b>
<b>Sales Tax:</b>	<b>\$2,020.77</b>
<b>Grand Total:</b>	<b>\$30,814.62</b>

Client:

Date

Contractor: **Surveillance Integration**

Date

\* Price Includes Accessories

Presented By: Surveillance Integration

Project Name: Maintenance Yard Video Security 2019

Project No.: SIP-13064

9/24/2019

Page 6 of 6

**CITY MANAGER'S/STAFF'S REPORT  
CITY COUNCIL MEETING:**

October 21, 2019

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**ITEM NO:**

7.

**SUBJECT:** Consideration of a Resolution adopting amended fiscal policies

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**DISCUSSION:** On March 15, 2010, City Council approved Resolution 2010-15R to adopt fiscal policies that would address the following topics:

1. Fund's Operating Budget
2. Balanced Budget
3. Prediction of Revenues
4. Enterprise Funds
5. Internal Service Funds
6. Risk Management
7. Enterprise Operating Reserve
8. Enterprise Fund General Reserve
9. Cash Flows Management
10. Fiscal Plan
11. Major Capital Improvements and Acquisitions
12. Use of Bonding
13. Budget Request
14. Accounting Practices
15. Compensation

During the 2019-2020 budget process, the Finance Department discussed with City Council multiple updates that could assist with the City's current and future pension obligations. In addition, the policies will help develop stronger reserve policy controls in the Internal Services and Enterprise Funds. Some of the proposed amendments are allocating all General Fund available funds over current reserve policy to pension obligations and/or trust. In addition, all Internal Service and Enterprise Fund reserves policies were updated to meet current operational needs. The attached Exhibit A reflects the additions, updates, and deletions from the prior policies.

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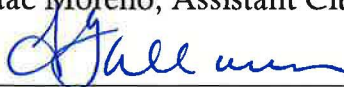
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**RECOMMENDATION:** It is recommended that the City Council adopt the Resolution amending the City's fiscal policies.

---

---

/s/  
Isaac Moreno, Assistant City Manager

  
Teresa Gallavan, City Manager

10/17/2019

Date

10-17-19

Date

**RESOLUTION NO. 2019 – R**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SELMA RESCINDING RESOLUTION NO. 2010-15R AND APPROVING  
CITY OF SELMA AMENDED FINANCIAL POLICIES**

**WHEREAS**, in order to function properly and provide accountably of the public's funds sound financial policies need to be in place; and

**WHEREAS**, on March 15, 2010, the City Council adopted Resolution No. 2010-15R, implementing the financial policies for the City of Selma; and

**WHEREAS**, the Selma City Council recently asked staff to review and provide updates and/or revisions to the City's financial policies; and

**WHEREAS**, the City's Assistant City Manager in conjunction with the City Manager and staff have reviewed the existing financial policies and have made recommendations to the City Council; and

**WHEREAS**, the Selma City Council has reviewed the proposed financial policies and finds them consistent as both guidelines and goals for the City.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SELMA HEREBY  
FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

Section 1. The City Council finds that the above recitals are true and correct and are incorporated herein by reference.

Section 2. The City Council hereby rescinds Resolution No. 2010-15R.

Section 3. The City Council hereby approves and adopts the amended financial policies, attached hereto as Exhibit A, and incorporated herein by reference.

Section 4. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the City Council of the City of Selma on this 21<sup>st</sup> day of October 2019, by the following roll call vote:

AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSTAIN: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:

ATTEST:

\_\_\_\_\_  
Scott Robertson  
Mayor

\_\_\_\_\_  
Reyna Rivera  
City Clerk

## Exhibit A

### CITY OF SELMA FINANCIAL POLICIES Updated: October 21, 2019

1. **DEVELOPMENT OF A RESERVE.** We will work toward the development of and maintain a designated General Fund working capital reserve equivalent to 15% of the General Fund's operating budget and a designated emergency reserve equivalent to 5% of the General Fund's operating budget. The emergency reserve is just what it says and could be used in the event of an emergency. This equates to a General Fund reserve of 20%. **All reserves over the 20% threshold will be allocated to the Unfunded Accrued Liability (UAL) and/or a Section 115 Trust.**
2. **BALANCED BUDGET.** The City of Selma will maintain a balanced operating budget for all governmental funds with recurring revenues. This means that we will not budget (expend) more than we receive in revenue and at the same time we will be addressing the development of our reserve funds. (Appropriations of available fund balance will only be permitted for "one-time" non-recurring expenditures.)
3. **PREDICTION OF REVENUE.** The City of Selma will assume that normal revenue inflation and/or growth will go to pay normal inflation expenditures. The City of Selma will not use one-time revenue to fund on-going programs costs. Normal expenditure increases will not be approved if they exceed normal revenue inflation and/or growth.  
  
In addition any new or expanded programs will be required to identify funding sources and/or off-setting reductions in expenditures in other programs.
4. **ENTERPRISE FUNDS.** We will require that all Enterprise Funds have revenues (customer charges, interest income, and all other income) sufficient to meet operating expenses, depreciation expense, and prescribed cash reserve policies per financial policies as recommended for each enterprise activity.



Each Enterprise Fund will maintain debt service coverage requirements set forth in any related bond covenants and will be required to reimburse the General Fund for the cost of governmental support provided to the Enterprise Fund.

Additionally, where possible the Enterprise Fund could make an additional contribution back to the General Fund to be determined by staff and Council.

5. **INTERNAL SERVICE FUND**. The City of Selma will require that each Internal Service Fund which includes vehicles, equipment, and building maintenance have revenues, sufficient to meet all cash operating expenses and depreciation expenses. Internal Service revenue basically includes city user charges and some interest income. The related revenues should also be sufficient to maintain cash reserves which provide sufficient cash to replace vehicles and equipment in accordance with replacement policies therefore the City of Selma will review the equipment replacement fund policy to ensure that it is adequate.
6. **INTERNAL SERVICES OPERATING RESERVE** – The City of Selma will maintain a general operating reserve which will support operations for each Internal Service Fund during times of financial emergencies. The amount of the general operating reserves will be determined based on a risk assessment of each Internal Service Fund and the Internal Service Fund annual expenses.
7. **RISK MANAGEMENT**. The City of Selma will maintain a risk management program to provide for protection against loss and a reduction in exposure to liability.
8. **ENTERPRISE OPERATING RESERVE** – The City of Selma will maintain a general operating reserve which will support operations for each Enterprise Fund during times of financial emergencies. The amount of the general operating reserves will be determined based on a risk assessment of each Enterprise Fund and the Enterprise Fund annual expenses.



9. **ENTERPRISE FUND GENERAL RESERVE.** The City of Selma will maintain other Enterprise Fund reserves such as debt reduction and capital funding reserves, fleet replacement reserves, and general plant reserves (in addition to the general operating reserve and other reserves) as necessary and prudent for the operation of the specific Enterprise Fund. Such reserves will be reviewed as necessary during the annual budget process, or at least every two years.
10. **CASH FLOW MANAGEMENT.** The City of Selma will establish a cash flow management system, which includes the preparation of a cash flow analysis of all funds on a regular basis. The Cash Flow Management Plan will be to ensure that the City can offset significant downturns in revenues that will provide sufficient working capital and cash for daily financial needs.
11. **LONG-RANGE FISCAL PLAN.** The City of Selma will maintain a long-range fiscal perspective through the use of an annual operating budget, working closely with our sales tax consultants, the development of a five-year capital improvement plan, and the development of a five-year financial forecast.
12. **MAJOR CAPITAL IMPROVEMENTS AND ACQUISITIONS.** The City of Selma will use long-term financing methods or cash accumulated in excess of policy requirements for major capital improvements and acquisitions. These improvements will be planned, as best as possible, via the annual capital improvement plan process.
13. **USE OF BONDING.** The City of Selma will issue bonds or incur other terms of indebtedness only for appropriate purposes and only if the debt service does not affect the City's ability to meet future operating, capital and reserve requirements.
14. **BUDGET REQUEST.** The City of Selma will require each budget appropriation request to include a fiscal impact analysis. Presently any new request of non-budgeted items which goes to the Council requires staff to identify the budget impact, but this will require staff to identify specific funding sources. Additionally, in the development of the budget staff will be required to identify funding sources for any new personnel, equipment and programs and stay within the policy that one-time funds do not support on-going programs or staff.

15. **ACCOUNTING PRACTICES.** The City of Selma will comply with all the requirements of "Generally Accepted Accounting Principles." This is not a new policy or a new practice, but under girds the whole accounting program of the City of Selma.
16. **COMPENSATION.** The City of Selma will strive to pay competitive market level compensation to our employees. The City of Selma will continue to conduct comparison pay and benefit studies with surrounding cities.
17. **PENSION OBLIGATIONS.** The City of Selma will strive to address growing pension costs by establishing a Section 115 Trust. To fund this trust, City Council will direct staff to appropriate funds each year during the budget process.

***The City of Selma will work toward the development of and maintain a designated General Fund working capital reserve equivalent to 15% of the General Fund's operating budget and a designated emergency reserve equivalent to 5% of the General Fund's operating budget. The emergency reserve is just what it says and could be used in the event of an emergency. This equates to a General Fund reserve of 20%.***

### ***General Fund***

Unforeseen developments and crises occur more often than not in any given budget year. Maintaining reserves is considered a prudent management practice and can be used for numerous unforeseen situations. Examples of potential uses include:

- Federal/State/County budget cuts;
- Local revenue shortfall due to major business closures or relocations;
- Shortfalls due to economic downturns;
- Increase in demand for a specific service;
- Legislative or judicial mandate to provide a new/or expanded service or programs;
- Unexpected increase in inflation (CPI); and,
- Natural disaster (earthquake, flood, etc.)

In an effort to ensure the continuance of sound financial management of public resources, the City Council has directed staff to maintain a 20% unappropriated General Fund reserve amount. This reflects a "working capital" reserve of 15% and an "emergency contingency" reserve of 5%. It should be clarified that this 20% minimum reserve amount is to be applied to the General Fund's recurring operating budget only. One-time (non-recurring) expenditures, ~~as well as internal service fund rates~~ will not be used to calculate the 20% reserve amount.

If unforeseen circumstances occur which cause the reserves to drop below their prescribed levels, then staff will immediately present the City Council with various options for curing the deficiency.

### **15% "Working Capital" Reserve**

The City Council has directed staff to maintain a "working capital" reserve in the General Fund. This reserve represents an amount necessary to fund 55 days (nearly two months) of the General Fund's operations. In the event that the State or Fresno County failed to remit revenues to the City or a major/regional natural disaster occurred, which would delay the payment of revenues, maintaining such a reserve would allow the City to be able to provide General Fund services for roughly two months. A common "working capital" reserve standard that bond rating agencies and bond insurance companies look for ranges anywhere from 45 to 60 days. Additionally, this % driven reserve provides a reserve that will grow as the budget grows.

### 5% "Emergency Contingency" Reserve

The City Council has also directed staff to maintain a separate 5% "emergency contingency" reserve in the General Fund. This reserve represents the minimum "emergency contingency" reserve the bond rating agencies and bond insurance companies recommend cities maintain to deal with local disasters, emergencies, and/or unexpected appropriation needs.

### Allocation to Unfunded Accrued Liability and/or Section 115 Trust

The City Council has directed staff to analyze all available funds over the Reserve Policy of 20% to be allocation to the Unfunded Accrued Liability (UAL) and/or a Section 115 Trust. The available funds will be presented to City Council with a recommended course of action after the Financial Statements have been approved.

### ***Special Revenue Funds***

Reserve levels are established as appropriate for the specific fund. ~~Reserve levels for the Streets fund will be maintained at the same levels as the General Fund;~~ While the other special revenue funds will maintain reserves as appropriate and or according to grantor requirements.

### ***Debt Service Reserve Funds***

Reserve levels will be established as prescribed by the bond covenants adopted at the time of issuance of debt.

***The City of Selma will maintain a balanced operating budget for all governmental funds with recurring revenues. This means that we will not budget (expend) more than we receive in revenue and at the same time we will be addressing the development of our reserve funds. (Appropriations of available fund balance will only be permitted for "one-time" non-recurring expenditures.***

#### ***General Fund***

This policy requires that in any given fiscal year we do not budget recurring appropriations in excess of the revenue we expect to receive in the same year. This "pay as you go" approach mandates that any increase in expenditures, decreases in revenues, or combination of the two that would result in a budget imbalance will require cost cutting and/or revenue enhancement, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Cost cutting measures may include reductions in staff (either through eliminating vacant positions, attrition, hiring freezes, or actual lay-offs), or reductions in expenditures for materials, services, and supplies. Expenditure reductions may very well result in reduced service levels.

Revenue enhancement would generally be in the form of new or increased taxes and fees. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining policy-set reserve levels, and the remaining balances will be available for one-time carry-over expenditures, including capital improvement projects, or limited term expenditures.

#### ***Special Revenue Funds***

In the Special Revenue Funds, we recommend formal adoption of our current balanced budget policy, as long as it does not interfere with legal or grantor requirements. Balances in these funds are either committed to approve projects or are to be applied to projects or programs within Federal, State, or County guidelines. In some cases, the funds could be used to meet some of the needs related to our capital improvement program.

#### ***Debt Service Funds***

The resources of the Debt Service Funds and the Public Financing Authority are legally designated for, and restricted to, payment of long-term debt. Debt Service Reserve amounts will be dictated by the bond indenture.



***The City of Selma will assume that normal revenue inflation and/or growth will go to pay normal inflation expenditures. The City of Selma will not use one-time revenue to fund on-going programs costs. Normal expenditure increases will not be approved if they exceed normal revenue inflation and/or growth.***

Normal revenue inflation and/or growth, increased amounts from existing sources, may not always increase at a rate equal to or faster than the expenditures/expenses they support. As a result, the City Council has directed staff to avoid using such revenue as start-up revenue for new projects or programs that has ongoing costs. The City Council has stated that increases in service levels should be supported by new revenue sources or reallocation of existing resources. If normal revenue inflation and/or growth does not keep up with expenditure/expense inflation, we will decrease expenditures/expenses or seek new revenue sources. If long-term revenues grow at a rate faster than expenditure/expense inflation, the City Council can consider expanding service levels accordingly or reducing tax rates and fees under their jurisdiction.

***We will require that all Enterprise Funds have revenues (customer charges, interest income, and all other income) sufficient to meet operating expenses, depreciation expense, and prescribed cash reserve policies per financial policies as recommended for each enterprise activity.***

The City's Enterprise Funds will be supported solely by revenue derived from the enterprise's operations and its interest earned on cash deposits and investments. None of these funds will be supported or subsidized by the City's General Fund. However, each Enterprise Fund will be required to reimburse the General Fund, and/or other applicable funds, for the full cost of general government support services provided to the Enterprise Fund (such as, but not limited to, computer support, accounting, legal, human resources, records management and general administration).

***The City of Selma will require that each Internal Service Fund, which includes vehicles, equipment, and building maintenance, have revenues, (City user charges, interest income, and all other income) sufficient to meet all cash operating expenses, and depreciation expenses. Internal Service revenue basically includes city user charges and some interest income. The related revenues should also be sufficient to maintain cash reserves which provide sufficient cash to replace vehicles and equipment in accordance with replacement policies therefore the City of Selma will review the equipment replacement fund policy to ensure that it is adequate.***

The City uses Internal Service Funds as an internal accounting and budget mechanism to equitably distribute vehicle and equipment replacement and maintenance costs among City user departments and to help assure that adequate funding is on hand to replace/maintain the Fund's assets and pay liabilities. The City currently maintains an 1) Insurance Fund; 2) Fleet Management Fund; 3) Building and Utility Fund; 4) General Overhead Fund; and, 5) Data Processing Fund. These funds charge rates to the City user departments which are generally sufficient to cover depreciation, operations and maintenance costs, and asset replacement.

***The City of Selma will maintain a general operating reserve which will support operations for each Internal Service Fund during times of financial emergencies. The amount of the general operating reserves will be determined based on a risk assessment of each Internal Service Fund.***

The City Council has directed staff to ensure that each Internal Service Fund maintains sufficient reserves to provide enough funds to allow the City Council to react and adopt a financial plan which can adequately deal with a variety of adverse economic circumstances which may materialize. A common "general operating" reserve standard for Internal Service Fund operations at the ranges anywhere from 30 to 90 days.

Because of unforeseen circumstances, if the working capital or capital improvement reserves drop below levels prescribed by this policy, then staff will present the City Council with various options for curing the deficiency.

General operating reserve requirements for the Internal Service funds are as follows:

- Insurance Fund:
  - 90 days of working capital
- Fleet Management:
  - 90 days of working capital
- Building and Utility:
  - 90 days of working capital
- General Overhead:
  - 30 days of working capital
- Data Processing:
  - 60 days of working capital



***The City of Selma will operate a risk management program to provide for protection against loss and a reduction in exposure to liability.***

Such program shall include an employee safety training program to minimize financial losses to the City. We shall participate in a self-insurance pooling program to provide for protection against major losses, including excess coverage insurance to cover catastrophic losses where appropriate.

In order to meet the requirements of this proposed policy, the City must maintain sufficient cash reserves to meet the demands of the self-insured retention levels as required by self-insurance pools and the State. In addition, an actuary shall make an analysis every two years of the self-insurance cash reserves in light of actuarially determined fund liabilities for current and future claims. The insurance rates charged to City departments are adjusted up or down based on the surplus or deficiency of cash reserves as determined by the actuary.

If the reserves drop below levels prescribed by this policy and cannot be readily replenished through increased user rates, then staff will bring the matter to the City Council's attention. In discussing the reserve inadequacy with the City Council, staff will make every effort to give the City Council viable options in choosing the best course of corrective action.

***The City of Selma will maintain a general operating reserve which will support operations for each Enterprise Fund during times of financial emergencies. The amount of the general operating reserves will be determined based on a risk assessment of each Enterprise Fund.***

The City Council has directed staff to ensure that each Enterprise Fund maintains sufficient reserves to provide enough funds to allow the City Council to react and adopt a financial plan which can adequately deal with a variety of adverse economic circumstances which may materialize. A common "general operating" reserve standard for Enterprise Fund operations that bond rating agencies and bond insurance companies look for ranges anywhere from 30 to ~~60~~ 90 days. Applicable cash capital improvement and equipment replacement reserves are also maintained in each Enterprise Fund.

Because of unforeseen circumstances, if the working capital or capital improvement reserves drop below levels prescribed by this policy, then staff will present the City Council with various options for curing the deficiency.

~~Current~~ General operating reserve requirements for the Enterprise funds are as follows:

- Ambulance Fund:
  - ~~60~~ 90 days of working capital including transfers out
- Pioneer Village:
  - ~~60~~ 30 days of working capital
- Garbage Services:
  - ~~60~~ 30 days of working capital
- Cultural Arts:
  - ~~60~~ 30 days of working capital
- Transit Services:
  - 30 days of working capital

***The City of Selma will maintain other Enterprise Fund reserves such as debt reduction and capital funding reserves, ~~and~~ fleet replacement reserves, ~~and~~ general plant reserves (in addition to the general operating reserve and other reserves) as necessary and prudent for the operation of each specific Enterprise Fund. Such reserves will be reviewed annually as necessary during the budget process, or at least every 2 years.***

The actual reserves listed above will be determined on a fund by fund basis. These reserves are intended to reduce outstanding debt and, fund major capital projects, fund ongoing fleet replacements, and provide for replacement, improvement, modernization, and or expansion of the general plant infrastructure and facilities that would generally be of an unanticipated nature and that could not readily be funded by other sources.

Because of unforeseen circumstances, if any of the reserves listed above drop below levels prescribed by this policy, then staff will present the City Council with various options for replenishment.

Current debt reduction and capital reserves, fleet replacement, and general operation reserve requirements for the Enterprise Funds are as follows:

- Ambulance Fund:
  - 20% of the 5 year capital plan
- Pioneer Village:
  - ~~\$180,000 for Capital Funding~~ None
- Garbage:
  - ~~15% reserve~~ None
- Cultural Arts:
  - ~~20% of the 5-year capital plan~~ None

***The City of Selma will establish a cash flow management system, which includes the preparation of a cash flow analysis of all funds on a regular basis. The Cash Flow Management Plan will be to ensure that the City can offset significant downturns in revenues that will provide sufficient working capital and cash for daily financial needs.***

The Disbursement, collections, and deposit of all funds will be scheduled to ensure maximum investment return and cash availability subject to the City's Investment Policies. The cash flow management system shall ensure the City can offset significant downturns in revenues which could not have been reasonably foreseen and provide sufficient working capital and cash for daily financial needs.

It shall be the objective of the City of Selma to pool and invest public funds in accordance with current legislation and the ordinances of the City of Selma. Criteria for investing shall adhere to the following order of priority: (1) Safety, (2) Liquidity, (3) Yield.

Responsibility for the investment program of the City shall be vested with the Director of Finance who shall establish an investment program consistent with an adopted investment policy.



***The City of Selma will maintain a long-range fiscal perspective through the use of an annual operating budget, working closely with our sales tax consultants, the development of a five-year capital improvement plan, and a five-year financial forecast.***

A long-range financial perspective is essential to provide a more comprehensive and thorough overview of the City's long-term financial needs. Components of this plan include the use of an annual operating budget and a five-year financial forecast with revenue and expenditure projections. The approach will be supported by staff's use of historical data, current economic trends and identification of future financial events. In addition, a five year Capital Improvement Program will be maintained and annually updated to help the City Council better understand the potential long-term funding sources and capital improvement needs, as well as operational impacts related to the capital improvement projects.

***The City of Selma will use long-term financing methods or cash accumulated in excess of policy requirements for major capital improvements and acquisitions. These improvements will be planned, as best as possible, via the annual capital improvement plan process.***

The traditional method for a local government to obtain funds for Capital Improvements has been to use accumulated resources or to issue long-term debt instruments such as municipal bonds, which mature 20 to 30 years from the date of issuance. In general, a municipal bond issue's maturity should approximate the useful life of the asset being financed.

Major long-term capital improvement needs should be financed, as much as possible, with long-term debt. Short-term capital improvements needs should be funded with accumulated cash balances or if needed short-term debt. The City Council has also stated that it is acceptable to use cash which has been accumulated in excess of policy requirements to pay for either long-term and/or short-term capital improvements. The actual use of debt financing or accumulated cash for such projects will be determined by the City Council during the annual budget process. It is the City's practice to use whatever financing mechanism(s) that best meets the goals and objectives of the applicable capital replacement or acquisition.

***The City of Selma will issue bonds or incur other forms of indebtedness only for appropriate purposes and only if the debt service does not affect the City's ability to meet future operating, capital and reserve requirements.***

Each debt issuance must accomplish an appropriate purpose. Potential reasons for debt financing include:

- Accelerate the delivery of projects. Debt financing allows the delivery of projects on an accelerated basis. Accelerating projects may provide a programmatic benefit to the City and/or a financial benefit (i.e. the cost of borrowing against the rate at which the cost of the project construction or delivery would otherwise escalate due to inflation).
- Spread cost over the useful life of an asset. Debt financing allows the City to spread the cost of a project over its useful life rather than paying for it at one time. In addition, financing effectively spreads the cost of a project among all users that benefit from it.
- Smooth out annual cash flow. Debt financing spreads the cost of a project over a period of years, thereby smoothing out the City's cash flow.
- Optimize overall financial resources. Debt financing may free up existing funds for investment at a rate that is higher than the cost of borrowing. As a result, debt financing may increase the City's overall financial resources, providing additional funding for other capital projects and services.
- Refundings. It may become desirable for the City to issue bonds or other securities to refinance outstanding obligations. The reasons for refinancing include:
  - Debt Service Savings. A drop in interest rates may allow the City to experience debt service savings over the debt service requirements of the financing being refunded. As a general rule, the present value savings generated by the refunding bonds shall be at least 3% of the outstanding refunded bond amount. Savings shall be calculated on the basis of a refunding bond debt service that is patterned on the debt service structure of the bonds to be refunded and should consider any potential offsets, such as lost debt service reserve fund earnings.
  - Programmatic Reasons. It may be beneficial for the City to issue refunding debt for other than economic purposes. Such reasons may include: restructuring outstanding debt, changing the type of debt instruments originally used, retiring a bond issue, removing covenants/pledges that have become restrictive, or retiring debt prior to maturity.
- The City's ability to afford the debt must always be measured both in terms of the requirements of its various bond indentures and its continued ability to meet all of its on-going operating, capital and reserve requirements.

***The City of Selma will require each budget appropriation request to include a fiscal impact analysis. Presently any new request of non-budgeted items which goes to the Council requires staff to identify the budget impact, but this will require staff to identify specific funding source. Additionally, in the development of the budget staff will be required to indentify funding sources for any new personal, equipment and programs and stay within the policy that one-time funds do not support on-going programs or staff.***

Throughout any budget year there are many items brought before the City Council for consideration. The decisions it makes on these items often require the expenditure of funds. If the decision results in approval of funds already appropriated in the budget, the fiscal impact is already known. But, if the decision includes spending more than anticipated in the budget or requires a whole new appropriation, the fiscal impact needs to be thoroughly analyzed. To this end, the City Council now requires that all requests to Council for new or supplemental budget appropriations must be accompanied by a "Fiscal Impact Statement." This should include:

- Amount of Funds Requested
- Source of Funds Requested
- New revenue
- Reallocation of existing revenue
- Unappropriated Fund Balance
- Designated Reserve
- Impact of Request/as Applicable
- New rates or fees
- Decrease in any activity to support more activity
- Why would we use reserves versus new or reallocation revenue?

***The City of Selma will comply with all the requirements of "Generally Accepted Accounting Principles". This is not a new policy or a new practice, but under girds the whole accounting program of the City of Selma.***

This policy is self-explanatory. We sometimes hear stories of how public or private entities use "creative accounting" to paint a more positive picture than might really exist. As per City Council direction, staff will always conduct the City's financial affairs and maintain records in accordance with Generally Accepted Accounting Principles as established by the Government Accounting Standards Board. This process should help in maintaining accuracy and public confidence in the City's financial reporting systems.



***The City of Selma will strive to pay competitive market level compensation to our employees. The City of Selma will continue to conduct comparison pay and benefit studies with surrounding cities.***

In determining "market level" compensation the City takes into consideration: 1) The general state of the economy; 2) the cost-of-living, measured by the Fresno County Urban Wage Earners and Clerical Workers Consumer Price Index; 3) the City's ability to pay; and, 4) an evaluation of the "survey average" from "standard comparison cities".

In using a market survey of similar positions in comparable cities, the City is committed to paying the simple average of the surveyed cities. Our employees will not lead the group nor will they ever be last, but they will always be competitive. Fair compensation helps to assure not only quality candidates for Selma, California jobs, but also provides stability for the City's labor relations environment. The logical consequence of this philosophy is that when resources are scarce, the City will continue to pay competitive wages. However, the City may lag behind the survey average or have to employ fewer people or reduce other line item expenses. .

In addition, the City follows a philosophy of "pay for performance." The concept of "pay or performance" versus a system that pays more simply for years of service is one that is generally stressed in the City's labor agreements. It is the intent of this system to financially reward those who perform at significantly greater levels than others. The combination of the dual commitment to use "market level" compensation and "pay for performance" helps assure a continuation of high-quality employees and a rational framework for compensation.

***The City of Selma will strive to address growing pension cost by establishing a Section 115 Trust. To fund this trust, City Council will direct staff to appropriating funds each year during the budget process.***

Establishing a Section 115 Trust allows the City to pre-fund its CalPERS unfunded liability, which allows for greater control over local assets invested by a professional fund management team, selected and monitored by the City. Some of the other benefits to establishing a trust are as follows:

- Any income derived from a Section 115 Trust is tax exempt
- City can determine what level of risk they are willing to invest
- Funds can be used for reimbursing the City for pension contributions, transferred directly to CalPERS, and could pay for plan expenses

To fund this Trust, City Council will direct staff during the budget process to appropriate funds. The amount appropriated will be no less than \$300,000.

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**ITEM NO:**

8.

**SUBJECT:** Consideration of a Resolution authorizing participation in the PARS Post-Employment Benefits Trust Program administered by Public Agency Retirement Services (PARS) and U.S. Bank, appointing the Assistant City Manager as the City's Plan Administrator, and authorizing the City Manager to execute the documents to implement the Program.

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**DISCUSSION:** In 2012, the Government Accounting Standards Board (GASB) issued Statement No. 68, Accounting and Financial Reporting for Pensions. GASB 68 requires that governmental employers that sponsor Defined Benefit plans (i.e., CalPERS) must recognize a net pension liability (unfunded accrued liability) on their balance sheet. This is the difference between the City's total pension liability (actuarial accrued liability) and actual plan assets. GASB 68 became effective for the 2014-15 fiscal year.

To address the GASB 68 net pension liability figure, the City's only prior option was to commit additional funds to CalPERS (in excess of its annual required contributions) to reduce its unfunded liability. However, a private letter ruling received by PARS from the IRS established that the City could create a separate trust to "pre-fund" its CalPERS unfunded liability. This would provide the City with an alternative to sending funds to CalPERS that will allow for greater local control over assets, investment by a professional fund management team selected and monitored by the City, with future excess contributions transferred to CalPERS at the City's discretion.

To date, 204 public agencies have adopted the Pension Rate Stabilization Program (PRSP) through PARS including 114 cities throughout California.

Expected benefits offered by the PARS PRSP include:

- Contributions placed in an exclusive benefit trust could address the City's Net Pension Liability
- Investment flexibility with Section 115 Trust compared to restrictions on general fund investments (Govt. Code 53216)
- Increased risk diversification of plan assets through different asset management
- Investments can be tailored to the City's unique demographics
- Oversight and control of fund management selection, monitoring of performance and ability to replace fund management based on performance criteria
- Increased flexibility on use of trust assets (i.e., trust assets can be accessed at any time as long as the assets are used to fund the City's pension obligations and defray reasonable pension plan related expenses)
- Lower investment management and administrative expenses compared to CalPERS
- Ability to prefund OPEB (Other Post-Employment Benefits) within same Trust
- Potential for positive rating agency and investor consideration

In an effort to help public agencies address and manage their GASB 68 liability, PARS has developed the PARS Post-Employment Benefits Trust Program. PARS has assembled leading professionals to provide the City with the necessary services required under one program to pre-fund pension and retiree health care liabilities through an IRS reviewed program. The program has been established as a multiple employer trust so that public agencies regardless of size can join the program to receive the necessary economies of scale to keep administrative fees low and avoid any setup costs. The trust permits the City, under federal and state law, to invest in a more diversified array of investments to maximize investment returns long term.

PARS has partnered with US Bank to serve as trustee and its sub-adviser HighMark Capital Management, Inc., to provide investment management services for the program.

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**RECOMMENDATION:** It is recommended that the City Council approve the City's establishment of the PARS Post-Employment Benefits Trust Program and adopt the resolution. It is also recommended that the City Council authorize the City Manager, subject to the review and approval of the City's legal counsel, to sign all necessary documents.

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/s/  
\_\_\_\_\_  
Isaac Moreno, Assistant City Manager

  
\_\_\_\_\_  
Teresa Gallavan, City Manager

10/17/2019

\_\_\_\_\_  
Date

10-16-19  
\_\_\_\_\_  
Date

**RESOLUTION NO. 2019 – \_\_\_R**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA AUTHORIZING PARTICIPATION IN THE PARS POST-EMPLOYMENT BENEFITS TRUST PROGRAM ADMINISTERED BY PUBLIC AGENCY RETIREMENT SERVICES (PARS) AND U.S. BANK, APPOINTING THE CITY MANAGER AS THE CITY’S PLAN ADMINISTRATOR, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE DOCUMENTS TO IMPLEMENT THE PROGRAM.**

**WHEREAS**, PARS has made available the PARS Public Agencies Post-Employment Benefits Trust (the “Program”) for the purpose of pre-funding pension obligations and/or OPEB obligations; and

**WHEREAS**, the City of Selma (“City”) is eligible to participate in the Program, a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued there under, and is a tax-exempt trust under the relevant statutory provisions of the State of California; and

**WHEREAS**, the City’s adoption and operation of the Program has no effect on any current or former employee’s entitlement to post-employment benefits; and

**WHEREAS**, the terms and conditions of post-employment benefit entitlement, if any, are governed by contracts separate from and independent of the Program; and

**WHEREAS**, the City’s funding of the Program does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right; and

**WHEREAS**, the City reserves the right to make contributions, if any, to the Program.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The City Council hereby adopts the PARS Public Agencies Post-Employment Benefits Trust, effective the 21<sup>st</sup> day of October 2019; and
2. The City Council hereby appoints the Assistant City Manager, or his/her successor or his/her designee as the City’s Plan Administrator for the Program; and
3. The City’s City Manager is hereby authorized to execute the PARS legal and administrative documents on behalf of the City and to take whatever additional actions are necessary to maintain the City’s participation in the Program and to maintain compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the City’s Program.



The foregoing resolution was duly approved by the Selma City Council at a regular meeting held on the 21<sup>st</sup> day of October 2019 by the following vote, to wit:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:

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Scott Robertson, Mayor

ATTEST:

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Reyna Rivera, City Clerk

